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2
3 **THE LANDINGS RACQUET CLUB**
4 **MINUTES OF BOARD OF DIRECTORS MEETING**
5 **OCTOBER 18, 2005**
6

7 **CALL TO ORDER**

8 The meeting was called to order by President Jack Jost at 2:01 p.m. in the Lakeside Club, at the Landings
9 Racquet Club, Sarasota, Florida.

10
11 **DETERMINATION OF A QUORUM**

12 Present were Jere Berkey, Bob Fernander, Gordon Garrett, Jack Jost, Judy Greene, Marilyn Newman and
13 Ralph Ricapito constituting a quorum. Also present were Kevin Richards, LRC Manager and Shirley Jones
14 of Progressive Community Management, Inc. (PCM).
15

16 **CONFIRMATION OF PROPER MEETING NOTICE**

17 The notice for the meeting was posted in accordance with Bylaws of the Association and requirements of
18 Florida Statutes.
19

20 **APPROVAL OF MINUTES**

21 **A motion** was made by Jere Berkey and seconded by Gordon Garrett to accept the minutes of the
22 September 28, 2005 meeting of the Board of Directors as amended. Page two, line 4 change to read
23 "20/80%". ***Each director present voted in favor of the motion. Motion passed.***
24

25 **TREASURER'S REPORT (Jere Berkey)**

26 As presented income is in excess of budget by about \$10,500 and expenses are about \$16,000 under
27 budget. The year end should be around \$11,000 to \$12,000 in excess revenue over expenses. This is
28 primarily due to initiation fees and summer memberships. Three summer memberships have been
29 converted to full membership, paying the remaining 2005 dues and the first of four installments of their
30 initiation fees.

31 The CD matured and is now in Orion Bank Money Market at 4.1%. Sufficient funds are available to carry us
32 through to the end of the year.

33 Anticipate getting an engagement letter from Cavanaugh and Company for the audit for the year 2005 and
34 the cost will probably be about \$3,000.

35 Jack Jost suggested that once Hurricane Wilma passes without incident perhaps the insurance reserve
36 should be put into a completely separate CD in the total amount of about \$68,000 which includes the 2006
37 assessment. The Board should consider putting the funds in a money market as the interest rates are
38 equivalent or better and a CD can incur significant penalties if withdrawn before maturity.
39

40 **MANAGERS REPORT (Kevin Richards)**

- 41 • (Copy of Report attached to these minutes filed in the Association's corporate minutes book as Exhibit A.)
42 • Six courts will be available at any given time, with two off line to perform the court maintenance.
43 • An elliptical machine is ordered and on its way. Ralph and Kevin reviewed the fitness center equipment
44 arrangement to accommodate the delivery of the elliptical machine which should be next week.
45 • The doors to the fitness center will be pulled off, painted and reinstalled. Also new handle and kick
46 plates will be installed.
47 • As soon as the parts have been received, the remainder of the short fencing will be completed.
48 • Completion of the lake water system installation should happen on Wednesday. Thursday will be a
49 training session so that employees know how the system works.
50 • An estimate to convert one of the two pool heating systems to a heating/cooling system was received
51 and will cost about \$2,300 completely installed including all the required piping. This will give us three
52 systems for heating the pool during the winter months and two systems for cooling in the summer.
53

54 **COMMITTEE**

55 **Pool and Spa: (Jay Eisner)**

56 The Pool committee recommends the conversion of this system as it would be a benefit in the long run as it
57 is an upgrade to the current system. The goal is to keep the pool water temperature at 83° to 85°. This

1 expenditure has been included in the proposed capital improvements budget for 2006. The installation will
2 be timed for late spring, early summer in time for the next cooling season.

3 A **motion** was made by Marilyn Newman and seconded by Ralph Ricapito to proceed with the expenditure
4 for the conversion to a cooling system for the pool.

5 ***Each director present voted in favor of the motion. Motion passed.***

6
7 **Social Committee:** (Marilyn Newman and Judy Greene)

8 The movie night has been moved to the second Thursday of the month beginning in December. The
9 schedule of movies for December and January will be determined late this month or early in November. The
10 cost to members will be \$5.00. The program will include the equipment, the movie, people to run the
11 projector and a discussion of the movie with Del Jacobs who is a Professor of Film at Manatee Community
12 College. The cost is between \$100 and \$175 for the package depending on whether Professor Jacobs
13 attends and conducts the discussion.

14 The first meeting of the Holiday Gala Committee has taken place. A band has been booked. The plans seem
15 to be well in hand. Hard liquor cannot be served as the club has only a beer and wine license.

16 The Jazz by the Pool planning is complete. Bottled water, soft drinks and ice will be provided. There are
17 probably 80 to 100 members already signed up.

18 The first family movie night was a reasonable success. We need to schedule at least one more to determine
19 its viability. Kids were from ages 4 to 10. Joan Golub did a great job organizing the activity. There was an
20 estimated loss of about \$80, but it was money well spent.

21 Robbie and Sam are organizing Halloween Party for kids.

22 Sam's father passed away today and the Club should do something which will be left to Jack's discretion.

23
24 **Landscaping/Irrigation:** (Sylie LeGuen)

25 Waiting on water system to be completed and once it is operational the committee is ready to make some
26 upgrades for the front. There is enough money to do some things as well as funds planned for next year's
27 budget. The decision on the landscape contractor has not been made. The cost differences between three
28 contractors and one contractor are not significant. Kevin is leaning toward one contractor and the proposal
29 from Greenscapes seems to be a very aggressive and well thought out plan to deal with the landscape
30 problems of the Club. They have been at Eagles Pointe for several months and the results have been
31 favorable. They do not trim trees. Kevin is recommending that we go with the Greenscapes contract and
32 the landscape committee concurs. Island Tree Service has provided a bid to trim the trees including the
33 palms, oaks and black olive trees. Additional bids will be obtained. Any proposals from the landscape
34 committee are to be brought to Kevin and if it is within the budget, he can approve. Those projects which
35 do not fall within the budget parameters are brought to the Board for approval.

36 A **motion** was made by Gordon Garrett and seconded by Ralph Ricapito that the landscape contract be
37 awarded to Greenscapes.

38 ***Each director present voted in favor of the motion. Motion passed.***

39
40 **Fitness Center/Library:** (Ralph Ricapito)

41 Part of the reason the elliptical machine has taken so long to get was due to a Board decision to defer until
42 the work in the fitness center was substantially completed.

43 The library is going well. The older books are going to be removed to make space for new ones. The Book
44 Club is progressing and should begin in January. A facilitator from Longboat Key has agreed to come in to
45 work with the Book Club. There will a fee involved and a limit on the number of people, probably about 20-
46 25. Meetings will be in the afternoon in the library on an as yet to be determined day.

47 **Facilities:** (Bob Fernander)

48 The punch list is still not completed for the work in the fitness center. The contractor has not been given
49 the final payment. It has been suggested to give the contractor a specific date to complete the work or the
50 staff will complete the work and he will not receive the final payment.

51 There are several items which need to be mentioned:

- 52 • The courts being done next week may inconvenience some people, but it needs to be done.
- 53 • The contractor who is repairing the lights on Court 5 and the parking lot lights should be here today
- 54 to complete the work.

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- 1 • Brackets and a cornice for the movie screen need to be installed over the bar area in the Lakeside
2 Room.
3 • Lights around the pool and around the clubhouse need to be adjusted to come on earlier.
4 • The board recommends that the gate to the pool be closed when the pro shop closes at 5 pm.
5 • Kevin is trying to get in touch with the person who rented the clubhouse over the weekend to
6 explain to them again that rental of the clubhouse does not include the use of the tennis courts or
7 pool.
8 • Another area of concern is the locking of the Poolside Clubhouse which needs further
9 consideration.
10 • An area to store the risers is another item of concern which Kevin is attempting to come up with a
11 solution.
12 • The fountains in both lakes are not working. Kevin will call LMA to report the nonworking fountains
13 and find out what is happening.

14
15 **Tennis**

- 16 • (Copy of Report attached to these minutes filed in the Association's corporate minutes book as Exhibit B.)
17 • **Lessons for Life:** Volunteers will be needed for the Lessons for Life benefit. The poster will be
18 displayed as soon as it is available which will include a sign up sheet. Tickets will be available
19 through Kevin for LRC members who wish to purchase them.

20
21 **NEW BUSINESS**

22
23 **Budget Review (2006)**

24 A couple of line items on the operating budget need clarification:

- 25 • Account #7240 includes the contract amount to be paid to Greenscapes. It does not include
26 extensive tree trimming. The majority of landscape upgrades are included in the Capital
27 Improvement Fund.
28 • Account #7400 we need to change language to Janitorial Services
29 • Account #7150 insurance includes a 20% increase
30 • Account #7420 staffing includes a 4% increase in salaries and a 75% sharing of Sheryn's insurance
31 costs
32 • Account #7585 the tennis court maintenance includes the incorporation of new material and new
33 lines which is done only every other year
34 • Account #7050 includes an anticipated of 8%

35 In spite of those items noted that have significant increases, the annual dues will be kept the same as last
36 year. This is possible due to the use of carryover from 2005 and additional members. We will continue the
37 \$50 per member assessment to the Insurance Deductible Reserve. The dues for 2006 will be \$835 plus
38 \$50 to the insurance reserve for a total of \$885. Without this carryover the dues would be \$860, plus the
39 insurance reserve.

40
41 **Capital Improvements**

42 We have more flexibility in 2006 than in 2005. We have projected \$39,500 to be spent, though the board
43 has not approved any of the specific projects. These projects will be adjusted as specific needs are
44 determined.

45
46 A **motion** was made by Gordon Garrett and seconded by Marilyn Newman to approve the 2006 budget as
47 presented. ***Each director present voted in favor of the motion. Motion passed.***

48
49 **Nominating Committee**

50 As of the Annual Meeting in January the terms of four members on the board will expire: Judy Greene, Jere
51 Berkey, Jack Jost and Ralph Ricapito. There will be four (4) vacancies on the Board. The nominating
52 committee needs to talk to the retiring members and to solicit other members to fill these four (4) positions.
53 Jack Jost offered the chairmanship of this committee to Gordon Garrett, who accepted. Gordon asked Bob
54 Fernander and Marilyn Newman to serve with him, both of whom accepted.

1 **OLD BUSINESS**

2 **Father/Son Championship:** The sponsor fees have been received from the two small sponsors. The
3 sponsor fee from the big sponsor has not been received. There are six teams currently signed up. The
4 deadline for entry forms is November 4. It is not unusual to get a large number of entries nearer to the
5 deadline date. We will be scheduling two lunches for the players, one on Friday and one on Saturday. Fruit
6 will be provided in the morning. Staff members are already scheduled to put in additional work hours. Club
7 members will need to volunteer to help with the food preparation and serving.
8 The Landscape Committee wishes to make the Board aware that significant upgrades to the landscape will
9 not be completed prior to the Father/Son Tournament due to the fact that the water system was not
10 completed in time for work to be completed. The Landscape Committee needs to meet with Kevin to come
11 up with a reasonable program to meet the needs of the tournament and the landscape committee.

12
13 **ADJOURNMENT**

14 There being no further business, a **motion** was made and seconded to adjourn.
15 ***Each director present voted in favor of the motion. Motion passed.***

16
17 The meeting was adjourned at 3:34 PM.

18
19 Respectfully submitted,

20 

21
22
23 Shirley N. Jones
24 Recording Secretary