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**THE LANDINGS RACQUET CLUB  
MINUTES OF BOARD OF DIRECTORS MEETING  
OCTOBER 19, 2004**

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**CALL TO ORDER**

The meeting was called to order by President Bob Fernander at 2:05 p.m. in the Lakeside Club, at the Landings Racquet Club, Sarasota, Florida.

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**DETERMINATION OF A QUORUM**

Present were Jere Berke, Bob Fernander, Judy Greene, Jack Jost, Barbara Pendrell, and Ralph Ricapito constituting a quorum. Absent was Colin Wendell. Also present were Kevin Richards, LRC Manager and Shirley Jones of Progressive Community Management, Inc.

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**CONFIRMATION OF PROPER MEETING NOTICE**

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

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**APPROVAL OF MINUTES**

Corrections to the September 28, 2004 minutes were as follows:

Page 2, Line 11 – correct spelling of Fernander

Page 2, Line 21 – change wording to “one-time special assessment to be determined”

Page 2, Line 31 -- Change November 5 to November 15

A **motion** was made and seconded to accept the minutes as amended of the September 22, 2004 meeting of the Board of Directors.

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

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**TREASURER'S REPORT**

Jere Berke reported that income to date of roughly \$13,000 over budget is primarily due to additional Initiation Fees collected. Expenses are approximately \$20,000 under budget. The only line item that is significantly over budget is Staffing and due to the arrangement with Progressive Community Management that overage will continue to decrease until the end of the year. The final year end results of operations should be approximately \$20,000 in excess of revenues over expenses.

The letter from Cavanaugh and Company to engage their firm to complete the 2004 audit was received with an increase of \$200 over the cost of last year's audit.

Jere Berke made a **motion** and Ralph Ricapito seconded the motion to accept Cavanaugh and Company as the auditor for 2004.

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

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**MANAGERS REPORT**

In addition to the Manager's report, (Copy of Report attached to these minutes filed in the Association's corporate minutes book as Exhibit A), Kevin Richards reported:

It has turned out to be impossible to find a sleeve for the light pole damaged in the recent hurricane. In order to make the necessary repairs, the footing, base and pole are going to need to be replaced at a cost of \$2,300. The fixture alone costs \$350. Kevin requested approval to purchase a couple of extras so that they would be on hand should replacement be required in the future. The Board approved the purchase and replacement of one additional fixture on court 2 which was in need of being replaced. Since the pole failed due to internal rust, the Board requested that Kevin obtain costs estimates for reinforcing the existing poles in an attempt to prevent future failure of the light poles.

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**COMMITTEE REPORTS**

**Pool and Spa:** The shower valve in the spa went bad and has been replaced under warranty. Several jets are missing, replacements are on order and will be reinstalled upon receipt. A leak in the PVC pipe is scheduled to be repaired. Kevin also reported that the pool heater switch had been tampered with, changing the setting to cool instead of heat. He may need to look into locking up the equipment.

In the area of security, Kevin reported that Sam's Club had a four-camera recording system which could be installed for around \$600 to \$700. This would help detect those responsible for vandalism. Further investigation will be conducted by a committee comprised of Ralph Ricapito, Barbara Pendrell and Kevin Richards.

**Social Program:** There are about 50 or so persons signed up for the Halloween Party. The caterer and DJ are all set. Kevin will put up a more colorful poster to get the last minute signups.

The Staff Appreciation party is set for November 13<sup>th</sup>. About 45-50 people are expected. The Club provides ham and soft drinks, members are asked to bring salads. The year-end bonuses will be given out at the party. There will be a Round Robin tournament the same day.

The Holiday Gala is well on its way with the menu complete and the DJ is lined up. Sign ups have already begun.

**Landscaping:** Most of the plants that did not survive have been replaced with ixoras, bougainvillea, and the hibiscus which were damaged by the storms will be replaced when they become available from the local nurseries.

**Tennis:** The after-school program which consists of tennis only was brought to the attention of the Board of Directors at their meeting on August 17, 2004.

**Fitness Center and Library:** The lights in the weight room over the bikes are still not working properly. The expansion of the Fitness Center was discussed. Some suggestions were to remove the sauna and re-arrange the bathrooms, expand the building toward the gazebo, expand the Poolside Room to include space for exercise programs, and separate library space. A committee consisting of Ralph Ricapito, Jack Jost and Bob Fernander will develop plans and get some cost estimates.

**House Committee:** The stairs have been painted. The gate by the shower needs to have a lock. The chairs under the gazebo need to be cleaned or preferably replaced.

**OLD BUSINESS**

**2005 Board Positions:** Jere Berke, Judy Greene, Ralph Ricapito and Jack Jost have one year remaining of their term. Barbara Pendrell, Bob Fernander and Colin Wendell's terms expire this year. Bob Fernander will be asked to remain on the Board for an additional term to help with continuity. Two members have expressed their desire to serve on the Board: Marilyn Newman and Gordon Garrett.

The method by which to ensure that the current President of the Board be requested to remain on the Board for continuity was discussed. It was determined that it may be necessary to amend the By-Laws to institute this change.

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1 **NEW BUSINESS**

2 **Hurricane Deductible:** Recent hurricanes have brought to light the need to establish a fund to meet the  
3 hurricane deductible, which is 5% of the insured value of the property. At the current insured value of  
4 \$1,175,190, this deductible would be \$58,750. Part of the fund will come from the operating excess which  
5 will be realized this year due to increased initiation fee income, with the balance to come from a one-time  
6 assessment from all members. The President will address the issue in his letter to the membership and will  
7 reiterate that the purpose of this fund is to meet the deductible for any insured loss and for no other  
8 purpose. The funds will be invested to get the best possible return and to help offset the continued upward  
9 valuation of the property.

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11 **Employment Agreement:** The employee agreement with Kevin Richards for his continued management of  
12 the club for the next three years has been signed.

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14 **ADJOURNMENT**

15 There being no further business, a **motion** was made and seconded to adjourn.

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

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18 The meeting was adjourned at 3:22 p.m.

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20 Respectfully submitted,

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24 Shirley N. Jones  
25 Recording Secretary

# NOTICE

***THE REGULAR MEETING OF THE LANDINGS RACQUET CLUB  
BOARD OF DIRECTORS WILL BE HELD AT THE LAKESIDE  
CLUBHOUSE ON OCTOBER 19, 2004 AT 2:00pm***

## **AGENDA**

**Call to Order**  
**Approval of September 2004 Minutes**  
**Treasurer's Report**  
**Managers Report**

**Standing Committee reports:**

Pool & Spa  
Social Program  
Landscaping  
Tennis  
Fitness Center/Library  
House

**Old Business**

- a. 2005 Board Positions – New Candidates
- b. Other Items TBD by LRC Board

**New Business**

- a. Discussion of Member Package to be mailed prior to 20 Nov 2004
- b. Status of Light Repair on Court #5
- c. Other Items TBD by LRC Board

**Adjournment**

**Executive Session**

# *LRC Managers Report*

*October 19, 2004*

1. The Annual “heavy” court work provided by TCM (Total Court Maintenance) will be performed during the period from 25-31 October. During this visit, all lines will be pulled, all courts will be scarified and approx 3,000 lbs of new Har-Tru will be evenly spread across all 8 courts. Courts will then be rolled several times to ensure a level playing surface. New lines will then be installed on all 8 courts. This work will take 6-8 days to complete, but we will have no more than 2 courts off-line at any given time.
2. There is one light pole down on court #5 (from Hurricane Frances) which will be replaced as soon as we locate the needed parts. We hope to do this work during the “heavy” court work scheduled for 25-31 Oct. Estimate for replacing the one pole and fixture (including rental of a bobcat and lift, pouring a new footer with anchor bolts and removal of the old cement footer) is \$2,350. We also need one fixture replaced so I recommend we purchase two (2) other light fixtures at \$350 each to have one “on-hand” for any future replacement work. If the two extra fixtures are approved, total bill should be around \$3,000.
3. As requested by the LRC Board, I have ordered the vinyl fencing to cover the three open sides of the FPL station area. We will install these sections ourselves to save labor and installation costs. Total project will be about \$550. We also replaced all the viburnum along the mound that separates the LRC parking lot and Landings Blvd. We have planted several giant xoras as a test to see if they grab hold and flourish better than the other plants we tried. Ben Mayne has been VERY helpful coming out in the early mornings to water some of the areas that looked like they needed a little more and even spreading some fertilizer. THANKS Ben!!!