

**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, March 2, 2020.**

**DISTRIBUTION:**

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

**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:**

**New Business:**

1. ARC Processes and Suggested Changes
  - a. Approval Process for Painting A House
  - b. Approval Process for Landscaping
2. Modified Processes
  - a. Revised New Owner Form
  - b. Revised Leasing Form
3. Review of All Modified ARC Forms in general
4. Modification of Website Recommendation (Cost is (\$600.))

**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 21<sup>st</sup> day of February 2020 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, MARCH 2, 2020 @ 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.

**BOARD MEMBERS IN ATTENDANCE:** Officers: Don Meek (President), Scott Wilkins (Vice President), Frank Schwartz (Treasurer). Len Biernat (Secretary). Absent: Diane Floyd, Pegie Morris, Howard Smith. Residents in attendance: none

**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 the February 3 Organizational Meeting. Biernat moved to accept the minutes as written. Wilkins seconded the motion. The motion passed unanimously.

**REPORTS OF THE OFFICERS**

**PRESIDENT'S REPORT (Don Meek):** Don noted that Diane Floyd would be leaving the Board after this meeting. Although she was not in attendance, he thanked her for her service.

**TREASURER'S REPORT (Frank Schwartz):** Frank reviewed the report, which is attached. There were no questions or adjustments to the report. Furthermore, he outlined various changes to the web site. He also requested the authorization for a payment of \$191.70 for work on the web site. Wilkins moved to accept the Treasurer's Report as submitted. Biernat seconded the motion. The motion passed unanimously.

**SECRETARY'S REPORT:** No report.

**REPORTS OF COMMITTEES**

**ARC/COMPLIANCE (Scott Wilkins and Frank Schwartz):** Frank submitted his report to the Board prior to the meeting (see attached). He noted that many of the issues had been resolved since last month. Scott moved to accept the ARC/Compliance Report as submitted. Frank seconded the motion. The motion passed unanimously.

- The Board then discussed suggestions to modify some of the compliance forms with the major focus on developing a standard on paint colors.
- Frank noted that 1) there is a Bonita city ordinance against mold in any home and any home with mold will be turned over to the city. And, 2) all new windows must be hurricane rated unless covered by shutters.

**NOMINATING COMMITTEE (HOWARD SMITH):** No report.

**SOCIAL COMMITTEE (Pegie Morris):** Meek gave the Social Committee report: The next C & C will be held at the club on April 23. The club will provide the food. There will be a cash bar.

**SWCA (Scott Wilkins):** The draft SWCA board meeting notes are attached. He also reported that there was an incident involving a resident and the gate operator on February 29, 2020. He stated that the incident is under review.

**OLD BUSINESS:** None.

**NEW BUSINESS:** Frank Schwartz moved to update the website at a cost of \$600. Scott seconded the motion. The motion passed unanimously.

Meek moved to adjourn the meeting at 1:50 PM. The motion was approved unanimously.

The next meeting will be April 13, 2020 at 1 PM in the card room at the Club House of Spanish Wells Golf and Country Club.

Respectfully submitted,

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Len Biernat, Secretary

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

Accrual Basis

**Financial Status > Good**

**Financial Results for February 2020**

Paid SWCA February Maintenance, Summit and Debt Reduction	\$30,326.40
Received interest for February from Money Market Account (Estimated)	\$191.32

**Year to Date:**

We currently have \$304,478.71 cash in our Money Market account.

Paid SWCA monthly maintenance fees	\$37,199.25
Paid Summit Fees	\$42,879.00
Paid debt reduction for G&CC	\$11,197.35
Paid insurance policy premium(s)	\$514.00
Paid Website maintenance	\$300.00
Paid legal fees	\$61.25
Paid for office supplies	\$21.40
Paid bank maintenance fee	\$17.15
<b>Expenses</b>	<b>\$92,189.40</b>

Received interest from our Money Market account	\$395.52
Received annual assessment late fees	\$230.78
Received credit for bank maintenance fee	\$17.15
<b>Income</b>	<b>\$643.45</b>

Planned Expenses Through 12/31/2020	
SWCA Monthly Maintenance Fees	\$273,493.80
Planned Misc Expenses	\$5,800.00

**Total**      \$279,293.80

Current Assets	
Cash in Money Market Account	\$304,478.71
Future EsToppel and Interest	\$3,900.00

**Total**      \$308,378.71

Summary	Income	\$308,378.71
	Expenses	\$279,293.80

Surplus Cash      \$29,084.91

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

**February 2020 - Unit Two Architectural and Compliance Committee**

**March 2, 2020**

Hurricane Protection	9760 Treasure Cay	Submitted and Approved
New Roof	9875 El Greco	Submitted and Approved
New Garage Door	28432 Sombrero	Submitted and Approved
New Roof	28511 Sombrero	Submitted and Approved

**Non-Compliance Letters/Email Sent**

Issue	Owner	Address	Letter/Email Sent	Status	Comments
Roof Repairs		28419 Sombrero	8/7/2019	Open	Legal
Roof Repairs		28399 Sombrero	8/7/2019	Open	Legal
Dirty Roof		28392 Sombrero	8/14/2019	Open	Legal
Dirty Roof		28510 Sombrero	8/14/2019	Open	Legal
Dirty Roof		28514 Sombrero	8/14/2019	Open	Legal
Dirty Roof		28418 Verde	8/14/2019	Open	Legal
Mail Box RRR		28399 Sombrero	12/12/2019	Open	Requested Extension
Dirty Roof		9782 Treasure Cay	1/29/2020	Open	Email Sent
Dirty Roof		9853 El Greco	2/10/2020	Open	Email Sent
Dirty Roof		9868 El Greco	2/10/2020	Closed	Cleaned
Dirty Roof		9875 El Greco	2/10/2020	Closed	New Roof
Dirty Roof		9882 El Greco	2/10/2020	Closed	Cleaned
Dirty Roof		28363 Sombrero	2/10/2020	Closed	Brown Roof is Actually OK
Dirty Roof		28373 Sombrero	2/10/2020	Closed	Cleaned
Dirty Roof		28381 Sombrero	2/10/2020	Open	USPS Sent
Dirty Roof		28408 Sombrero	2/10/2020	Open	Legal > Date Unknown
Dirty Roof		28502 Sombrero	2/10/2020	Open	Email Sent
Dirty Roof		28509 Sombrero	2/10/2020	Closed	New Roof
Dirty Roof		28512 Sombrero	2/10/2020	Closed	Cleaned
Dirty Roof		9780 Treasure Cay	2/10/2020	Open	Email Sent
Dirty Roof		9782 Treasure Cay	2/10/2020	Open	Email Sent
Dirty Roof		28384 Verde Lane	2/10/2020	Delay Homeowner Issue	USPS Sent
Dirty Roof		28385 Verde Lane	2/10/2020	Open	Email Sent
Marginally Dirty Roof		9854 El Greco	2/10/2020	Open	Email Sent
Marginally Dirty Roof		9860 El Greco	2/10/2020	Open	Email Sent
Marginally Dirty Roof		9901 El Greco	2/10/2020	Closed	Cleaned
Marginally Dirty Roof		9909 El Greco	2/10/2020	Closed	Cleaned
Marginally Dirty Roof		9915 El Greco	2/10/2020	Open	Email Sent
Marginally Dirty Roof		28518 La Pluma	2/10/2020	Closed	Cleaned
Marginally Dirty Roof		9760 Treasure Cay	2/10/2020	Open	Email Sent
Marginally Dirty Roof		28380 Verde Lane	2/10/2020	Closed	Cleaned
Marginally Dirty Roof		28389 Verde Lane	2/10/2020	Open	Email Sent

Marginally Dirty Roof		28394 Verde Lane	2/10/2020	Open	Email Sent
Marginally Dirty Roof		28427 Verde Lane	2/10/2020	Open	USPS Sent
Marginally Dirty Roof		28400 Sombrero	2/10/2020	Open	USPS Sent
Marginally Dirty Roof		28415 Sombrero	2/10/2020	Open	Legal > Spring Review
Marginally Dirty Roof		28416 Sombrero	2/10/2020	Open	Legal > Date Unknown
Marginally Dirty Roof		28424 Sombrero	2/10/2020	Closed	Cleaned
Marginally Dirty Roof		28501 Sombrero	2/10/2020	Open	Legal
Marginally Dirty Roof		28506 Sombrero	2/10/2020	Open	Legal
Mail Box RRR		9872 El Greco	2/10/2020	Open	Email Sent
Mail Box RRR		9873 El Greco	2/10/2020	Open	Installing New Mailbox in March
Mail Box RRR		9883 El Greco	2/10/2020	Open	USPS Sent
Mail Box RRR		28362 Sombrero	2/10/2020	Closed	Repaired
Mail Box RRR		28376 Sombrero	2/10/2020	Open	USPS Sent
Mail Box RRR		28377 Sombrero	2/10/2020	Open	Email Sent
Mail Box RRR		28427 Sombrero	2/10/2020	Closed	Repaired
Mail Box RRR		28428 Sombrero	2/10/2020	Closed	Repaired
Mail Box RRR		28432 Sombrero	2/10/2020	Closed	Replaced
Mail Box RRR		28440 Sombrero	2/10/2020	Open	Email Sent
Mail Box RRR		28444 Sombrero	2/10/2020	Open	Email Sent
Dirty Driveway		9883 El Greco	2/10/2020	Open	USPS Sent
Dirty Driveway		9889 El Greco	2/10/2020	Closed	Cleaned
Dirty Driveway		9782 Treasure Cay	2/10/2020	Open	Email Sent
Paint and Spores		9883 El Greco	2/26/2020	Open	Sent USPS
Paint and Spores		28501 Sombrero	2/26/2020	Open	Sent USPS

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

**Requests Sent to SWCA > John Zizzo > None**

Homeowner at 9790 Treasure Cay Lane inquired about an electrical box with battery and wires inside. Determined it was for the pond pump behind their home.

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

Frank Schwartz  
Chairman, Unit Two Architectural and Compliance Committee

## CLC Meeting – Monday, February 10, 2020

In attendance: Scott Wilkins, Keith Kinniburgh, Phyllis Rendino, Don Meek, Carol Pagliccia, Mike Anstine, Major Wheelock, and Linda Spotz

The meeting was called to order at 9:30 am by the Chairman, Scott Wilkins.

The minutes of the January 13, 2020 meeting were unanimously approved.

**Chairman's Comments:** The Chairman reported that the Sock Hop on the 22<sup>nd</sup> of January was a big success. He also reviewed the upcoming events at the club and asked that all committee members help get the word out.

The club is doing well financially and should show a profit for 2019 of approximately \$283,000. He discussed the recent presentation to the SWCA board by Clive Daniels concerning the possible redecorating and upgrading the interior of the clubhouse. Clive Daniels has a commercial division who prepared the proposal coming in on budget. Bill Shiles is attempting to get additional bids but that is proving to be difficult as some companies want a non-refundable down payment to prepare the bid.

He also reported that membership in the club was 455 as of 12-31-19, up from 414 on 1-1-19. In addition, 5 more members joined in January bringing the total to 460. At present there are 130 full golf members (60 are family members so the total is 190).

**Old Business:** Update on Previous Recommendations:

Rich will be discussing with the crews their failure to stop at stop signs as well as their use of cell phones when on the job.

Vents on the restrooms on south and east courses will be installed when the roofs are done later this year.

The \$4 up-charge on drinks with no ice is correct. The pour is larger.

**New Business:** Phyllis Rendino received a letter from a Unit 3 resident regarding the finances at the club and the proposed redecoration of the clubhouse. Scott Wilkins provided a reply to the letter for Phyllis to send to the resident and will forward a copy to all CLC members.

It was brought to the attention of the CLC that an owner in Unit 1 is allowing a child to play in a sandbox and it may cause a danger to the child from an errant golf ball. The Chairman will investigate.

The suggestion was made that the crews pull to the side of the course and stop moving when people are playing. At present, a number of them continue to move which is distracting to the golfers.

Stop signs on the course continue to be ignored by golfers.

The club is now including proper attire on flyers. There are still a number of golfers who do not dress in appropriate attire. Suggestion was made to sell these players proper outfits at a reduced cost. Additional suggestion is a statement of proper attire posted in the pro shop perhaps with photos showing proper attire.

The irrigation pump house on Costa Mesa has a bent frame on the side door which is keeping it from closing properly. Scott will address with Bill Shiles.

Question regarding the fence on Tasca Dr. installation. Second quote is expected by next week.

Next meeting will be March 23<sup>rd</sup> at 9:30am.

Meeting was adjourned by the Chairman at 10:20 am.



## SWCA Board Meeting Feb 19, 2020

This was a regular SWCA board meeting

Meeting opened at 1:00 A.M.

### **Discussion on Drainage Project between Driving Range lake 12 and 9 East Lake 43 under White Sands Place**

- President Hines reviewed documentation on easements, SWCA drainage infrastructure, responsibilities dictated by SWFWMD to keep water flowing, and the history of subject program. Additionally, he pointed out that SWCA will remove and grind out any stumps in the easement that are necessary for the project as well as replace sod that may be torn up.
- The resident of 9866 White Sands Place presented his perspective on the damage caused to his home by the project. He stated:
  - The large back hoe came within a few feet of his home and pool, the weight of the equipment and the depth of the dig, so close to his house, caused damage to his irrigation system, lighting system, a leak in his pool, cracks in his walls, and tore up his lawn.
  - He acknowledged that the lawn had been replaced, the lighting system repaired, and the irrigation system partially repaired.
  - He requested that SWCA inspect his pool and perform any needed repairs, repair cracks in his walls, and repair the rest of his irrigation system.
- Hank Nyenhuis, SWCA Director and head of the Ponds & Lakes Committee responded:
  - The back hoe remained within the easement and did not move but transferred dirt from one side of the trench to the other.
  - The house on the other side of the easement has not reported any problems.
  - The lawn was replaced with sod, the old AC lighting system was replaced with a safer low voltage one, and the irrigation system was repaired.
  - Doubtful that the back hoe's operations caused any damage to either the house or the pool.
- The board recommended that the homeowner contact his insurance company and have them conduct an inspection. The results would then be presented to the board.

The minutes of the December 18<sup>th</sup> were amended to add: All SWCA Board Members are required to either provide a certificate that they had completed an HOA course or sign a statement they had read the HOA documentation and understood its meaning. Mr. Daugherty had not provided an education certificate. He signed the documentation provided by the Community Manager.

A motion was made by Mr. Wilkins, seconded by Ms. Spotz to approve and waive the reading of the amended board minutes for December 18, 2019 meeting.

All in attendance in favor, motion passed.

Mr. Hughson left the meeting at 1:30

### **Document Review**

- The Document Review Committee corrected a misprint in section 6.4 of the bylaws. The section was changed from “paid in quarterly installment, in advance, due on the first day of each quarter” to “paid in monthly installments, in advance, due on the first day of each month.”
- The town hall meetings produced numerous comments on the quorum being reduced to 15% from 30%. The Document Review Committee passed the issue to the board.
- After discussion, Mr. Hines moved, seconded by Mr. Nyenhuis that the quorum be set at 25%.
  - All present voted yes. Motion Passed.
- Ms. Spotz moved that the documents as modified be sent to the residents for a vote. Seconded by Mr. Paulhamus.
  - Yeas: Mr. Farrier, Mr. Nyenhuis, Mr. Paulhamus, Mr. Hines, Mr. Wilkins, Ms. Spotz. Nays: Ms. Bailey, Mr. Daugherty. Motion was approved 6-2.
- Stamps will be put on the return envelopes to encourage residents to send in their vote.

### **Financial Reports**

- Total Income for SWCA in 2019 was \$33,867 over budget (projection). The excess income was due to \$34,713 of interest on Reserve accounts.
- Projected property sales were under budget by \$10k as five fewer properties were transferred than anticipated.
- SWCA continues to be financially healthy.
- The golf club reported revenue is over budget and its finances are healthy.
- Golf rounds in December, & January were above projections.
- Net Income for December was a positive \$15,100 versus budget of negative \$24,907, a roughly \$40K swing.
- 2019 saw 1,828 more rounds of golf than budgeted and 2,984 more rounds than in 2018.
- Total Club revenue for 2019 was \$4,294,963 or \$503,385 better than 2018. This is a 13.3% increase in annual revenue.
- Net income for 2019 was \$285,624 or 58% over budget. Once audits are complete approximately \$214,231 will be the SWCA portion of the profits.

## Committee Reports:

- The Asset Oversight Committee
  - AOC Met on February 10, 2020 to review the financial performance of the golf club in 2019, review CAPEX projects for 2020, and plan for the Reserve Advisors visit in March.
  - No CAPEX projects were recommended for approval.
  - AOC requested BCG break out the three lines of business (Golf, F&B, and Sports) for revenue, costs, etc.
  - BCG is soliciting additional quotes for remodeling the Club House.
  
- Community Liaison Committee
  - CLC met Jan 9<sup>th</sup> & Feb 10
  - Some of the items discussed were:
    - The two bathrooms on East and South Courses do not have exhaust vents. Roofs on these buildings are scheduled to be replaced this year. The vent situation will be resolved then.
    - The club is now including proper attire on its event flyers
    - The lighting outside the cabana where golf carts park is not bright and it can be hazardous at night. The Club GM has increased the brightness and will have trees trimmed to provide additional lighting.
    - Frame on the door to the pump house on Costa Mesa is warped and the door won't close.
  - Mr. Hines brought up that he has received numerous complaints from residents about golfers urinating on the course and golf carts entering private property. A golf etiquette sheet will be put out by the golf committee.
  
- Drainage & Lakes
  - There are no projects currently underway.
  - Project 102 – Clubhouse parking lot drainage to lake 44 (East 9) will start in April
  - A study of 408 catch basins, outlets to lakes, etc. revealed that 190 of them have blockage of 25% or more. Estimated cleaning cost is \$90K.
  - The committee looked into demolishing the old Diesel Pump House on South 2.
    - Cost to demolish is estimated to be \$18-20K. Annual maintenance cost is approximately \$600.
    - The diesel pumps are in working condition and provide a separate water evacuation pipe during major rain events.
    - Before considering whether to remove the Pump House, the committee would like to see how the new system handles a major rain event.
  
- Hidden Lakes Project

- The remaining 800 feet of cement wall behind Del Lago is progressing slowly due to the swale not drying out. Some posts are in but work is slow. A pump may be installed to drain the ditch. New expected completion date is late March/early April.
  - Mr. Nyenhuis recommended the committee be disbanded after the wall is completed as there are no more items to consider and the project is almost completed.
- Technology Committee
    - No current issues to report
- Public Safety
    - Marbella Gate requires maintenance due to continued failure of the gate actuators. Recommend replacing the existing mechanical actuators with hydraulic ones.
    - The fence that runs along La Playa has an opening on the west end of the property line adjacent to the Episcopal Church.
    - Committee Recommendations:
      - Hire a LCSO to conduct traffic control within Spanish Wells. Cost will be \$247 for four hours. Speeding and running stop signs are becoming a serious problem and a uniformed deputy in a Sheriff's vehicle would help.
      - The Cordova swing gates (large metal ones) operate in accordance with the guard schedule i.e. 10:00 A.M. to 6:00 P.M.
      - Consider installing traffic speed bumps at the main entrance to slow exiting traffic. An alternative would be lowering the crossbars during the day as is done between 6:00 P.M. and 7:00 A.M.
    - SWCA board accepted the first two recommendations and opted for closing the cross bars at the main exit gate during the day. Speed bumps are a problem for EMS vehicles. Before any of this above happens, a notice will be send to all residents advising them of the change.
- Communications Committee
    - No current issues to report
- Landscape Committee
    - Landscape Committee met February 3, 2020. Among items discussed were:
      - Reviewed scale drawings of islands 12, 16, &17 to better illustrate the size and assist in landscape plant removal and replacement of shrubs and trees.
      - Considered replacement for the existing Verawood tree on island 14.
      - Continue plans for renovation of island 19.
    - The committee will look into how the three SWCA owned lots can be cleaned up and look better.
- Document Review
    - See above

### **Community Manager's Report**

- Seven Estoppels were processed in January which generated \$14,000 in revenue.
- Fire hydrant and yellow curb painting is ongoing.
- Damaged blue reflectors in streets are being replaced.
- Followed up with City of Bonita Springs on Storm water Assessment Credit. The form should be available in next month or so and will be provided to all Spanish Wells residents.
- Installed new sod and mulch on Spanish Wells Boulevard.
- Painted walls and structures on island at corner of Treasure Cay and Sombrero.

Meeting Adjourned at 3:15 P.M.