

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: December 17, 2024

TIME: 6:00 PM

LOCATION: Hybrid - Virtual Meeting/Live – BTP Office

- 10 in person community attendees
- 6 community attendees via Zoom

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 – In-person
- Paul Niss – VP – In-person
- John Scardella – Secretary – In-person
- John Davenport – Member at large – In-person

III. Review and consideration: November and Reserve Study meeting minutes.

Motion to accept the November meeting minutes.

1st – Mike Lewis

2nd – Paul Niss

Motion to accept the Reserve Study meeting minutes.

1st – John Davenport

2nd – Mike Lewis

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

- Mike Lewis reported that we are on target to our operating budget.

Motion to accept the treasurer's report.

1st – John Scardella

2nd – John Davenport

V. Community Manager's Report:

- Pressure washing of the driveways already contracted to be done is underway. Any resident who would like to add their driveways and walkways to the list should contact GreenEarth directly.
- A discussion on the use and registration of Golf Cart within the community was tabled until a review can be conducted.

VI. Committee and Liaison Reports: Please share committee updates with the secretary.

(John Scardella) to be summarized in the POA BOD meeting minutes.

• **Social – Kim Walerius** / Ron McEwan 1/7 @ 4P - Clubhouse

- Holiday Party was held on December 17. Received positive comments afterward. Kim gave a shout out to the committee for their dedication and work on this project.
- Holiday Decorating Contest will be judged on December 20th; a 1st and 2nd place prize will be awarded.
- Coffee Hour is planned for January 11th.
- Trivia Night is planned for January 24th.
- The committee is exploring the possibility of a Comedy Night in February. Kim asked the board if there would be an issue with this activity. The board agreed if the topics are socially appropriate.
- The committee is also exploring an Art Show for BTP artists only. This would not be a sale, only an exhibition.

• **Building & Amenities – Keith Miller** / John Davenport

- The committee received quotes for the Sports Court resurfacing and the Board is in receipt of those quotes.
- Progress has been made on the Tennis Court project. No one is currently allowed on the new asphalt.

• **Landscape – Dan Kerinuk** / Paul Niss

- Tree trimming is on-going
- Mulching will continue starting December 20th to completion.
- Pump 4 was down for 2 weeks resulting in a lack of irrigation in the areas that it services. It has since been repaired.

• **Security – Dan Hickie** / John Davenport

- All has been quiet of late. A reminder of the parking rules during the holidays for guests and residents.

• **Communications – Annie Granatino** / Ron McEwan

- November newsletter went out to residents before Thanksgiving. They have received word that some residents are not receiving the email notification and attachment.
- February's Newsletter will be the last to be published as we move the content to the BTP website.
- The BTP website has approximately 300 registrants thus far.

- **Finance – Martha Harrie / Mike Lewis**

- The Edward Jones account has been set up, and the available monies have been transferred.

VII. Old Business:

a) Preserve Maintenance Update: Review of contract proposal for annual and bi-annual clearing of debris and dead vegetation. Motion to approve the annual proposal for \$5,175 by Paul Niss, 2nd Mike Lewis. Unanimously approved.

b) Reserve Study Update: waiting for action from Sedgwick for proposal on meeting and answering questions the board raised during the reserve study workshop.

c) Mulch Update: See Landscape Committee Report

d) Lake Maintenance Update: Lake Doctors has submitted an update of work completed and what is planned for January. All lake fountains and aerator systems have had their quarterly service completed in November and the next service is due in February. Service request submitted for Lake #1 aeration system and the end east fountain lights repair. All cattails and shoreline weeds have been treated and are dead. Targeted lakes will receive sonar applications starting in January to control the spatterdock lilies. Also in January, some water testing will be conducted which includes taking depth measurements, including temperature and dissolved oxygen levels. Muck levels will also be taken at that time.

e) Superior Fence Installation: work should be completed by December 20th.

VIII. New Business:

a) Tennis Court Update and Discussion:

1. Review Committee Proposals (windscreens, surface repair, and fences)

a. Proposals were reviewed and it was determined that Welch Tennis Court is the preferred vendor for the windscreens. A motion to accept their bid of \$2,423.09 was made by John Davenport and seconded by John Scardella. Approved Unanimously.

b. Proposals were reviewed and it was determined that Sports Surfaces is the preferred vendor for the Sports/Basketball Court. A motion to accept their bid of \$12,500 was made by John Davenport and seconded by John Scardella. Approved unanimously.

c. Proposals were reviewed and it was determined that Superior Fence and Rail is the preferred vendor for fencing around the Sports/Basketball Court. A motion was made to accept their bid of \$10,900 was made by John Davenport and seconded by Mike Lewis. Approved Unanimously.

2. Development Review Order (DRO) Discussion:

a. John Davenport reported that due to the Bocce Court being a new amenity that a DRO was possible. Brandi is working with Lee County and Sports Surfaces on a determination if an environmental review is necessary. A DRO could be very costly.

3. Potential Project Management:
 - a. Discussion and determination if a project manager for the sports court and tennis court conversion is needed. It was decided that the project is too far along in the process to make it financially feasible. A cost of \$2,500 per weekly visit was quoted to the board.
4. Clubhouse Door Repair and/or Replacement:
 - a. Discussion related to the disrepair of the clubhouse door and closure equipment. John Davenport made a motion, seconded by Paul Niss to accept the quote from Anytime Lock, Key and Door of \$3,802.78 for parts and labor to repair the door closure unit. Approved Unanimously.
5. Hurricane Shutters vs Window Replacement.
 - a. After discussion of 2 proposals, this was tabled for research into possible grants available for window replacement.
6. Meeting Date Discussion:
 - a. It was determined that moving the BOD meeting to the 4th Tuesday of the month was warranted due to the financials not always available by the 3rd Tuesday.
7. Increase in the Capital Contribution Fund:
 - a. A discussion was held related to the fee new buyers pay into the Capital Contribution Fund. It was agreed to raise the fee from the current \$400 to \$1,000 contingent on approval by legal counsel. This would be a resolution for the March annual meeting.

IX. Resident Comments

A resident requested permission to speak for 10 minutes on the pickleball court project at the next BOD meeting. After a lengthy discussion it was determined the resident may speak for 3 minutes per Roberts Rules of Order. The board was unwilling to grant any further time as to not set a precedent in granting an exception to standing rules.

X. Adjournment – 7:40 PM

Motion to Adjourn was made by John Davenport and seconded by John Scardella. Unanimously Approved.