

**AMERICAN CONDOMINIUM PARK-ZEPHYRHILLS
BOARD MEETING MINUTES
JANUARY 13, 2025**

1. CALL TO ORDER:

The January 13, 2025, meeting of the board was called to order at 9:00 A.M. by President Judy Hehn, follow by the pledge of allegiance. Sandi LaBonte gave the prayer.

2. ROLL CALL:

Roll call was taken by Secretary Patti Bush. Board members Judy Hehn, Peter Grant, Patti Bush and Bob Swope were present with Brian Hutchinson on the phone.

3. READING OF THE MINUTES:

Patti Bush made a motion to approve, seconded by Peter Grant to accept the December 9, 2024, meetings minutes as posted on webpage and bulletin board. Motion carried 5 Ayes

4. CORRESPONDENCE:

The letter from Kathy Staver, election chairperson, was reread. Patti Bush made a motion to approve with Bob Swope seconding. Motion carried all Aye. (See attached)

Peter Grant commented on an email from Pasco County stating permits are not being waived, only the permit fees are being waived for those affected by the recent hurricanes.

5. TREASURER REPORT:

Operating fund ending Balance: \$130,839.75 (as of December 31, 2024)

Reserve Fund Ending Balance: \$529,114.32 (as of December 31,2024)

Complete Treasurer's report is attached and posted on website and bulletin board.

Patti Bush made a motion to approve, seconded by Peter Grant. Motion carried 5 Ayes

6. REPORT OF ASSOCIATION OFFICE:

Peter Grant – reminded residents about filling out the work order/property alteration form before starting repairs.

Patti Bush –To check in if you are back in the park and check out if leaving for an extended period. This will assist in delivering election mail.

Patti Bush – Three open positions on the Board this year and the letter that was sent out has an application in it if you are interested.

Bob Swope – Make sure the clubhouse keys are brought back to the office on Monday morning.

Bob Swope – Make sure chairs are on the tables on Monday, Wednesday and Fridays for cleaning.

Peter Grant – Some of the fence area still needs cleaning, check behind your home and if you need help let the office know. Thank you needs to go out to Fink's for cleaning a lot of the fence already.

Judy – If you have a function the club house must be cleaned up and trash taken care of, also if there are boxes that need to be trashed break them down first.

7. COMMITTEE REPORTS:

Budget Committee – Peter Beaulieu – present the work the budget committee has put together and some of the help they will need in quotes for the future.

J-Rule Committee – Deb Pontenberg – has put together changes on four j-rules this year for the residents to vote on.

Election Committee – Kathy Staver – First letter for the elections have been delivered and now getting ready for the second mailing and elections.

8. OLD BUSINESS:

Peter Grant – Grease trap - has been installed.

Peter Grant – Ice Machine update – Now working after the first one was returned and replaced. Matt Getchell is trying to repair the old one.

Peter Grant – Kitchen Stove - Presented the Board with two estimates – Market Basket for \$3998.95 and on-line \$2740.34. Bob Swope made a motion to buy from Market Basket, seconded by Brian Hutchinson. Motion carried 5 Ayes.

Bob Swope – Handicap parking – We still need at least one auto parking yet and working on the golf cart parking.

9. NEW BUSINESS:

Bob Swope – Pool Quote – Pool quote from A Quality Pool in Wesley Chapel was presented.

Patti Bush made a motion to hire the company, seconded by Peter Grant. Motion carried 5 Ayes.

Briam Hutchinson – Irrigation quote- Presented quote from Brothers for a completely new system for \$19,140.00. Bob Swope made a motion to accept the quote, seconded by Patti Bush. Motion carried 5 Ayes.

Brian Hutchinson – A-1 Security – install 5 new cameras for the security system for \$2150.00.

Patti Bush made motion to accept, seconded by Bob Swope. Motion carried 5 Ayes.

Bob Swope – Laundry Room – when doing laundry be considerate and remove clothes when done so other people can use them.

Patti Bush – Maintenance Cart usage – Per volunteer insurance policy only people listed that are doing maintenance work for the park can drive or use the maintenance cart.

Bob Swope – Jan-Pro Cleaning – looking into getting quotes.

10. CONSENT AGENDA:

RESOLUTION: 22-24-25

Lot # 095 Tony Ceccacci & Annette Postma –Remove 2 windows & add 2 awnings

Lot # 095 Tony Ceccacci & Annette Postma – Repair roof & clean up debris

- Lot # 175 Sandra Swanson –Replace roof with same
- Lot # 215 Robert Scharmer – Remove & replace roof
- Lot # 265 Ellen Nolan – Replace windows with Hurricane windows
- Lot # 281 Brian Hutchinson – Repair & replace roof
- Lot # 289 Denis Levesque – Repair roof

Peter Grant made motion to approve, seconded by Bob Swope. Motion carried 5 Ayes.

11. TRANSFER OF SALE:

RESOLUTION: 23-24-25

Lot #126 Patricia Pieroni/Theresa Szaronos to James Whipple

Peter Grant made a motion to approve, seconded by Bob Swope. Motion carried 5 Ayes.

12. PARK BUSINESS:

Next Monthly Board meeting will be on Monday February 10, 2025, at 9:00 A.M.

13. VOLUNTEER COMMITTEE ASSIGNMENTS:

Hurricane Shelter – Joe Freeman – Nothing new

14. TOWNHALL TO FOLLOW: 10 minutes after adjournment.

15. ADJOURNMENT:

Peter Grant made motion to adjourn at 9:44 AM, seconded by Bob Swope. Motion carried 5 Ayes.



Patti Bush

FOR THE BOARD OF DIRECTORS ACP-Z

American Condominium Park Board of Directors
Attention: Judy Hehn, President

November 26, 2024

Judy,

Over the last several years it has come to the attention of the Election Committee that the counting of ballots during our Annual Meeting has become difficult. One issue for our committee is that we as certified voters are unable to engage in the open discussions on items that we are voting on while we tally the ballots. Another is that we have found we needed to recount ballots several times as we got distracted by the discussions on the floor.

Please note, at the March 2024 Annual Meeting, many certified voters were leaving the meeting jeopardizing our quorum count, all due to the length of the meeting.

The solution last year was to allow the Election Committee to tally the ballots immediately following the adjournment of the meeting. Many certified voters and homeowners stayed while we tallied the ballots. If you will recall, we were able to call the Board of Directors back to provide you with the results on the same afternoon of the Annual Meeting.

We are proposing that all future Annual Meetings allow the Election Committee to collect and tally ballots at the conclusion of the Annual Meeting, except for any votes taken on the Budget, the Reserves, or any votes regarding our By-Laws. All results would be provided to the Board of Directors immediately. It would be the responsibility of the Board of Directors to post the results.

Sincerely,



Kathy Staver

Election Committee Chair

American Condominium Park – Zephyrhills

Treasurer’s Report

December, 2024

Operating Fund

Beginning balance	Dec 1 st	2024	\$101,585.57
Expenditures	December	2024	\$ 27,637.10
Deposits	December	2024	\$ 56,891.28
Ending Balance	Dec 31 st	2024	\$130,839.75

Reserve Fund

Beginning balance	Dec 1 st	2024	\$515,190.63
Expenditures	December	2024	\$ 0.00
Deposits	December	2024	\$ 13,923.69
Ending Balance	Dec 31 st	2024	\$529,114.32

Respectfully submitted,

Brian Hutchinson, Treasurer