

AMERICAN CONDOMINIUM PARK-ZEPHYRHILLS
BOARD MEETING MINUTES
December 8, 2025

1. CALL TO ORDER:

The December 8, 2025, meeting was called to order at 9:00 A.M. by President Brian Hutchinson, followed by the pledge of allegiance and Sandi LaBonte giving the prayer. Brian from ONE BLOOD bloodmobile made a plea to all residents to donate blood, if possible. The need is great and they have a gift for every donor.

2. ROLL CALL:

Roll call was taken by Assistant Secretary, Debbie Pontenberg. Brian Hutchinson, Bob Swope, Linda Grosh and Deb Pontenberg were present. Pati Bush was absent.

3. READING OF THE MINUTES:

Debbie Pontenberg made a motion to accept November 10, 2025, minutes as posted on the webpage and the Bulletin Boards. Seconded by Bob Swope. Motion carried. 4 Ayes.

4. CORRESPONDENCE: NONE

5. TREASURER REPORT:

Operating Fund Ending Balance: \$101,295.72 (as of November 30, 2025)

Reserve Fund Ending Balance: \$569,053.43 (as of November 30, 2025)

Complete Treasurer's report is attached and posted on Website and Bulletin Boards.

Bob Swope made a motion to accept the treasurer report. Seconded by Deb Pontenberg. Motion carried 4 Ayes.

6. REPORT OF ASSOCIATION OFFICE:

MAINTENANCE GOLF CART / donation: Bob & Brian said a 2015 Star Classic Golf Cart VIN# 15A36026408 RW was donated to ACPZ by Gerald & Carletta Yourich for park use. The Board thanks them for their generous donation.

ACH/HOA PAYMENTS OZK BANK: Linda talked about the options for paying HOA fees. Hoping to have this new program rolling out to all residents in January 2026. More information at January Board Meeting.

CREDIT AND BACKGROUND CHECKS – Deb Pontenberg updated the residents about the upcoming changes to new owners/renters coming into our park. We will be setting up criminal background checks on all new incoming renters and both criminal and credit background checks on all new homeowners. More info to follow.

CHECKING IN AND OUT – Brian reminded all residents about the importance of checking into the office upon arrival. The mailings will start in January for elections and if you have not checked into the park your mail will go to your northern address.

CHAIRS/TABLE PADS – Bob Swope said the chair boots & pads are helping to keep our waxed floors nice. We need volunteers to help in putting the boots & pads on all of the remaining tables & chairs in the clubhouse. Brian reminded all residents that during events at the clubhouse where tables are set up, we are limited to a maximum of 140. If only chairs are set up we can have up to 300 in the clubhouse. The Social Board & committees are reminded to keep these fire codes in mind when setting up for events and staying within legal limits as a protection for all.

ADA DOOR OPENER – Brian offered our thanks to Bob Swope and all of our resident helpers that worked on our ADA door opener. The adjustments have been made and the door is now functioning properly.

7. COMMITTEE REPORTS:

Budget Committee – Peter Beaulieu said the committee is working diligently on the proposed budget and will have more information at the January meeting.

Election Committee – Kathy Staver first meeting is set for December 17, 2025 at 1:30pm.

Building and Grounds Committee – Peter Grant was not present. Brian and Bob talked about the pump that needs to be installed by the gazebo to protect from flooding.

J-Rule Committee – Deb Pontenberg read Resolution # 28-25-26 naming Bobbye Hilburn and Donna Ward as new co-chairs for the J-Rule Committee, as Peter Grant had stepped down from the chair position.

Motion made by Bob Swope to accept, seconded by Linda Grosh. Motion carried. 4 Ayes

8. OLD BUSINESS:

PLUMBING UPDATES – Brian Hutchinson said first phase in plumbing update is complete with all toilets replaced in the women's bathrooms with commercial grade, flush assisted in clubhouse & laundry areas.

ELECTRIC UPDATES – Brian Hutchinson said decision is pending new LED lighting. We have only one bid for \$4800 from Reese Electric at this time.

COMPUTERS – Windows 11 changeout: Wendy is finalizing changing out the computers for both bookkeeper and receptionist areas. Windows 10 no longer supported. New printer required for reception area, as 9pin printer will not work with new update.

9. NEW BUSINESS:

FRONT GATE/ENTRY SYSTEM: Brian discussed the problems surrounding our gate & card entry system in great detail. We have multiple bids and options based on security and needs of our community. The Board is working diligently in sorting out what the best option is for the park at this time and with available funds.

10. CONSENT AGENDA:

RESOLUTION: 29-25-26

Lot # 294 - Carl Peterman – Replace 3 windows on carport & shed areas

Lot # 192 - Rona & Al Fletcher – Remove existing concrete from lot

Lot # 235 - Marilyn & Larry Forbes – Installing a lift porch area

Lot # 243 - Tom Davis – Replace A/C with same size.

Lot # 305 - Penny Demi – Install two small A/C

Lot # 170 - Douglas Darling – Concrete flatwork for parking installed

Lot # 276 - Douglas Pease – Install new A/C

Lot # 248 - Gary Klop – Replace lattice & curtains & install new A/C

Linda Grosh made a motion to approve. Seconded by Bob Swope. Motion carried 4 Ayes.

11. TRANSFER OF SALE: NONE

12. PARK BUSINESS:

Next Monthly Board Meeting will be on Monday January 7, 2025, at 9:00 A.M.

13. VOLUNTEER COMMITTEE ASSIGNMENTS: NONE

14. COMMENTS AND QUESTIONS FROM RESIDENTS:

Don Farrish (LOT 279) asked questions about the forms needed for the new park directory. Wendy Parsels said that a form needs to be completed with the proper legal permissions by the residents in order for their names and information to be printed in the book. If you are not sure, contact the office for a new form to complete.

There was a lengthy discussion regarding the front gate and the need for park security due to the recent thefts and people in the park. Many residents weighed in on our volunteers and the work that is done in the park for all activities, saving us money on our HOA dues.

Brian talked at length about the process the board goes through in determining how money is spent from our budget and reserves. He encouraged ALL homeowners to attend meetings so their concerns and questions can be answered by the Board, rather than trying to find out from their neighbors. He welcomed all to consider running for the two upcoming positions for the Board at the next election.

Cathy Carrick brought up her concerns about the need for a larger ACPZ sign out by HWY 54 and said she had working on the committee for the original sign that was destroyed in last year's hurricane. She offered to work on it again. Brian said a sign up sheet would be put up on the bulletin board for all to sign up to work on a committee, if there is an interest in pursuing this.

15. ADJOURNMENT: A motion was made by Bob Swope and seconded by Deb Pontenberg to adjourn. Motion carried with 4 ayes.

Debbie J. Pontenberg, Assistant Secretary _____

Patti Bush

SECRETARY FOR THE BOARD OF DIRECTORS – ACP-Z

American Condominium Park – Zephyrhills

Treasurer's Report

November 30, 2025

Operating Fund

Beginning balance	Nov 1st	2025	\$11,3871.44
Expenditures	Nov	2025	\$31,650.42
Deposits	Nov	2025	\$19,074.70
Ending Balance	Nov 30th	2025	\$101,295.72

Reserve Fund

Beginning balance	Nov 1 st	2025	\$552,194.56
Expenditures	Nov	2025	\$ 0
Deposits	Nov	2025	\$16,858.67
Ending Balance	Nov 30th	2025	\$569,053.43

Respectfully submitted,

Linda Grosh, Treasurer

Beginning balance was adjusted due to a voided check written in October and voided in Nov.