

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 16, 2025

TIME: 6:00 PM

LOCATION: Hybrid - Virtual Meeting/Live – BTP Office

- 14 community attendees in person
- 6 community residents 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
- Mark Trail– Member at large – In-person

III. Review and consideration: Previous Minutes

Motion to accept the November meeting minutes.

1st – Paul Niss

2nd – Mike Lewis

Approved Unanimously

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

- Mike Lewis inquired about the status of the audit
 - Brandi replied that her last correspondence with the auditors was that it is nearly complete.
 - Ron said he will stop in their office and try to push for completion ASAP.
- Mike Lewis stated that there is some reclassification of expenses needed to be made from the October expense report.

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

- On December 13th the Annual Christmas Party was held. Positive feedback from those who attended relating to the food and music.
- In 2025 the committee sponsored 19 events with 5 being new to the community.
- In 2026 the committee will add 2 new events
- Grill and Chill is scheduled for January 10th
- Trivial Nite is scheduled for January 30th.

• Building & Amenities –Vacant Chairperson/ Mark Trail

- Meeting was held today November 16th. The committee is recruiting new members to serve the community.
- The scale in the gym was removed as it was not working.

• Landscape – Dan Kerinuk / Paul Niss

- A significant number of projects were completed in 2025 with some remaining to be accomplished in 2026.
- The committee has secured a new sod vendor for 2026, which is 50% of the amount proposed by Greenscapes.

- 2026 project will be to conceal the transformer and cable connection boxes with plantings.

- **Security – Vacant Chairperson/ John Scardella**

- See New Business

- **Communications –Nina Anderson/Ron McEwan**

- On November 6 a “Get to Know the Website” was held with 20-25 community members attended the meeting.
- There will be an update on the website related to the security/gate information.
- The committee has made a proposal to seek advertisers on the website. The cost would be \$10/month or \$100/year. There will be no POA direct or implied warranties or guarantees associated with the advertising. (See New Business for motion and disposition.)

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

- No Report

VI. Old Business:

- a) Key Security Update

- We are on Day 16 of the turnover to Key Security. We are over the allotted number of access points.
 - A discussion was held on whether to add an access point from the pool area to the restroom area of the clubhouse. This addition would require a change order to the original contract.
- A motion was made by Mark Trail and seconded by Paul Niss to approve the change order.
 - Motion passed unanimously.

- b) Mulch Update – Mulch is now complete throughout the community.

VII. New Business

- a) Irrigation Pump Discussion:

- Discussion was held related to Hoover and the issues with pump “A” and resolution to the continuing issues.
 1. All proposals were tabled.
 2. Mike Lewis suggested that we contact our attorney for consideration of terminating Hoovers contract and removing pump “A” to them for a (full or partial) refund of our deposit.

- b) Safety Committee Update-Organization and Execution

- John Scardella discussed the changes to the Safety Committee Charter
- A motion was made by Mike Lewis and seconded by Paul Niss to approve the revised Safety Charter.
 1. Motion passed unanimously.

- c) Communications Committee -Website Advertising

- A motion was made by Mike Lewis and seconded by John Scardella to approve the website advertising as stated above in the communications committee report.
 1. Motion passed unanimously.

- d) 2026 Board Procedures and Policies

- A discussion was held related to expenditures being authorized without the knowledge of the entire board.
- Mark Trail proposed the following procedure:

1. Any expenditure of more than \$1,000 must have a minimum of 3 board members' affirmative acknowledgement before work can commence. If there is not 3 members affirmative acknowledgement the work proposal will be held over to the next board meeting. This does not include contracted or previously approved work.
2. Any work, more than \$4,000, must come before the entire board for discussion before being approved. In case of emergency work, the above procedure (#1) would apply.
3. If a meeting with a vendor or potential vendor will have a minimum of 2 board members present. The meeting will be voice recorded and shared with the remainder of the board within 5 business days of the meetings along with all notes taken during the meeting.
4. The POA will not agree to any personal owners' landscaping changes without an ARC request.
5. All reimbursements must be presented to entire board for approval.

- A motion was made by John Scardella and seconded by Paul Niss to approve the 5 procedures listed above.
 - Motion passed unanimously.

e) Meeting with Pope and Cardinal to discuss 2025 year-end financials

- This is to make aware of the current financial position of the POA.

VIII. Owners' Comments:

- Several questions were raised concerning the new security procedure for entry and guest admittance.

IX. Adjournment – 7:25 pm

- A motion to adjourn was made by John Scardella and seconded by Paul Niss.
 - Motion passed unanimously.