

Bell Tower Park Property Owners Association, Inc.
c/o Cardinal Management Group of Florida, Inc.
5100 Bell Tower Park Boulevard, Fort Myers, FL 33912

DATE: August 27, 2024

TIME: 6:00 PM

LOCATION: Hybrid - Virtual Meeting/Live – BTP Office

Minutes

i. Call to order @ 6:00 PM

ii. Determination of quorum & roll call

- Brandi Wells - CAM Manager – In-person
- Ron McEwan – President – In-person
- Mike Lewis – Treasurer – Zoom
- Paul Niss – VP – Zoom
- Jodi Harrison – Secretary – Zoom
- John Davenport – Member at large – In-person
- 3 Participants on the bridge
- 10 Clubhouse attendees

III. Review and consideration: July meeting minutes.

Motion to accept the July meeting minutes.

1st – John Davenport

2nd – Paul Niss

IV. Treasurer's Report – Mike Lewis & Martha Harrie

- The CMG expense for processing the special assessment have been moved from office expense (51030) to the tennis court conversion expense account (78010)
- The landscape replacement/improvement account (61570) is high for the month due to the cost of the planting along the south wall. Most of the annual budget has been used as of 7/31/2024.
- An adjustment was made to the reserve accrual account (90000) to bring it to agreement with the budget. It was previously showing \$10k per month of accrual and it should have been \$6.5k
- Mike Lewis to investigate tennis court maintenance and landscape items

Motion to accept the treasurers report.

1st – John Davenport

2nd – Mike Lewis

V. Community Manager's Report:

- New onsite Manager Introduction to community
- Projects I am currently working on closely with POA board members include:
 - Think Utility Meter Box-Need to be labeled
 - Preserve Boundaries and County Upkeep
 - Gate Issues
- Ways to Contact, email, phone, office visit.

VI. Committee and Liaison Reports: Please share committee updates with the secretary (Jodi Harrison) to be summarized in the POA BOD meeting minutes.

- **Social – Kim Walerius / Jodi Harrison – 8/29 @ 4P - Clubhouse**
 - Community email sent out with a sneak peek of upcoming events.
 - Sign up available for the September 28th Chill & Grill
- **Building & Amenities – Keith Miller / John Davenport – Sept – TBD**
 - No updates regarding the Sport Court improvements.
 - The Community Manager will follow up with City Hall for an update on permits.
- **Landscape – Chairperson TBD / Paul Niss – Meeting – 9/19 @ 4P - Clubhouse.**
 - Southern Wall update
 - Pruning review –policy, phases, and Greenscapes scheduling
 - Front Yard Restorations – Phase 2: Funding availability / Deferral to 2025
 - Shady Lady updates
 - Dead trees and stump recommendations
- **Security – Dan Hickie / John Davenport – Meeting – TBD @ 3P – Office**
 - **Security team will regroup in the Fall**
- **Communications – Annie Granatino / Ron McEwan – Meeting – 9/5 @ 1P - CH**
 - **Item 1** - Happy to report a positive response to our August newsletter, requesting owners to sign up for the new internal website. To date, we have 200 registrants. Our goal is 312 registrants, 2/3rds of the homeowners.
 - **Item 2** - The Communication Committee thanks the Board for its support with the new website.
 - **Item 3** - We will formalize the BTP website team at our next meeting
 - **Item 4** - Next meeting is Thursday Sept 5th at 1P in the clubhouse
 - **Item 5** – Looking for new members
- **Finance – Martha Harrie / Mike Lewis - Meeting –TBD**
 - Only meet as needed.

VII. Old Business:

- a) Palm Tree Resolution: Three (3) trees were removed by MC Landscape at a cost of \$1380.
- b) Flagpole plantings completed by Greenscapes at a cost of \$1720.
- c) The South wall screening project updated by Greenscapes at a cost of \$15,473.
- d) Tree trimming discussion – Low hanging tree trimming over roads completed, homeowner comments. Ficus hedge trimming
- e) Main exit gate to 41 discussion – replaced gear box and this did not correct the issue. Our vendor suggested trimming shrubs around the gate.

VIII. New Business:

- a) Palm tree pruning project – Discussion on the four (4) submitted proposals and vote. Note – Total tree count in the community is 1388, not all trees need to be trimmed.

Motion to approve Greenscapes proposal for the pruning project at a cost of \$30,509.

1st – Mike Lewis

2nd – Paul Niss

- b) Discussion to remove the bushes at the 41 front entry gates for security camera access. Motion to approve the removal of the bushes from the 41 front entry gates at a cost of \$496.50.

1st – Mike Lewis

2nd – John Davenport

- c) Discussion of the current lake management contract with **Solitude** and consideration of **Lake Doctors** proposal. We now have updated proposals that include fountain and aerator maintenance and an enhanced Lake management program. While leaning towards Lake Doctors there are a few remaining questions to investigate. More to come on this topic.

- d) Discussion on pressure washing proposals and clarifications – final decision after the meeting was to accept the amended GreenEarth proposal at \$19,000, well within our budget line item for the service.

Motion to approve the GreenEarth proposal

1st – Mike Lewis

2nd – Paul Niss

- e) Discussion of pool heat pump replacement at a cost of \$6,325.
Motion to approve the pool heat pump replacement.
1st – Mike Lewis
2nd – Paul Niss
- f) Discussion of pool furniture annual cleaning – Community Manager will request a proposal from Green & Clean for both pools areas.
- g) Discussion on a Hurricane Preparedness Volunteer – The President will create a plan with committee volunteers.
- h) 5121 W. Hyde Park #204 ARC discussion to replace the bench with a picnic bench at the homeowner's expense – no Board issues.
- i) President update –
 - Roofing project - is moving along, should be completed by the end of next week (w/o Sept 2nd) weather permitting.
 - Tiles to be saved/stored by the sub-Associations in the process of being moved to back storage area in the southeast corner of the property this coming week and next. Sub Associations will move the tiles into their storage area along the property boundary.
 - Remaining, unused tiles are being removed by Target and dumped in a landfill in No Ft. Myers
 - Hopefully the parking lot will be cleared by the end of next week (w/o Sept 2nd)
 - Landscaping -- trimming/pruning - "hard cut" sometimes necessary for the health of the bush/hedge/plant etc.
 - Leslie Cassandra - Greenscapes Client Service's Manager is having surgery on 9/11 -- will be away until the end of the month.
 - Kristie Dean-Fogle will be replacing her until her return.
 - Greenscapes Irrigation team has inventoried all physical parts of our irrigation system. They recommend that BTP replace all sprinkler heads over the next several years to improve efficiency.
 - BTP POA Reserve Study is ongoing. Sedgewick rep will visit on 9/5 to evaluate all physical assets - John D. will accompany along with Brandi.
 - BTP Preserves -- discrepancy as to how many we have - three or one. The county rep will be here on 9/4 to review with Brandi and Ron Impact on maintenance and responsibility of such.
 - Beta will be staying here until a new admin is hired. She will help train the new person and then be reassigned to the Cardinal Corporate Offices -- The position will become part time.

IX. Adjournment – 7:37 PM