AGENDA

PORT ORANGE BUSINESS PARK

PROPERTY OWNERS ASSOCIATION, INC.

Meeting Date: Tuesday, January 10, 2017 **Time:** 6:15 PM

Type of Meeting: Regular **Location:** Council Chambers
City Hall, 1000 City Center Circle

A. ROLL CALL

B. PROOF OF NOTICE OF MEETING OR WAIVER OF NOTICE

C. CONSIDERATION OF MINUTES

1. January 5, 2016

D. REPORTS OF OFFICERS and COMMITTEES - Vice President Stiltner

E. ELECTION OF DIRECTORS and CHAIRMAN OF THE BOARD OF DIRECTORS

2. Port Orange Business Park Property Owners Association Election of Directors

3. Election of Chairman for the Board of Directors

F. ELECTION OF OFFICERS - one officer

4. Election of Officers for Port Orange Business Park Property Owners Association

G. UNFINISHED BUSINESS

H. NEW BUSINESS

5. Resolution No. 17-1 - 2017 Annual Budget and Assessments Adoption

6. Resolution No. 17-2 - Ratification of all acts of the Board and Officers during 2016

I. OTHER BUSINESS

7. Recommend the continued use of Yellowstone Landscape-Southeast, LLC services under the contract dated April 4, 2016, for right-of-way landscaping maintenance at Hockney Court, so long as the City is the owner of parcel 13-16-32-09-00-0010

8. Authorize the City Manager to handle all matters including the above-referenced services related to closing out the City's interest in the property owner's association once the City no longer owns property subject to the property owner's association

J. ADJOURNMENT

ANY PERSON WHO DECIDES TO APPEAL ANY DECISION MADE BY THE PORT ORANGE BUSINESS PARK PROPERTY OWNERS' ASSOCIATION, INC. BOARD WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE HE OR SHE MAY NEED TO ENSURE AT HIS OR HER OWN EXPENSE FOR TAKING AND PREPARATION OF A VERBATIM RECORD OF ALL TESTIMONY AND EVIDENCE OF THE PROCEEDING UPON WHICH THE APPEAL IS TO BE BASED.

NOTE: IF YOU ARE A PERSON WITH A DISABILITY WHO NEEDS ANY ACCOMMODATION IN ORDER TO PARTICIPATE IN THIS PROCEEDING, YOU ARE ENTITLED, AT NO COST TO YOU, TO THE PROVISION OF CERTAIN ASSISTANCE. PLEASE CONTACT THE DEPUTY CITY CLERK FOR THE CITY OF PORT ORANGE, 1000 CITY CENTER CIRCLE, PORT ORANGE, FLORIDA 32129, TELEPHONE NUMBER 386-506-5563, WITHIN 2 WORKING DAYS OF YOUR RECEIPT OF THIS NOTICE OR 5 DAYS PRIOR TO THE MEETING DATE; IF YOU ARE HEARING OR VOICE IMPAIRED, CONTACT THE RELAY OPERATOR AT 1-800-955-8771.

PORT ORANGE BUSINESS PARK
PROPERTY OWNERS ASSOCIATION, INC.
MEETING MINUTES
COUNCIL CHAMBERS – CITY HALL 1000 CITY CENTER CIRCLE
JANUARY 5, 2016

THE JOINT ANNUAL MEETING OF PORT ORANGE BUSINESS PARK PROPERTY OWNERS ASSOCIATION, INC., was called to order by Allen Green at 7:40 p.m.

Roll Call:	Present:	Scott Stiltner, Vice President Bill Rice, V&P Property Group, LLC Allen Green, President
	Also Present:	Jake Johansson, City Manager Margaret T. Roberts, City Attorney Robin Fenwick, City Clerk Alan Rose, Assistant City Manager

Proof of Notice of Meeting

Motion was made by Bill Rice to accept the notice of the meeting, and Seconded by Scott Stiltner. Motion carried unanimously by voice vote.

Approval of Minutes

Motion was made by Bill Rice to approve the Minutes of January 6, 2015 as presented, and Seconded by Scott Stiltner. Motion carried unanimously by voice vote.

Motion was made by Bill Rice to approve the Minutes of July 7, 2015, and Seconded by Scott Stiltner. Motion carried unanimously by voice vote.

Reports of Officers

None

Reports of Committees

None

Election of Directors

Motion was made by Bill Rice to re-elect the Directors to a three-year term, and Seconded by Scott Stiltner. Motion carried unanimously by voice vote.

Election of Officers

Motion was made by Bill Rice to re-elect the Officers to a three-year term, and Seconded by Scott Stiltner. Motion carried unanimously by voice vote.

Appointment of Registered Agent

Motion was made by Bill Rice to appoint Tracey Riehm as Registered Agent and to update the annual report accordingly, and Seconded by Scott Stiltner. Motion carried unanimously by voice vote.

Unfinished Business

None

New Business

1. POBPPOA Resolution No. 2016-1, 2016 Annual Budget and Assessments Adoption

President Green read Resolution No. 2016-1.

Motion to approve as presented was made by Bill Rice, Seconded by Scott Stiltner. Motion carried unanimously by voice vote.

There being no further business the meeting adjourned at 7:43 p.m.

_____

Allen Green, President

_____

Bill Rice, Secretary/Treasurer

CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 01/10/2017

Consent item: No

SUBJECT: (E2) Port Orange Business Park Property Owners Association Election of Directors

DEPARTMENT: City Manager

GOAL:

RECOMMENDED MOTION: Elect Director

SUMMARY: The Port Orange Business Park Property Owner's Association currently has three elected directors representing the two parties involved (V&P Property Group and the City of Port Orange). At the last meeting on January 1, 2016 each of the three directors were elected to a 3-year term ending on January 4, 2019. However, one of the elected directors is no longer associated with the City of Port Orange and the remaining directors must elect another director to replace Allen Green.

Project No.: Funding Account No.:

ATTACHMENTS:

Alan Rosen	Created/Initiated - 11/23/2016
M. Jake Johansson	Approved - 12/29/2016
Robin Fenwick	Final Approval - 01/05/2017

CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 01/10/2017

Consent item: No

SUBJECT: (E3) Election of Chairman for the Board of Directors

DEPARTMENT: City Attorney

GOAL:

RECOMMENDED MOTION:

SUMMARY: The Port Orange Business Park Property Owner's Association currently has three elected directors representing the two parties involved (V&P Property Group and the City of Port Orange). At the last meeting on January 1, 2016 each of the three directors were elected to a 3-year term ending on January 4, 2019. However, the director holding the position of Chairman is no longer associated with the City of Port Orange. Therefore, the directors must elect a new Chairman to replace Allen Green.

Project No.: Funding Account No.:

ATTACHMENTS:

Robin Fenwick	Created/Initiated - 01/05/2017
M. Jake Johansson	Approved - 01/05/2017
Robin Fenwick	Final Approval - 01/05/2017

CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 01/10/2017

Consent item: No

SUBJECT: (F4) Election of Officers for Port Orange Business Park Property Owners Association

DEPARTMENT: City Manager

GOAL:

RECOMMENDED MOTION: Elect Officers

SUMMARY: The Port Orange Business Park Property Owner's Association currently has three elected officers representing the two parties involved (V&P Property Group and the City of Port Orange). At the last meeting on January 1, 2016 each of the three officers were elected to a 3-year term ending on January 4, 2019 (Allen Green as President; Scott Stiltner as Vice-President; and Bill Rice as Secretary/Treasurer). However, Allen Green is no longer associated with the City of Port Orange and the remaining officers must elect another officer to replace him.

Project No.: Funding Account No.:

ATTACHMENTS:

Alan Rosen	Created/Initiated - 11/23/2016
M. Jake Johansson	Approved - 12/29/2016
Robin Fenwick	Final Approval - 01/05/2017

CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 01/10/2017

Consent item: No

SUBJECT: (H5) Resolution No. 17-1 - 2017 Annual Budget and Assessments Adoption

DEPARTMENT: Finance

GOAL:

RECOMMENDED MOTION: Move to Approve Resolution Number 17-1

SUMMARY: The Port Orange Business Park Property Owners Association is required to approve an annual (calendar year) budget each year. The approval of this resolution would satisfy this requirement.

The proposed budget includes a 2% increase in the overall assessment due mainly to an increase in lawn maintenance costs. This is offset slightly by a decrease in administrative services due to the cost of an audit performed in 2016 for this fund.

Project No.: Funding Account No.:

ATTACHMENTS:

1.	Reso. No. 17-1	Reso. No. 17-1.pdf

Tracey Riehm	Created/Initiated - 11/23/2016
Alan Rosen	Approved - 11/23/2016
Tracey Riehm	Approved - 11/30/2016
Margaret Roberts	Approved - 01/05/2017
Robin Fenwick	Final Approval - 01/05/2017

PORT ORANGE BUSINESS PARK PROPERTY OWNERS ASSOCIATION, INC.
RESOLUTION NO. 17-1

A RESOLUTION OF THE PORT ORANGE BUSINESS PARK PROPERTY OWNERS ASSOCIATION, INC., ADOPTING THE 2017 BUDGET AND ASSESSMENT; SUPERSEDING PRIOR RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Port Orange Business Park Property Owners Association, Inc. is a Florida not for profit corporation duly organization and existing under the laws of the State of Florida; and

WHEREAS, the Board of Directors is required to establish the annual budget and establish the amount of the annual assessment;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE PORT ORANGE BUSINESS PARK PROPERTY OWNERS ASSOCIATION, INC. VOLUSIA COUNTY, FLORIDA, as follows:

Section 1. The Budget and Assessment attached hereto as Attachment 1 is adopted.

Section 2. The resolution shall become effective and made part of the minutes of the Port Orange Business Park Property Owners Association, Inc. Immediately upon adoption.

_____
President

_____
Secretary/Treasurer, Bill Rice

Adopted this _____ day of _____, 2017

ATTEST:

Review and Approved: _____
Margaret T. Roberts, City Attorney

PORT ORANGE BUSINESS PARK PROPERTY OWNERS ASSOCIATION PROPOSED CALENDAR YEAR 2017 BUDGET
(Jan. 1, 2017 - Dec. 31, 2017)

Three Year Budget History

Revenue	**2015 Actual**	**2016 Forecast**	**2017 Proposed**
V&P Property Group, LLC	7,947.81	8,890.00	9,077.00
City of Port Orange	6,947.79	7,890.00	8,077.00
Total Revenue	**14,895.60**	**16,780.00**	**17,154.00**
Expenditures	**2015 Actual**	**2016 Forecast**	**2017 Proposed**
Administrative Services	1,000.00	1,290.00	1,000.00
Liability Insurance	825.62	825.43	830.00
Hockney Ct. Mowing/Maintenance	11,865.00	13,255.44	14,282.00
Irrigation	1,134.98	962.77	972.00
Other Charges / Taxes, Licenses, And Fees	70.00	70.00	70.00
Prior Year Deficits		-	-
Total Expenditures	**14,895.60**	**16,403.64**	**17,154.00**

Proposed 2017 Expenditure Breakdown

Item	**V&P Assessment**	**City Contribution**	**Total Expenditures**
Administrative Services	1,000.00	-	1,000.00
Liability Insurance	415.00	415.00	830.00
Hockney Ct. Mowing / Maintenance	7,141.00	7,141.00	14,282.00
Irrigation	486.00	486.00	972.00
Other Charges / Taxes, Licenses, And Fees	35.00	35.00	70.00
Total Expenditures	**9,077.00**	**8,077.00**	**17,154.00**

Proposed 2017 Payment Schedule

Date	**V&P**	**City**
Due January 1, 2017	2,269.25	2,019.25
Due April 1, 2017	2,269.25	2,019.25
Due July 1, 2017	2,269.25	2,019.25
Due October 1, 2017	2,269.25	2,019.25

Notes:

The City of Port Orange is exempt from assessments but has agreed to share in the prorated cost of the association except for administrative services, which is performed by the City and paid for by V & P Property Group.
The assessments for both owners is increasing by $187 annually (or 2%) due mainly to an increase in lawn maintenance costs. This is offset slightly by a decrease in administrative services due to the cost of an audit performed in 2016 for this fund.

PORT ORANGE BUSINESS PARK PROPERTY OWNERS ASSOCIATION, INC.
RESOLUTION NO. 17-2

A RESOLUTION OF THE PORT ORANGE BUSINESS PARK PROPERTY OWNERS ASSOCIATION, INC., RATIFICATION OF ALL ACTS OF THE BOARD AND OFFICERS DURING 2016; SUPERSEDING PRIOR RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Port Orange Business Park Property Owners Association, Inc. is a Florida not for profit corporation duly organization and existing under the laws of the State of Florida; and

WHEREAS, the Board of Directors desires to ratify all actions taken by the Board and Officers on behalf of the Port Orange Business Park Property Owner's Association, Inc.;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE PORT ORANGE BUSINESS PARK PROPERTY OWNERS ASSOCIATION, INC. VOLUSIA COUNTY, FLORIDA, as follows:

Section 1. All actions taken by the Board of Directors and Officers of the Port Orange Business Park Property Owners Association, Inc. during 2016 are approved and adopted by this resolution.

Section 2. The resolution shall become effective and made part of the minutes of the Port Orange Business Park Property Owners Association, Inc. Immediately upon adoption.

_____
President

_____
Secretary/Treasurer, Bill Rice

Adopted this _____ day of _____, 2017

ATTEST:

Review and Approved: _____
Margaret T. Roberts, City Attorney