

SPANISH WELLS UNIT TWO HOMEOWNERS ASSOCIATION, INC.

Post Office Box 1565, Bonita Springs, FL 34133

**NOTICE TO ASSOCIATION MEMBERS AND DIRECTORS OF
A MEETING OF THE BOARD OF DIRECTORS**

Notice is hereby given that the **regular meeting of the Board of Directors of Spanish Wells Unit Two Homeowners Association, Inc.** will take place in the **Card Room (Lower Level) of the Spanish Wells Golf & Country Club, 9801 Treasure Cay, Bonita Springs, FL 34135 at 1:00 pm on Monday, October 7, 2019.**

DISTRIBUTION:

Diane Floyd	Frank Schwartz
Don Meek	Howard Smith
Pegie Morris	Scott Wilkins

Agenda of the Board Meeting

1. Call to Order, Quorum, Posting of Notice
2. Approval of Previous Meeting Minutes
3. Reports of Officers: President, Treasurer, Secretary
4. Committee Reports: Nominating, ARC/Compliance, Social, SWCA

Old Business: Acceptance of resignation of Karen Benson as Director & Secretary

New Business:

1. Appointment of new Director
2. Election of Secretary
3. Digitization of Association records
4. Preliminary Budget for 2020

Adjournment

BY ORDER OF THE PRESIDENT

Homeowners wishing to make a statement at the Board Meeting with reference to a designated agenda item may do so, but have a three minute time limit.

This notice has been posted on the website on or before the 22nd day of September, 2019 and distributed electronically by order of the Board of Directors and in compliance with Chapter 720, F.S. and Association documents.

**SPANISH WELLS UNIT TWO HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
MONDAY, OCTOBER 7, 2019 @ 1 PM.
CARD ROOM AT SPANISH WELLS GOLF & COUNTRY CLUB
9801 TREASURE CAY, BONITA SPRINGS, FL 34135**

CALL TO ORDER: A quorum being present, President Meek called the meeting to order at 1:00 PM

BOARD MEMBERS IN ATTENDANCE: Officers: Don Meek (President), Frank Schwartz (VP/Treasurer), Directors: Diane Floyd, Pegie Morris, Howard Smith (telcon), Scott Wilkins, Residents in attendance: Len Biernat.

CONFIRMATION OF NOTICE: Notice of the meeting has been distributed in a timely manner and posted electronically and on the website.

FIRST ORDER OF BUSINESS: The first order of business was the approval of the minutes from August 12, 2019. Wilkins moved to accept the minutes as written. Schwartz seconded the motion. The motion was passed unanimously.

REPORTS OF THE OFFICERS

PRESIDENT'S REPORT (DON MEEK): There is no report this month

TREASURER'S REPORT (FRANK SCHWARTZ) : Schwartz submitted the report of income and expenses. He reviewed the report, which is attached. There were no questions or adjustments to the report. Wilkins moved to accept the Treasurer's Report as submitted. Schwartz seconded the motion. The motion was passed unanimously.

SECRETARY'S REPORT: No report at this time.

REPORTS OF COMMITTEES

ARC/COMPLIANCE (SCOTT WILKINS and FRANK SCHWARTZ): Schwartz had submitted his report to the Board prior to the meeting (see attached) and discussed the requests with those present. Wilkins moved to accept the ARC/Compliance Report as submitted. Schwartz seconded the motion. The motion was passed unanimously.

LEASES (DIANE FLOYD): All lease requests were approved. Floyd suggested the lease application report be revised to uphold resident privacy.

NOMINATING COMMITTEE (HOWARD SMITH): No report.

SOCIAL COMMITTEE (PEGIE MORRIS): The October C&C will be at the Club on the 23rd. A host for November has not been found. Adams (28399 Sombrero) will host the Unit 2 C&C Holiday Party on December 18.

SWCA (SCOTT WILKINS): The SWCA board meets to approve the 2020 Budget on October 16th.

OLD BUSINESS: Resignation from Karen Benson as Director and Secretary was accepted.

NEW BUSINESS: Meek introduced Len Biernat of 28430 Sombrero as a replacement for Karen Benson as Director and Secretary. Wilkins moved to appoint Len Biernat as Director and Secretary. Schwartz seconded the mention. The motion was passed unanimously.

Meek moved to adjourn the meeting at 1:45 PM The motion was approved unanimously.

The next meeting will be November 11, 2019 at 1 PM in the card room at the Club House of Spanish Wells Golf and Country Club.

Respectfully submitted,

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Don Meek
Acting Secretary

To: Spanish Wells Unit 2 HOA Board of Directors
From: Frank Schwartz - Treasurer

Financial Status Good

Financial Results for October 2019 through >> November 11, 2019

Paid SWCA \$58,785.88 for October and November
Received interest of \$69.30 for October from our Money Market account.
Received Estoppel fee of \$250.00 for Benson sale
Received Estoppel fee of \$250.00 for Evans sale
Paid USPS \$118.00 for annual PO Box

Year to Date:

We currently have \$60,242.92 cash in our account.

Paid SWCA	\$323,322.34
Paid Bleeding Edge Internet for our website	\$600.00
Paid Rosier Insurance for Crime Coverages	\$504.00
Refunded two homeowners who had overpaid their annual assessment	\$134.15
Paid to update the Florida Corporate Incorporation document	\$70.00
Paid for office supplies, postage and printing	\$718.66
Paid a bank service fee (refunded in February)	\$5.00
Owner paid to collect illegible check amount	\$100.00
Bank refunded maintenance fee of	\$5.00
Received bank interest	\$1,980.00
Received an Estoppel fee for 28433 Verde Lane	\$250.00
Received an Estoppel fee for 9909 El Greco Circle	\$250.00
Filed our 2018 1120-H Tax return	
Collected late fees	\$241.32
Refunded Florida National Title for overpayment	\$250.00
Paid Pavese Law Firm for Annual Meeting Work	\$241.68
Received Door Refund Check from Summit	\$20,710.25
Received Credit from Metavante Corp for Funds Not Cashed	\$35.00
Paid Pavese Law Firm for pre-suit preparation	\$1,837.75
Received Estoppel fee for 28380 Sombrero Drive	\$250.00
Paid annual dues for CAI membership	\$295.00
Paid Auto-Owners Insurance for Board Liability coverage	\$453.00
Paid Pavese for legal research regarding ARC issue	\$38.50
Received Estoppel fee for 28420 Sombrero Drive	\$250.00
Received refund from Auto-Owners Insurance	\$15.00
Paid Pavese Law Firm to Record Rules	\$40.00
Paid Frank Schwartz for scanner, and USPS costs (certified mail)	267.43
Paid United States Liability Insurance for D&O Insurance	\$1116.00
Received an Estoppel fee for 9910 El Greco Cir	\$250.00
Received an Estoppel fee for 9860 El Greco Cir	\$250.00
Paid USPS \$118.00 for annual PO Box rental	\$118.00

Financial Overview

Received deposits for September 2019	\$69.30
Received BANK interest (included in received deposits)	\$69.30
Paid out a total of	\$58,903.88
Our cash balance as of November 11, 2019 is	\$60,242.92

Spanish Wells Unit II Homeowners Association
 2019 Budget / 2019 YE Projected / 2020 Proposed Budget

11/11/2019
 Accrual Basis

	2019 Budget	2019 YTD	2019 Projected Year End	2020 Proposed Budget
INCOME:				
Owner (Occupied) Assessments	327,235	327,550	327,550	362,340
Owner (Vacant Lot) Assessments	2,255	2,256	2,256	2,318
	329,490	329,806	329,806	364,658
Less Non-payment of Assessments	1,983	0	0	
	331,474	329,806	329,806	364,658
Summit Broadband Door Refund	20,000	20,710	20,710	0
Estoppel Certificate Fees	2,000	1,500	1,500	1,500
Interest Income	2,000	2,049	2,100	2,100
Late Fees / Interest - Delinquent Assmts	0	250	250	300
Refunds (Bank and Insurance)	0	60	60	0
	24,000	24,569	24,620	3,900
TOTAL INCOME	355,474	354,375	354,426	368,558
EXPENSES:				
Pass through expenses to SWCA				
SWCA Master Association Fees	188,316	172,623	188,316	193,586
Summit (2019 budget excluded Door Refund)	141,174	150,700	164,399	171,072
Pass Through Total	329,490	323,323	352,715	364,658
Unit II Expenses:				
Insurance	2,500	3,188	3,188	3,300
Postage & Office Supplies	500	1,104	1,100	700
Website Maintenance	800	600	600	600
Legal Services	500	2,619	2,619	500
Miscellaneous Incl. Overpayments Returned	500	789	789	700
Total Unit Two Expenses	4,800	8,300	8,296	5,800
Total Expenses	334,290	331,623	361,011	370,458
Excess of Revenues over Expenses	21,184	22,752	-6,585	-1,900
Beginning Fund Balance	34,608	35,792	29,907	30,450
Ending Fund Balance	35,792	29,907	30,450	28,550

Projected 12/31/19 cash is exclusive of 2020 assessments which will be collected in 2019

Assessment assumes all payments are "post marked" in calendar year 2019.

Make-up of 2020 assessment	2,019	2,020	Annual Increase	
Summit Broadband	83.03	86.40	40	
- SWCA Master Association Fees	71.62	74.25	32	
- Debt Service for Club Purchase	22.35	22.35	0	
- One time rebate from Summit	-11.73	0.00	141	
	165.27	183.00	213	< Total Increase for 2019

Annual Assessment calculation	165 residences	Month	Annual
	2 lots	183	2,196
		97	1,159

The 2020 assessment increases are due to having to pay the full Summit Fee plus an increase of \$3.37 per month and a monthly increase of \$6.00 per month for maintaining the three gates in Spanish Wells.

**Spanish Wells Unit Two Homeowners Association, Inc.
P.O. Box 1565
Bonita Springs, Florida 34133**

October 2019 - Unit Two Architectural and Compliance Committee

November 11, 2019 Meeting Date

**New Hurricane Shutters
Stucco Repair and House Painting**

**28454 Verde Lane
9885 El Greco**

**Submitted and Approved
Submitted and Approved**

Non-Compliance Letters/Email Sent

Issue	Owner	Address	Letter Sent	Status	Comments
Roof Repairs	Kircher	28419 Sombrero	8/7/2019	Open Through Jan 2020	Legal
Roof Repairs	Adams	28399 Sombrero	8/7/2019	Open Through Jan 2020	Legal
Dirty Roof		9761 Treasurer Cay	8/14/2019	Closed	Closed
Dirty Roof		28392 Sombrero	8/14/2019	Open	Legal
Dirty Roof		28401 Sombrero	8/14/2019	Open	Legal issue but will clean shortly
Dirty Roof		28428 Sombrero	8/14/2019	Open	Will clean in January when they return
Dirty Roof		28510 Sombrero	8/14/2019	Open	Legal
Dirty Roof		28514 Sombrero	8/14/2019	Open	Legal
Dirty Roof		9851 El Greco	Email Germany	Open	Will Clean in November when they return
Lawn Not Mowed, exceeds 16"	Gohari	9880 El Greco	9/14/2019	Monitoring	Owner cut grass on 10/9/2019
Dirty Roof		28418 Verde	8/14/2019	Open	Legal

NOTE: "LTR" Letter mailed via USPS requesting action.

Requests Sent to SWCA > John Zizzo > None

Requests sent to Billy Casper: Request to remove Dead trees behind 28394 Verde Lane > Open

Notes: All ARC requests are reviewed by Frank Schwartz & Scott Wilkins

Frank Schwartz
Chairman, Unit Two Architectural and Compliance Committee

SWCA Board Meeting October 16, 2019

This was a regular SWCA board meeting

SWCA 2020 Budget

- The 2020 SWCA budget was unanimously approved.
- Frank has sent out the information. Per house annual increase is \$183.

Committee Reports

Landscape

- Nothing to report

Document Review

- The firm of Henderson – Franklin was has completed its review of the revised SWCA documents. Two major issues they were asked to address were the 20% of SWCA dues historically paid by the Club and whether or not the SWCA board should have a director at large.
- Their findings were will be discussed at a special Board meeting on Nov 13th.

Public Safety

- RVs may only be parked in the Club House Parking Lot, for a maximum of 2 days, with prior permission of the Club General Manager.
- There have been two recent incidents of RV's be parked there without permission and for longer than 2 days. They are subject to being towed.

Technology

- Credits for the Summit August outage of 4 hours and 10 minutes are under discussion. FYI, the contract stipulates that a credit will be provided for any outage over 4 hours that affects 50 % of the homes. A credit will be requested.

Drainage & Lakes

- Project 101, the drainage at Tasca and White Sands, is underway.
- The latest issue is the newly installed pipe needs to be lowered one foot. As the project progressed, it encountered underground utilities that were at the same level. BSU did not know how deep they were and ground penetrating radar wasn't precise on the depth.
- A change order will have to be approved by the city. There will be a short delay.

Community Liaison Committee

- The CLC recommended the Club hold an event for single members to get to know each other with the objective of getting together for dinners at the Club. This was done prior to Unwind Wednesday on the 16th of Oct. It was a big success.
- The CLC presented its analysis of potential uses of the triangular area by the maintenance area on Tasca.
 - The possible uses were considered on the basis of: cost, noise level, Inconvenience to neighbors, height of new fence, availability of irrigation water, & proximity to Club Amenities.
 - Uses considered were: reposition current maintenance facility within the area and add 4 to 6 new homes, construct a Golf Nursery Green, Propagation garden, Plant Storage Area, Dog Park, Community Picnic area, RV / Boat Storage area, Croquet Court, Pickle Ball & Bocce Courts, and leave as SWCA owned Nature Area.
 - Member involved activities were eliminated due to noise levels, distance from Club House F & B, and limited parking. Dog Park, Picnic, & RV storage were eliminated due to anticipated uses and inconvenience to neighbors.
 - The recommendation is to obtain cost estimates on clearing the area. If they are acceptable build a Golf Nursery Green and add the propagation garden. If the cost is deemed too high, leave as nature area.

Financial Report & Asset Oversight Committee

- SWCA is on budget with no issues reported.
- The golf club reported revenue is over budget and its finances are healthy. Golf rounds were down over the summer mainly due to the temporary tees. YTD Green Fees are over budget (projection) by \$24,268 and total revenue is over budget by \$33,897.
- One motion was submitted and approved. That was to spend \$5,000 to replace the wine and beer cooler behind the bar in the main dining room. These funds will come out of the Club's Capital Expenditure account.

Old Business

SWCA Rules and Regulations

- The revised rules and regulations had been posted on the SWCA website 14 days in advance as required by Florida statute.
- The rules were approved with one change. Item 8 in the general rules (part IV) section was changed to read: "Any plantings within four feet of the perimeter fence/ wall must be approved by the SWCA Board. Current plantings are grandfathered."

President's Report

- As mentioned above, the red lined legal documents have been returned from Henderson-Franklin and will be reviewed at a special board meeting on Nov 13th.

Resort Management Report

- There were 2 Estoppels in September that generated \$4,000 in revenue
- Wall permit for the remainder of Unit 3 cement fix is in place. Once the swale dries out, the wall will be finished. The swale needs to be used for staging. New expected completion late Dec/ early Jan.
- Two unit 1 residents had their bar code suspended due to failure to pay their assessments. Two others paid their assessments upon being notified their bar codes were about to be suspended.

LEASE APPLICATIONS FOR SW UNIT TWO

DETAILS

Application Date	Address.	Owner	Lease Term	Renter	Agent
5/17/2019	9871 El Greco Circle		2/1-4/30/2020	Mike & Eileen Matson, 618.409.3999 eimats13@gmail	Amber Jasper, Grice Realty, 239.287.3355 ajasper@gricerealty.com
6/15/2019	9871 El Greco Circle		5/1-6/1/2020	Hendrikus Brands, Maria Hooijen, +31 40 887 1866, m.hooijen@gmail.com	Amber Jasper, Grice Realty, 239.287.3355 ajasper@gricerealty.com
7/30/2019	28433 Sombrero Drive		1/1-2/28/2020	Donald & Dayne Sislen, 314- 712-3225, d.sislen@yahoo.com	Debbie Waichulis, Premier 239.262.4242 Debbie.Waichulis@Premier.com
8/14/2019	28370 Verde Lane		1/1-2/29/2020	Sheldon & Patricia Spare, 717- 371-7075, t.spare@comcast.net	Korina Chilcoat, Aadvisor Rentals Inc., 239-455-2303, processing@aadvisorrentals.com
8/16/2019	28370 Verde Lane		3/1-4/15/2020	Mary Ellen & Thomas Rousseau, 603-863-4671 Maryellen.rousseau@yale.edu	Korina Chilcoat, Aadvisor Rentals Inc., 239-455-2303, processing@aadvisorrentals.com
9/21/2019	28372 Sombrero		12/3/19-1/3/20	Lori & Steve Steinbach, 417.872.9360, lssteinys@aol.com	N/A
9/21/2019	28372 Sombrero		2/1-3/2-20	Carolyn Beach, 612-741-0025, cbeach3598@aol.com	N/A
9/21/2019	28372 Sombrero		3/4-4/3/20	Dave&Connie Anderson, 563- 370-8628, hawkfans@hotmail.com	N/A
10/25/2019	9851 El Greco Circle		1/1-3/30/20	Dan&Sheila Stojak, 920-915- 1705, dlstojak@gmail.com	N/A
10/31/2019	9853 El Greco Circle		1/2-2/22-20	Jackie&Mike Fair *Pending receipt of current application form.	Sue Hurst, Florida Rentals by the Gulf, suehurst177@gmail.com, (239) 273-4249