

**The Sanctuary Community Association, Inc.
Board of Directors/ Budget Review Meeting
November 17, 2008**

**The Sanctuary Clubhouse
7:00PM**

Board Members in Attendance: Alycia Wood, Valerie Williams, Bob Howard,
Barry Rowe, and Brent Hidde

Board Members Absent: Christin Hards

Pinnacle Staff in Attendance: Anne M. Smith, President

6:30PM: Public Comment

Jane Hertz of 3756 Heirloom Rose Place again addressed the Board regarding the second violation letter she has received instructing her to remove the house numbers painted on her curbside. The Board did not waiver from their position that the painted numbers must be removed. In an effort to alleviate the owner's safety concerns, they suggested the owner paint the house numbers that are affixed to the house black and that she can install reflective numbers on her mailbox. Management was instructed to write the owner a letter explaining these options and provide contact information for Creative Mailboxes to purchase appropriate numbers.

Kay Petruzzi of 4069 Safflower Terrace discussed options for Neighborhood Watch signs at the entrances. Kay is procuring quotes for the new signs with posts and installation. Will provide to PPM when received.

Meeting was called to order at 7:02PM by Alycia Wood. Meeting was properly noticed and quorum verified.

Motion was made by Brent Hidde and seconded by Bob Howard to accept the minutes from the October 29, 2008 Board of Directors meeting as amended to indicate the Landscape Committee is considering removing the sand at the volleyball court and replacing it with St. Augustine sod. Motion carried unanimously.

FINANCIALS

Motion to approve the October financials made by Brent Hidde and seconded by Bob Howard. Motion carried unanimously.

Motion to ratify the unanimous vote to accept the leak repair proposal from Advanced Leak Detection made by Bob Howard and seconded by Brent Hidde. Motion carried unanimously.

MANAGER'S REPORT

Accounting firm of Joseph Marullo, CPA has been to the PPM office and collected the necessary data to conduct the financial audit. He is awaiting bank confirmations and expects to complete the audit in another week or two.

GROUNDS & MAINTENANCE

A non-compliance tour of the entire community was conducted in early November (report enclosed).

The following items were repaired during this November:

- Amenity Center/Pool Area
 - Following the resignation of Nikki Berman, the two remaining weekday clubhouse monitors have agreed to split the five-day work week between the two. A schedule has been submitted through year end. If the Board wishes me to identify a third, fill-in monitor, please advise.
 - Quote enclosed for replacing landscape ties with concrete landscape curbing.
 - Pressure washing took place around Amenity Center (worst areas). Further pressure washing is needed, particularly at side/walk curb areas along common property.
 - Anne Smith met with Pro Clean Management to discuss expectations and responsibilities. This meeting resulted in the Area Manager coming to the AC and cleaning any areas that were out of reach of the regular maintenance personnel. This will be a monthly visit going forward.
 - Street light pole at rear of AC reported to PPM. Reported to Florida Power for repair within 7-10 days.
 - Meeting with vendor to discuss surge protection was postponed to Tuesday, 11/18/08. Bill Tidwell and Anne Smith will attend.
- Pool Cabana & Barbeque Area
 - Damaged faucet at cabana was replaced.
 - Portable grill was removed from tent area.
 - New, permanent grill was installed to replace the old grill.
- Missing Street Signs
 - Order placed following approval at last BOD meeting. Installation scheduled for 11/19/08.

- Bandwidth Issue
 - A resident was concerned that after a costly service call from Devcon, who indicated the issue required a filter from Bright House, the system was still inoperable. Alycia Wood will follow-up with Bright House to find out what other options may be available.

2009 BUDGET

After review and a few slight modifications to account for holiday décor, motion was made by Brent Hidde and seconded by Bob Howard to approve the 2009 Proposed Budget as presented. Motion carried unanimously. The 2009 budget will be mailed to the membership within the appropriate timeframe.

NON-COMPLIANCE

The current Non-Compliance Report was reviewed and instructions were provided regarding further action.

COMMITTEE REPORTS:

- **Concrete Curbing at AC:** Christin Hards has received a quote for **concrete curbing** to border the landscaped areas around the pool. Anne Smith secured an additional quote to compare before a selection is made.
- **Lighting:** Entrance lighting was also discussed by the gallery. Alycia Wood indicated this is an issue that will be addressed in 2009. The lighting needs upgrading and reflective tape might be an added safety measure. The placement of the streetlights seems to be inconsistent (too far apart in some places) as well. Anne Smith is to contact Bobby Wyatt at Oviedo Public Works to ask about possible options. This issue may be addressed by Special Assessment in the upcoming year.
- **ARC:** The committee reported that 3 or 4 paint applications were presented. One or two of these were returned for further clarification. Other approvals were made- one for landscaping, and one for a pool.

There being no further business to conduct, motion was made by Valerie Williams and seconded by Brent Hidde to adjourn the meeting at 8:15PM. Motion carried unanimously.

Respectfully submitted:
Anne M. Smith, LCAM
President – Pinnacle Property Management, LLC