

Venetia Community Association, Inc.

A Corporation Not-for-Profit
c/o Sunstate Management Group, Inc.
228 Ponce de Leon Ave, Venice, FL 34286
Phone—941-870-4920

Minutes of the Board of Directors Meeting September 19th, 2022 at 9:00a.m.

Call to Order—The Meeting was called to order at 9:00 am by Vice President Dick Mole.

Proof of Notice - The meeting was posted in accordance with the By-laws of the Association and Florida Statute 720.

Determination of a quorum—A quorum was established with the following Directors present: Vice President Dick Mole, Treasurer Tanya Henze, Secretary Cindy Beckley, Director Mary Jane Apicello, and Director Art Apicello. Present via zoom was Director Michael Jalbert. Absent was President Ann Viel. Also present in person were Brian Rivenbark and Lindsey Olson from Sunstate Management Group.

Minutes—**MOTION** made by Tanya Henze and seconded by Cindy Beckley to approve the minutes of the July 25, 2022 meeting as amended. **Motion passed unanimously.**

Presidents Report—Dick Mole reported in Ann Viel's absence. He thanked those that helped with the trimming near the pool entrance, and also those working on the budget. He mentioned the need for volunteers, there will be board seats available at the annual meeting. He also reported that the drone has been flying weekly over where the homeless camp once was.

Treasurers Report—As attached to these corporate records, Tanya Henze gave the report from the August 31, 2022 financials. **MOTION** made by Cindy Beckley and seconded by Mary Jane Apicello to accept the Treasurers report as presented. **Motion passed unanimously.**

Committee Reports—

- **Communications** — Joe Holler reported that the next newsletter will be coming out in October. A subcommittee has been formed to handle the Comcast contract. There are still a few more years on the current contract, but this committee would like to get ahead of it. **MOTION** made by Cindy Beckley and seconded by Mary Jane Apicello to accept the resignation of Nancy Gianino from the communications committee. Motion passed unanimously. **MOTION** made by Cindy Beckley and seconded by Tanya Henze to appoint Lance Carluccio, Bob Germain, Joe Holler, Matt McHugh, George Neidich, Bob Sauders, and Nigel Searle as listed to the Comcast Contract sub committee. Motion passed unanimously.
- **Finance Committee** - Jennifer Smouse reported. A draft budget has been included in the board packets; this version has been voted on by all members of the finance committee. The 2023 projected quarterly assessment is \$540/quarter which is a \$20 increase from the 2022 assessments.
- **Infrastructure Committee** — Bill Crocker reported. The Jacaranda gate has been knocked down 4 times in the past month.
- **Welcome Committee** — Mary Hrisoulis reported. 13 new residents have moved in since June.
- **Amenities** — Jim Irr reported. Edie Reiter will be stepping down as the clubhouse scheduler.
- **Environmental**—Mary Lou Holler reported.

- **Landscaping**– Dick Mole gave the report. Mulch will be delivered mid-late October. West Coast has started trimming the berm and this will be continued through October. 1 gallon of red impatiens (90) to be put on Jacaranda Blvd and Woodmere and the clubhouse for \$562.50. **MOTION** made by Dick Mole and seconded by Tanya Henze to approve this proposal from Twin Palms in the amount of \$562.50. Motion passed unanimously. The 2023 contract was discussed.
- **Wildlife Committee** – No report.
- **Preserve Committee** – Tanya Henze reported in Jan Weis’ absence. The committee will be meeting with the survey company on October 4. Cindy Beckley read the committee’s mission statement that was sent by Jan Weis. **MOTION** made by Cindy Beckley and seconded by Mary Jane Apicello to accept the Mission Statement of the Preserve Committee.
- **Roads Committee** – George Sperry reported. The “pooling” near the butterfly garden still exists. Also an invoice that is currently being held due to not knowing what work is being billed for.
- **Tree and Gutter Report** –George Sperry reported. The list of 40 trees was presented to the Board for approval. **MOTION** made by Art Apicello and seconded by Mary Jane Apicello to approve the 40 trees as provided by the tree and gutter committee. Motion
- **Safety Patrol Report** – No report.

Social Club – Nancy Gianino reported. September – Grilling and Chilling – BBQ. October event – Oldies but Goodies.

Sub-Association Reports

- **VNA1** – Jim Irr reported. Two homes are still being built.
- **Villa Paradiso** – Dick Mole reported. Arbor X coming to do palm trees. Mulch will be put down in October.
- **CDA** – Tanya Henze reported. Mulch will be put down in October. Looking to clean the condo roofs.
- **Villa Vivaci** – Looking to replace a board member and also looking for a landscaping plan.

MOTION made by Cindy Beckley and seconded by Tanya Henze to accept all committee reports.
Motion passed unanimously.

Management Report –Brian Rivenbark reported. He is he sidewalk chair and will be doing a walkaround of the property. October 5 is the Presidents Round Table meeting.

Unfinished Business– None.

New Business – None.

Owner Comments -

Next Meeting – October 24,2022 at 9:00 am.

MOTION made by Mary Jane Apicello and seconded by Tanya Henze to adjourn the meeting.
Motion passed unanimously.

Meeting was adjourned at 12:14.

Respectfully submitted by,

Lynn Priest-Administrator, for
Brian Rivenbark /LCAM,
for The Venetia Community Association Board of Directors

Amenities Committee report to VCA Board of Directors Meeting Sept 19 - 2022

No in-person meeting this month, committee communicates and reports on-line.

We did not meet in person for July-August-Sept, as a full committee but had subcommittee meetings as needed.

Pool/Spa

1. Pool condition is very good. We must remind people to shower before entering the pool especially those who are wearing lots of sunscreen.
2. Symbiont is offering extended warranties for units. We are waiting to receive a formal note.
3. Waiting on new quotes for preventative maintenance contracts with Symbiont and CES
4. Pool Deck cleaning is scheduled for October
5. We are looking into new estimates for Pool Maintenance Companies, no luck so far. Response has been unsatisfactory.

Clubhouse

1. Inside AC was serviced 7/13. All good
2. Inside pest control service done on Sept 1
3. Detailed Window washing will be scheduled after hurricane season, late October
4. Carpets and tiles in entire clubhouse will be cleaned in Sept
5. All fans in Fitness Room and 3 clubhouse rooms were cleaned by our Amenities volunteers
6. We already have reservation requests for the clubhouse in Sept, Oct and December and we've already received numerous requests for dates in 2023.
7. Landscaping committee completed the project at the south pool gate near the pool pump room. Irrigation issue still needs to be confirmed, as its not clear these new plants are being watered daily. Pool/Spa Committee will do some additional work (edging and a few plants) where the junipers were removed.
8. Volunteers will help clear brush, limbs and debris from the entrance walkway to the south pool gate on Saturday Sept 17th. Westcoast has agreed to pick up debris on Mon 9/19
9. Edie Reiter has needed to relinquish her responsibilities coordinating Clubhouse Reservations, but will continue to be a member of the Amenities Committee. Although tiny in stature, she's left us very big shoes to fill.

Courts:

Pickleball and tennis still active. New, slightly revised court schedule for June to Nov has been posted on the courts fence.

Submitted 09/10/22
Donna DeLuca

Communications Report

September 2022

The next newsletter will come out in October.

The Communications Committee has established a sub-committee for the purposed recommending to the board our next move with regard to our internet and TV services. The committee would like the board to approve the following residents for that sub-committee:

Lance Carluccio

Bob Germain

Joe Holler

Matt McHugh

George Neidich

Bob Sauders

Nigel Searle

Also, we would like the board to accept the resignation of Nancy Gianino from the committee. Nancy has done a great job in establishing and maintaining the Facebook page and she will be missed. We would like to ask for a volunteer to take her place.

Joe Holler

Environmental Report 9/19/2022

Solitude has been doing its regular maintenance in August and September according to our contract. In addition, areas of concern that were addressed were:

Sumps, 27, and 24

Ponds 15 and 7

Shelf 8

The preserve area behind 4964 Bella Terra was checked and reported that the planting is in good shape.

Respectfully submitted,

Mary Lou Holler, co-chair

Venetia Community Association, Inc.
Proposed Budget
January 1, 2023 - December 31, 2023

	2022	2023
	Approved	Proposed
	Budget	Budget
INCOME		
6200 · Assessment	1,154,717	1,345,093
6210 · Reserve Fee	182,089	42,832
6340 · Late Fee	750	1,000
6345 · Interest Fees	250	750
6910 · Interest Income	2,000	1,000
6920 · Miscellaneous	200	400
6925 · Cable Refund	10,717	10,717
6930 · Surplus Rollover	41,200	10,000
TOTAL INCOME	1,391,923	1,411,792
EXPENSE		
ADMINISTRATIVE		
7020 · Dues/Licenses/Permits	725	1,000
7040 · FL Dept of State Fee	125	125
7100 · Insurance	51,000	55,888
7140 · Professional Fees - Audit	5,050	5,300
7150 · Professional Fees - Legal	5,000	2,500
7160 · Professional Fees - Rsv Study	400	500
7170 · Professional Fees - Tax Prep	305	345
7200 · Management Fees	36,000	39,000
7250 · Office Svc/Supplies/Misc	4,500	4,500
7260 · Postage	2,500	2,500
7261 · Printing	2,750	2,880
NEW 7300 · Communications Expense	1,600	1,940
7301 · Income Tax	0	1,000
7400 · Telephone	3,250	2,900
TOTAL ADMINISTRATIVE	113,205	120,378
GROUNDS		
7520 · Irrigation Maint/Repairs	20,000	25,000
7550 · Lake Maintenance Contract	30,900	30,900
7600 · Landscape Contract	130,000	133,400
7650 · Landscape Svc/Replacement	35,000	40,000
7651 · Tree Removal/Replacement	55,000	60,000
7652 · Tree Maintenance/Trimming	10,000	10,000
7653 · Berm Trimming	0	25,000
7655 · Palm Tree Trimming	14,000	23,000
7680 · Fountain/Waterfall Maint.	5,160	6,000
7681 · Waterfall Maintenance Contract	6,840	6,840
7820 · Wetlands/Littoral	15,000	25,000
NEW 7900 · Preserve Trimming	0	48,000
NEW 7910 · Preserve Maintenance	0	15,000
Total Grounds	321,900	448,140
MAINTENANCE		
8030 · Security	500	500
NEW 8031 · Drone Flight Contract	0	1,875
8035 · Civilian Patrol	200	200
8040 · Lamp Post Maintenance/Signs	4,000	5,000
8050 · Entrance Gates Maint/Repairs	5,000	5,000
8150 · Maintenance Repairs/Svc/Supply	17,500	15,000
8151 · Maintenance Contract Hrly	2,500	2,500

	2022 Approved Budget	2023 Proposed Budget
8220 · Pest Control Int/Ext	2,500	2,500
8221 · Wildlife Control	0	700
8230 · Sidewalk Repairs	35,000	35,000
8231 · Gutters	24,000	0
TOTAL MAINTENANCE	91,200	68,275
POOL & RECREATION		
8310 · Clubhouse Cleaning Contract	12,000	12,600
8320 · Clubhouse Supplies	1,800	1,800
8330 · Clubhouse Maint/Repairs	8,000	8,000
8340 · Welcome Committee	500	500
8400 · Pool Maint. Contract	9,000	9,000
8420 · Pool/Deck Repair/Svc	5,000	6,500
8425 · Pool Heater Maintenance	3,500	3,500
8430 · Exercise Equipment Repair	1,000	1,300
8500 · Courts Maintenance	1,000	2,500
TOTAL POOL & RECREATION	41,800	45,700
UTILITIES		
8620 · Electric	61,000	81,000
8660 · Cable TV	322,297	335,237
8665 · Cable Addtl' Srvs (Internet)	246,892	256,730
8700 · Water & Sewer	6,700	6,700
TOTAL UTILITIES	636,889	679,667
OTHER		
9710 · Contingency Fund	1,000	2,000
9712 · Storage Units	3,840	4,800
9970 · Transfer to Reserves	182,089	42,832
TOTAL OTHER	186,929	49,632
TOTAL EXPENSES	1,391,923	1,411,792

QUARTERLY UNIT ASSESSMENT	2022	2023
MAINTENANCE	\$ 449	\$ 523
RESERVES	\$ 71	\$ 17
TOTAL	\$ 520	\$ 540
Total Units	643	
Maintenance & Reserves Paid	4	

Venetia Community Association, Inc.
 PROPOSED BUDGET FOR THE PERIOD
 January 1, 2023 - December 31, 2023
 DESIGNATED RESERVES
 643 Units

PERCENT
 FUNDING
 100.00%

		1	2	3	4	5	6	7	8	9	10	11	12
		ESTIMATED LIFE EXPECTANCY	ESTIMATED REMAINING LIFE	ESTIMATED REPLACEMENT COST	BEGINNING BALANCE 1/1/2022	ASSESSMENTS COLLECTED 2022	ESTIMATED EXPENDITURES 2022	ESTIMATED TRANSFERS 2022	ESTIMATED BALANCE 12/31/2022	2023 ALLOCATION ADJ	ADDITIONAL RESERVE REQUIREMENT	ANNUAL RESERVE REQUIRED	COST/ UNIT/ QUARTER
ACCT#	ASSET												
5130	Fountains/Waterfalls	10	1	127,997	83,961	17,159	0	0	101,120	26,877	0	0	0.00
5140	Fence/Gate Reserve	15	1	39,964	36,896	0	0	0	36,896	1,195	1,873	1,873	0.73
5141	Fence/Gate Electronics	15	1	12,001	-6,925	0	0	0	-6,925	18,925	0	0	0.00
NEW 5210	Pond Retention	1	1	25,000	0	0	0	0	0	25,000	0	0	0.00
NEW 5220	Preserves Committee	1	1	26,000	0	0	0	16,000	16,000	10,000	0	0	0.00
5300	Blding Restoration/Painting	5	1	11,400	11,400	0	0	0	11,400		0	0	0.00
5320	Roads/Paving/Sidewalks	20	20	1,200,000	799,744	150,256	742,536	-16,000	191,464	-101,464	1,110,000	30,000	11.66
5340	Swimming Pool	15	5	53,000	8,679	6,307	0	0	14,986		38,014	7,603	2.96
5400	Clubhouse/Roofing	25	3	60,000	46,574	3,357	0	0	49,931		10,069	3,356	1.30
NEW 5410	Clubhouse A/C		5	34,000	0	0	0	0	0	6,800	27,200	0	0.00
5450	Courts	7	1	20,000	15,000	5,000	0	0	20,000	0	0	0	0.00
5485	Capital Reserve	5	2	25,000	39,890	10	40,235	0	-335	12,667	12,668	0	0.00
5490	Interest				0	875	0	0	875		0	0	0.00
TOTAL				1,634,362	1,035,221	182,964	782,771	0	435,413	0	1,199,823	42,832	16.65

Finance Committee report for the September 19 VCA Board meeting:

The Finance Committee held their monthly meeting on Thursday, August 11 at 10am via zoom. All committee members were present except for Cindy Beckley, who was away on vacation. President Ann Viel was also in the meeting as was VP Dick Mole, but he was able to attend for first part of the meeting. During this August monthly Finance Committee meeting, the first draft copy of the full 2023 VCA budget was reviewed and discussed. The Committee members went thru every major expense and reserve category in the 2023 budget and asked questions to determine reasons for any large increases or decreases from the 2022 budget.

The Finance Committee was quite pleased with the submissions from each Committee Chair and there was only one follow up expense item brought up during our August meeting related to infrastructure maintenance category. I determined after speaking with Bill Crocker, Infrastructure Committee Chair, that the 2023 maintenance 8150 account budget line could be reduced by \$3,000. The rest of the Finance Committee voted via email to increase the 2023 Reserves trimming budget by \$3,000 and I discussed that change with Jan Weis, Reserves Committee Chair, who agreed she could make use of those additional funds to pay for additional preserve trimming related to common areas in 2023.

The Finance Committee then voted via email to accept the updated 2023 VCA draft budget that contained the \$ 3,000 transfer between infrastructure and preserves budgets.

Attached is a pdf copy of the 2023 VCA budget that has been approved by all voting members of the Finance Committee.

Total 2023 Budgeted Income and Expense is \$1,411,792 which is \$18,869 or 1.36% higher than 2022 Budget. Please note than under 2023 Income budget, only \$10,000 was budgeted for Surplus Rollover, compared to \$41,200 in 2022 Budget. Also while the Assessments Fees 2023 budget increased by \$190,376, that increase was largely offset by the Reserves Fees 2023 budget decrease of \$139,257. Further discussion about the reasons for the 2023 expense budget increases by each major expense category and likewise reasons for the 2023 large reserve budget decrease are detailed below:

2023 Administration Expense is \$120,378 which is \$7,173 higher than 2022 Budget. Of this variance, 2023 Insurance Expense line increased by \$4,888 or 9.6% over 2022 Budget. The 2023 Insurance Budget estimates were supplied by VCA insurance agent. The other larger increase under Administration expense was Sunstate Management Fees which has a \$3,000 increase to \$39,000. The main reason for this \$3,000 increase is payment of additional hours that may be spent by Brian at Sunstate to take over Chair position for Landscape Committee in 2023, as Jackie Clear, who is current Landscape Chair will not be continuing in that role in 2023.

2023 Grounds Expense Budget is \$448,140 which is \$126,240 or 39.2% increase. The recent creation during 2022 of the Preserves Committee accounts for \$63,000 of the 2023 grounds expense increase, as two new preserve accounts for preserves trimming and maintenance (7900 and 7920) were created, with \$48,000 budgeted for Preserves Trimming and \$15,000 was budgeted for Preserves Maintenance. Another 2023 grounds expense Berm Trimming account 7653 was budgeted for \$25,000 and since Berm Trimming is only done every 3 years, it caused a \$25,000 increase when compared to 2022 Grounds budget. 2023 Landscaping budget accounts for \$22,400 increase in the 2023 Grounds budget. Of this increase, \$5,000 is related to Irrigation, \$3,400 increase is for 2023 Annual Landscape Contract. \$9,000 of increase is for Palm Tree Trimming, and \$5,000 is for Landscape Replacement. Also Tree Removal account is budgeted in 2023 for \$60,000, which is \$5,000 more than 2022 budget. Finally, Wetlands/Littoral 7830 account was budgeted at \$25,000 which is \$10,000 more than 2022.

2023 Pool and Recreation Budget is \$45,700 which is \$3,900 or 9.3% more than 2022 Budget. \$1,500 of increase is for Courts Maintenance, \$1,500 is for Pool Deck Repair and Service, \$600 is for Clubhouse Cleaning Contract and \$300 is for Exercise Equipment.

2023 Utilities Expense Budget is \$679,667 which is \$37,778 higher than 2022 budget. \$20,000 of the increase is for Electric based on current usage and higher projected rates in 2023. \$17,778 of utilities increase is for Xfinity Comcast Cable and Internet contracts that contain an annual 4% increase.

2023 Other Expense Budget is \$49,632 which is \$139,257 decrease from 2022 budget amount of \$186,929. This very large decrease in 2023 is due to the 2022 Venetia Roads Paving Project coming in significantly under budget such that \$101,464 of 2022 excess in Roads Paving Reserve was reallocated to 7 other reserve accounts that required 2023 allocations. These 7 reserve accounts are Fountains /Waterfalls, Fence/Gate Reserve, Fence/Gate Electronics, Pond Retention, Preserves, Clubhouse A/C and Capital Reserve. Please note that this reallocation of the excess reserve funds remaining in Paving Reserve account is a one time opportunity for 2023 Budget year.

Total 2023 Projected Quarterly Assessment is \$540 per quarter which is a \$20 or 3.85% increase from 2022 Quarterly Assessment rate of \$520 per quarter.

The next step in the 2023 VCA Budget process is for the 2023 VCA budget file to be mailed out to all owners by the 1st week in October 2022. Then during the October VCA Board meeting, the full Board will be asked to approve the 2023 VCA Budget.

This completes my report for the September 19 VCA Board meeting.

August & September 2022 Infrastructure Report

This report is for the period from 7/20/2022 thru 9/13/2022

7/20 – Reinstalled Drop Arm at Jacaranda Entrance that was hit by person's unknown.

8/1 – Checked out Swing Gates at Jacaranda Exit that was reported that they were not closing at 8:00 PM. Had to call Gate Repair Co. to replace defective loop detector. Installed new bolts, nuts, washers & lock washers on Drop Arm on right side.

8/2 – Replaced Batteries as per Manufacture's Recommendation in the (4) Swing Gate Operators at The Woodmere Entrance. Checked all Drop Arm Mounting Hardware and installed S.S. lock washers on all to prevent bolts from loosening up. Performed preventive maintenance on all Gate Operators at the Woodmere Entrance.

8/9 – Reinstalled Drop Arm at the Woodmere Entrance that was hit by Van. Driver reported incident but there was no major damage to Drop Arm. (No claim) Installed New No Trespassing Sign near waterfalls between Pond & Vault at the Woodmere Entrance.

8/12 – Repaired Streetlights @ 4470 & 4486 Corso Venetia Blvd. This was probably hit by lightning. Had to replace Fuse, Bulb & Photo Cell. The other Streetlight work after we replaced fuse in this unit.

8/13 – Made temporary repairs to North Pool Gate.

8/23 – Rehung North Pool Gate with all new Bolts & Nuts and adjusted closing operator. We also adjusted closing operator on South Pool Gate

8/29 – Tightened Drop Arm in Yoke to reduce bouncing on the right side of the Jacaranda Exit.

9/5 – Cleaned Photo Cell on Streetlight on Via Del Villetti to improve operation. Replaced burned out bulb in Post Light in Butterfly Park.

9/8 – Reinstalled Drop Arm at Jacaranda Entrance that was knocked off by persons unknown.

9/12 – Reinstalled Drop Arm at Jacaranda Entrance that was knocked off by persons unknown.

9/13 – Installed new bulbs in two floodlight fixtures that were burned out in the Pool Deck Area. Installed new instructional signs on 6 Umbrellas in the pool deck area. Installed concrete weights & S.S. Chain to keep suction lines that feed the Waterfall Pumps at the Woodmere Entrance from floating up when pumps are off. Replaced bulb in fan light in card room.

The Committee worked a total of 49 hrs. in the period mentioned above.

This report was prepared & submitted by Bill Crocker



WESTCOAST

LANDSCAPE & LAWN S

PO BOX 5648 Clearwater, FL 33758

1-877-707-LAWN FAX 727-544-6330

September 7, 2022

WWW.WESTCOASTLAWNS.COM

FULL MAINTENANCE

Agreement for Landscape Maintenance

This agreement written, by and between Venetia, which is responsible for the maintenance of the facilities located at Corso Venetia Blvd Venice FL 34293 and Westcoast Landscape and Lawns, Inc. located at 3880 76th Ave N., Pinellas Park, FL. 33781, who will perform the landscape maintenance (hereinafter referred to as ("Contractor")), in consideration of the mutual covenants, conditions and agreements attached hereto and incorporated herein, and other good and valuable consideration, it is agreed that the landscape maintenance program consists of the following service:

A) Mowing

The mowing of all turf areas throughout the property once each seven days in the heavy growing season. Mowing in the dormant months will be scheduled every other week. Proper height for each season will be maintained per horticultural standards. This height will vary based on species and adverse weather conditions. Typically the height will range from 3 1/2" to 5". Retention areas, and other areas too wet for proper maintenance, will be completed when the ground is firm enough to allow for normal mowing procedures.

This landscape maintenance contract is based on an estimated 40 annual visit service.

B) Line Trimming

The power trimming of grass areas inaccessible to mowing machinery such as post, buildings, lights, signs, trees, utility installations, lake banks and ditches.

C) Hard Trimming

The edging of all hard surfaces including sidewalks, streets, driveways, parking lots, curbing, headers, and retaining walls will be done in accordance with the maintenance schedule. Vertical soft edging of tree rings, shrubs beds and open beds will follow similar maintenance schedule.

D) Shrub Trimming

All shrubs and hedges will be sheared in a consistent manner to maintain optimum shape and size as growth habit dictates. All trimmings and clippings will be collected and removed from property to a waste site.

E) Palm Tree Trimming - Annual Installation - Mulch Installation

1 time(s) a year all oak trees will be lifte to 14 feet above streets and sidewalks in accordance to IFAS pruning recommendations.

Contractor agrees to install 90 annuals per installation, 2 time(s) a year. Includes soil amendments as needed dictated by seasonal conditions. Irrigation check repair or upgrades are not included and will be billed separately.

Contractor agrees to install 175 yards of mulch to designated beds 1 time(s) a year.



X JMC

PG 1

F) Weed Control

The weeding of all plant beds will be performed at least once a month. Weeds will be kept clear of all plant beds, tree rings, joints in sidewalks and driveways using appropriate manual (hand pulling), or chemical control methods (herbicides).

G) Clean Up

The Contractor will blow off all hard surfaces such as sidewalks, driveways, parking lots, recreational courts, patios and other non-landscape areas littered in the maintenance process.

A THRU G SUBTOTALS	\$9,104.58	MONTHLY
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H) Irrigation

The Contractor will inspect all rotors, pop-ups and control panels throughout the property once a month. This inspection consists of adjustments to any rotors or spray heads needed to provide adequate water to existing irrigated areas. A written summary can be provided upon request. Repairs to the irrigation system caused by conditions under which Westcoast is not directly responsible will be invoiced separately at an approved time and a material rate. All repairs will require pre-approval from property representative.

H SUBTOTAL	\$600.00	MONTHLY
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Westcoast proposes a service plan to supplement the above mentioned inspection. This proposed 'not to exceed' plan shall be for the amount listed below on a monthly basis. This service is not included in the monthly agreement of the irrigation check for the property. This program will allow Westcoast to repair faulty components on site without a written estimate or board approval. If no repairs are needed at the time of the monthly inspection, no additional charges will be made. This amount is only an estimated budget, it may be decreased or increased based on completed 1st analysis and or Board/Managers direction.

Repairs "Not to Exceed" Amount:	\$500.00	MONTHLY
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I) Fertilization

Contractor intends to fertilize or inspect all turf areas as well as the ornamental plant material with each application. All applicators have required GI-BMP and or FNGLA certifications. (Detailed specifications summary on pages 3 & 4)

I SUBTOTAL	\$1,525.00	MONTHLY
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Lawn & Ornamental Care Specifications

TURF FERTILIZATION

In compliance with the statewide Best Management Practices (GI-BMP) ordinance, all turf areas shall be fertilized as per the maintenance specifications attached. No fertilizer shall be applied within 10 feet of any service water, landward edge of the top of a seawall, designated wetland or wetland as defined by the Florida Department of Environmental Protection. Fertilizer will be removed off all impervious surfaces onto lawns or ornamental beds. After fertilization, a minimum of 1/4 inch of water will be applied by the client. Complete fertilizers will be a custom blended mix in a granular or liquid composition and contain a minimum of 50% of the nitrogen in a slow or controlled release form. All fertilizer formulations will have Nitrogen to Potassium ratio of 1:1 or 2:1 for a complete fertilizer formulation. No phosphorus will be added or applied to any turf areas without first having a soil sample from a State of Florida approved lab showing a creditable deficiency of Phosphorus availability in the soil. They shall contain a complete micronutrients package including magnesium, manganese, iron, zinc, copper, etc. for optimal health and color.

TURF PEST CONTROL

The technician will inspect all lawn areas each visit for indications of pest problems such as insects, disease, weeds, etc. and advise the client or representative of such problems. The technician will be executing Integrated Pest Management (IPM) practices. Upon confirmation of a specific infestation or concern requiring a pesticide treatment, pesticides will be applied on an as needed or spot treatment basis, whenever possible, using the least toxic, effective means of control. In some cases control of a disease or insect infestation may require a more aggressive treatment approach to reach a manageable status. A separate proposed agreement will be provided if a disease or insect infestation compromises the overall health or appearance of the turf.

ORNAMENTAL FERTILIZATION

In compliance with the statewide Best Management Practices (GI-BMP) ordinance all shrub beds and ground cover areas shall be fertilized as per the maintenance specifications attached. No fertilizer shall be applied within 10 feet of any service water, landward edge of the top of a seawall, designated wetland or wetland as defined by the Florida Department of Environmental Protection. Fertilizer will be removed off all impervious surfaces onto lawns or ornamental beds. After fertilization, a minimum of 1/4 inch of water will be applied by the client. Complete fertilizers shall be a custom blended mix in granular or liquid composition and contain a minimum of 50% of the nitrogen in a slow or controlled release form. No phosphorus will be added or applied to any landscape plantings without first having a soil sample from a State of Florida approved lab showing a creditable deficiency of Phosphorus in the soil. They shall contain a complete micronutrients package including magnesium, manganese, iron, zinc, copper, etc. for optimal health and color.

ORNAMENTAL PEST CONTROL

The technician will inspect all shrub bed areas each visit for indications of pest problems such as insects, disease, etc. and advise the client or representative of such problems. The technician will be executing Integrated Pest Management (IPM) practices. Upon confirmation of a specific infestation or concern requiring a pesticide treatment, pesticides will be applied on an as needed or spot treatment basis, whenever possible, using the least toxic, effective means of control. First choice will be insecticidal soaps, horticultural oils etc. In some cases control of a disease or insect infestation may require a more aggressive treatment approach to reach a manageable status. A separate proposed agreement will be provided if a disease or insect infestation compromises the overall health or appearance of the shrub material or ground cover.

ADDITIONAL SERVICES

All pest control services in addition to the basic contract agreements will be billed on a per job basis based on materials cost plus labor. The cost will be agreed on by client and contractor before such service is rendered. Pesticide applications will be made in accordance with its label and in accordance with the Environmental Protection Agency. Posting and notification of pesticide sensitive persons will be done. All applicators and technicians are trained and certified in the Florida Green Industry Best Management Practices (GI-BMP) program.

Lawn & Ornamental Treatment Summary

Turf grass fertilization Granular/liquid in composition	Performed <u>5</u> times annually
Turf grass insect control*	Monthly inspections. Spot treat as needed. (Excludes Mole Cricket, Grub infestations, available in additional services)
Fire ant control*	Monthly inspections. Spot treat as needed.
Turf disease control*	Monthly inspections. Spot treat as needed.
Broadleaf weed control*	Monthly inspections. Spot treat as needed. (Sedge weed control not included, but available in additional services)
Shrub fertilization Granular/liquid in composition	Performed <u>2</u> times annually
Shrub insect control*	Monthly inspections. Spot treat as needed.
Shrub disease control*	Monthly inspections. Spot treat as needed.
Palm tree & hardwood trees Fertilization, disease & insect control	Not included but available in additional services
Customer concern calls	INCLUDED

*Blanket treatments are not included but available as additional services.

Detailed Scope of Work

Any contractual work orders provided to Contractor will be done in a timely manner. (One to two week completion time under ordinary circumstances).

Initial Clean Up

Should the quality of the current maintenance deteriorate between the time this contract is submitted and signed, a clean up fee may be proposed.

Property Damage

Contractor assumes full responsibility for any damage, including irrigation components, light poles, cable box, etc. that may occur in the maintenance process. Contractor is not responsible for the condition of the landscape due to drought, freeze or storm damage. Contractor shall repair, or at its option pay for, the repair of any damage caused by Contractor's neglect, provided however, that such damage must be promptly reported to Contractor's office and Owner and administrative representative of Contractor have inspected the damage to determine without doubt who caused the damage. Cost of the repairs performed by others that have been accepted by the Contractor shall be billed to the Contractor directly and will not be deducted from sums owed to the Contractor by the Owner.

Catastrophic or Natural Events

Work schedules may be interrupted by weather conditions to the point that scheduled activities, i.e., mowing, pruning, edging etc., may be temporarily halted. Acceptable horticultural practices call for minimal pruning of freeze damaged material until the threat of future freezes has passed. Special clean ups and/or pruning due to storms, freezes, drought, human initiated events by other than the Contractor, or other Acts of God are not included and will require extra charge based on time, material and disposal fees.

Severability and Waiver

If any section, subsection, sentence, clause, phrase or word of this Contract be and is, for any other reason held or declared by a court of competent jurisdiction to be inoperative or void, such holdings shall not affect the remaining portions of this agreement. It shall be construed to have been the intent of the parties hereto to have agreed without such inoperative or invalid part being contained herein so that the remainder of this contract, after exclusion of such inoperative or invalid part, shall be deemed and held to be as valid as if such excluded part had never been included herein.

The failure of either party hereto to insist, in any one or more instances, upon the performance of any of the terms, covenants or conditions of this agreement, or to exercise any right herein, shall not be construed as a waiver or relinquishment of such terms, covenant, condition or right as respects further performance.

Financial Agreement

Contractor agrees to maintain facilities mentioned, in the manner described, for a total of \$134,755.00, payable in monthly installments of \$11,229.58, due on the first day of the month following service. Any additional charges must be pre-approved in writing by the association and must reference the address where the work was completed. Contractor assumes no liability for damages or consequential damages caused by conditions beyond Contractors control.

Owners shall agree to pay interest in the amount of 1.5% per month on all accounts not received within 45 days past due. Further, the Owner shall be responsible for any collection costs and attorney fees incurred by Westcoast in collection of sums past due under this agreement.

This agreement shall commence _____. The parties agree that either party may terminate this agreement upon thirty days written notice to the other party. FURTHER, contractor may, in its discretion, cease to provide services and materials pursuant to this Agreement upon nonpayment of any invoice within ten business days from the date of issuance of invoice for payment of services rendered hereunder. Upon termination of this Agreement, where nonpayment is provided herein, all monies for services that have already been rendered shall become payable in thirty days following notice provided. This Contract shall automatically renew on the anniversary date and each subsequent anniversary date thereafter for a period of one year unless written notice is provided at least thirty days prior to the anniversary date.

Contractor will maintain throughout the term of this agreement adequate general liability insurance, broad form contractual liability insurance and worker's compensation to meet its legal requirements. The contractor shall furnish a certificate of insurance describing coverage in effect and naming the said association as an additional insured. Contractor also retains all necessary Agricultural bonds required by the State of Florida.

Respectfully submitted by:

Approved and accepted for:

Timothy Greiner

Westcoast Representative (print)

Property Representative (print)



9/7/2022

Signature

DATE

Signature

DATE

Jackie Cleary

Jackie Cleary

**Chairman
Landscaping Committee**

X

Twin Palm Landscape Care
3757 Ulman Ave
North Port, FL 34286 US
(941) 429-5785
support@twinpalmlandscapcare.com

Estimate



ADDRESS

Venetia Community common areas

SHIP TO

Venice FL

ESTIMATE #	DATE	
1275	09/14/2022	

DATE		DESCRIPTION	QTY	RATE	AMOUNT
	1galannual	1 Gal Red Impatient Flower Installed at bull nose at Jacaranda, Woodmere entrances and clubhouse as requested * would suggest adding new mulch around flowers to help retain moisture * Annuals are warranted for 30 days provided irrigation is adequate coverage	90	6.25	562.50

TOTAL

\$562.50

Accepted By

Accepted Date

EXHIBIT A TEMPLATE SPECIFICATIONS & PROCEDURES

1. BED, LAWN AND TREE CARE:

a. MOWING

- i. 40 cuts annually for St. Augustine turf.
- ii. All parking areas and sidewalks will be blown free of debris after each mowing.
- iii. As a normal course of work all litter and debris will be removed from lawn areas prior to mowing.
- iv. Grass areas will be trimmed with a weed eater with each mowing around trees, buildings and other obstacles where a mower cannot reach.
- v. Mowing Schedule:

January	1 - 2 cuts	July	weekly (4-5)
February	1 - 2 cuts	August	weekly (4-5)
March	2- 3 cuts	September	weekly (4-5)
April	3 - 4 cuts	October	3- 4 cuts
May	weekly (4-5)	November	2 - 3 cuts
June	weekly (4-5)	December	1 - 2 cuts

NOTE: Additional cuts will be provided as requested. Any cuts in excess of 40 for the year will be billed as an extra charge.

b. EDGING OF STREETS AND SIDEWALKS

- i. Driveways, sidewalks and curbs will be mechanically edged every time property is mowed, or as needed.

c. PLANTER BED CARE

- i. Planter beds will be mechanically edged to maintain a defined edge every other visit.
- ii. Herbicides will be used in bed areas to kill weeds and inhibit weed growth which should allow monthly manual weeding to be sufficient. (Which means weeds are absent to no more than a 2% volume.)
- iii. Any damage to existing plant material due to herbicide use will be the responsibility of the contractor.

d. PLANTED BED DRESSING

- i. Planter beds will be mulched as specified in Exhibit B when the full accrual has been paid.

e. PRUNING AND TRIMMING

- i. 10-12 times per year, hedges, shrubs and ground covers will be trimmed according to the health and growth patterns of the plant and with consideration of the desires of the customer
- ii. Freeze Damage: In the event of a hard freeze, a severe pruning will be required to trim freeze damage from shrubs and small trees. This pruning will be performed after the threat of a further freeze has passed and plants have had a chance to recover. At the time of this pruning, the regular work schedule may be delayed in order to provide adequate time for pruning of the damaged plants.

f. LEAF AND MISCELLANEOUS DEBRIS CLEANUP

- i. Removal of Oak leaf material will be done 3 times per year, 1 time in Feb. 1 time in March, 1 time in April
- ii. Hard surfaces will be blown off on each visit.

g. TREES

- i. Palm Trees will be trimmed according to the health and growth patterns of the tree and with consideration of the desires of the customer.
- ii. The under-canopy of hardwoods will be trimmed up to a height of 8 feet once per year and sucker growth removed from the trunk on a monthly basis.
- iii. Palm Trees with fronds that can be reached from the ground (approximately 12') will be removed on a monthly basis.
- iv. Palm Trees with fronds that can't be reached from the ground (approximately 12') can be removed for an additional charge.
- v. Palm boots loose hanging below 8 feet will be removed during trimming.

**EXHIBIT A
TEMPLATE
SPECIFICATIONS & PROCEDURES**

2. IRRIGATION

- a. On **amonthly** basis, the contractor will cycle, inspect and adjust each zone of the irrigation system, to include:
 - i. Checking that the Irrigation system is operating correctly and adjusting as needed.
 - ii. Checking all system piping for leaks.
 - iii. Checking all sprinkler heads and nozzles for damage or wear.
 - iv. Identifying all areas not receiving appropriate amounts of water and making necessary sprinkler head adjustments to facilitate coverage of the affected area(s), including:
 - cleaning nozzles
 - clearing grass that is affecting proper operation of sprinkler heads.
 - adjusting spray patterns
 - v. Checking control valve operation.
 - vi. Recommending additional changes to the irrigation system.
- b. Additional labor and materials will be charged for:
 - i. Repairing damaged or worn heads and nozzles.¹
 - ii. Installing or removing risers to accommodate plant growth.
 - iii. Installing 'donuts' around sprinkler heads.
 - iv. All work on pipes.
 - v. All repair work on control valves.
 - vi. All repair work on wires.
 - vii. All electrical work.
 - viii. Any expansion of an existing zone.
 - ix. Addition of a new zone.
- c. Emergency Response
 - i. In the event of a line break or significant leak, the contractor will ensure that the water supply is shut down to the affected zone(s) as soon as possible to prevent undue loss of water and pressure.
 - ii. TPLC will then make one attempt to secure written approval from the homeowner to repair the damage prior to making any repairs.
 - iii. In the event the homeowner cannot be reached, TPLC will follow the appropriate Board Policy that is in place at that time.
 - iv. Regular hourly rates will apply for emergency response between the hours of 7:30am and 4:30pm. After hours and weekend responses will be billed at a rate of time and a half the hourly rate identified on Exhibit B, with a 1-hour minimum charge, plus parts.

3. PEST CONTROL AND FERTILIZATION

- a. Granular lawn fertilizer will be applied two times a year using a high-quality custom blend. All blends have micronutrients. Two liquid blend slow release nutrients and micronutrients will be sprayed on all turf areas per year. A complete turfsystemic insecticide will be applied in the spring to control chinch bugs, billbugs and grubs. If a severeinfestation of grubs is present, a special service for grub treatment will be necessary at an extra charge.

On all other service visits, lawn pest control will be applied as needed to control target insects. If an insect infestation is not present, we will use modern integrated pest management methodology to maintain healthy turf. Liquid applications will always be augmented with nitrogen, an iron source, and/or a potassium source. Lawn weed control is performed on a spot treat basis to control nuisance turfweeds. Certain special weed control treatments, such as nutsedge weed control, are not routine but can be treated as a special service for an extra charge. Lawn fungus control is performed on a spot treatbasis as needed. Low grade fungus, known as grey leaf spot, will not be treated as it is not necessary totreat it; it dissipates by itself.
- b. Plant fertilizer will be applied two times a year using a 9-0-16 blend or similar. Plant fungus control is applied as needed on a spot treat basis.

¹ Damage caused by TPLC maintenance crew negligence will be repaired at no charge to the customer.

EXHIBIT A
TEMPLATE
SPECIFICATIONS & PROCEDURES

- c. Weeds that are covered in the contract will pertain to broadleaf weeds only, such as clover, dollarweed, oxalis, spurge, etc. Weed control is done only at appropriate times of the year based upon the herbicide manufacturer's instructions. For example, when temperatures' climb above 85 degrees, only spot treatment of weeds is possible.
- d. Nutsedge grass is not covered under contract, as it can be controlled with proper irrigation management.
- e. Insects covered under contract are chinch bugs, mole crickets, sod webworms, and cut worms.
- f. We treat fire ant mounds only. Guaranteed entire yard treatment is available as a special service.
- g. Carpet and crab grass are professionally untreatable during the summer months currently, due to the removal of the only product on the market for these conditions (Asulox) by the federal government in 2000 due to ecology concerns. It is treatable with another product in the winter
- h. Please refer to Exhibit C for a detailed schedule of the lawn & ornamental pest control and fertilization.



Exhibit C

LAWN & ORNAMENTAL PEST CONTROL AND FERTILIZATION

*This is only a guideline**

January	Lawn Plants	Liquid fertilization application Inspect and correct as needed
February	Lawn Plants	Service call if needed Granular plant fertilization; inspect and correct as needed
March	Lawn Plants	Liquid fertilizer and Insect application of turf fertilizer/ Spot treat Weed control Inspect and correct as needed
April	Lawn Plants	Service call if needed Inspect and correct as needed
May	Lawn Plants	Liquid fertilization application Inspect and correct as needed
June	Lawn Plants	Service call if needed Inspect and correct as needed
July	Lawn Plants	Service call if needed Inspect and correct as needed
August	Lawn Plants	Turf Liquid Micro Nutrient treatment/ weed control and insect control as necessary Inspect and correct as needed
September	Lawn Plants	Service call if needed Inspect and correct as needed
October	Lawn Plants	Liquid application of turf fertilizer/weed control and insect control as necessary Inspect and correct as needed
November	Lawn Plants	Service call if needed Granular fertilizer application; inspect and correct as needed
December	Lawn Plants	Liquid application of turf fertilizer/weed control and insect control as necessary Inspect and correct as needed

**** Fungus control is included on an on-going basis. Granular lawn fertilizer may change due to the addition or deletion of existing chemistries. Also, service is subject to change due to climatic conditions. Pre-Emergent available as an additional service.***



3757 Ulman Ave North Port, FL 34286

941-429-5785

Venitia Community Common

2022 Pricing

Monthly Annually

Monthly Landscape Maintenance

\$ 9,429.67 \$ 113,156.00

- ◆ Mowing (40 cuts St. Augustine)
- ◆ Trimming Ornamental Landscape beds (10 times per year, 12 on Clubhouse pool area)
- ◆ Weed Control Spray Ornamental Beds (12 times per year)
- ◆ Edging (Hard Surfaces 40 times per year, Soft Surfaces 20 times per year)

Monthly Lawn & Ornamental Pest Control & Fertilization

- ◆ Fertilization of Shrubs and Palms (2 times per year) \$ 1,500.00 \$ 18,000.00
- ◆ Fertilization of Turf (6 times per year)

Monthly Irrigation Inspection

\$ 880.00 \$ 10,560.00

Total Common Area

\$ 11,809.67 \$ 141,716.00

Mulching

- ◆ Mulch will be installed as requested for an additional fee

\$ 60.00

Hourly rate for Grounds Maintenance

\$42

Hourly rate for General Irrigation Repairs

\$55

Landscaping Committee Notes
Meeting Date - September 13, 2022

Attendees:

Jackie Cleary
Elaine Timmes
Dick Mole

- West Coast completed proposals
 - #17 - Jacaranda Median
 - #18 - Club house pathway
 - #19 - Cleaned up clump of palm trees south of Woodmere Falls
- Arbor X- Trimmed all palm trees. It came in over quote because we added 20 additional palms. We will be asking them for a quote for the trees to be trimmed for the Holiday lights
- West Coast cleaned up the bullnoses and flowers bed by the club house to prepare for the planting of annuals.
- West Coast has started trimming the berm and will continue thru October. Please exercise patience as this is a large task.
- Mulch will be delivered in mid to late October
- Committee approved WC as our lawn care provider for 2023. Attached is the proposal

PRESERVE COMMITTEE

No changes in committee membership.

Final contract was signed with Britt Surveying. Committee will be meeting with Britt at their offices on October 4 to discuss further survey dates to be set yet this year, style of markers and placement, and any other further questions.

Budget has been submitted and once final approval is received we will notify all landscape companies of next steps for 2023 preserve cutback process.

JAN WEIS

Chair, Preserve Committee

Road Committee Report 9/19/22

The puddle problem near Butter Fly Park still exists. Brian has been in touch with DMK requesting information on correcting the problem, but there has not been any response as of today 12 September.

DMK submitted an invoice in the amount of \$ 1531.25. We do not know what this charge covers so we have asked Sunstate to not pay it until we get more information. The requested information has not been received.

There has been some scaring of the new pavement due to power turns and the turns and backing of the garbage trucks. This is not unusual as it happens on most of the newly paved roads in other neighborhoods. It does not seem to be severe enough to be of concern.

Road Committee Chairman

George Sperry

VCA Treasurer Report

August 31, 2022

Total Liabilities and Equity:	\$751,477.84
Total Reserves Balance:	\$388,390.58
Total Expenses:	\$113,111.55
Over Budget	\$12,292.06
YTD OverBudget	\$29,954.47
Administrative Expenses:	\$7,605.98
Under Budget	\$1,827.77
YTD Under Budget	\$9,402.68
Grounds Expenses:	\$42,246.00
Over Budget	\$15,421.00
YTD Over Budget	\$30,093.08
Maintenance Expenses:	\$2,861.63
Under Budget	\$4,738.37
YTD Over Budget	\$5,086.73
Pool & Recreation Expenses:	\$5,834.81
Over Budget	\$2351.47
YTD Under Budget	\$1,026.68
Utilities Expenses:	\$54,180.48
Over Budget	\$1,106.41
YTD Over Budget	\$5,581.56
Accounts Receivables:	\$4,132.07
As of 8/31/22 the total is \$4,132.07. 7homeowners had not paid full3rd quarter fees.	
As of 8/31/22 there were10 homeowners that had not paid the 3rd quarter fees in full or have a balance due.	
As of 8/31/22 0 homeowners have been turned over to our attorney.	

Tree and Gutter Committee Report 9/19/22

The Tree and Gutter Committee has spent some time straightening and securing the Shady Lady Trees where needed. Some of the tree branches were also trimmed where they were interfering with the mail being delivered and sidewalk passage.

Attached is a proposed list of 40 Oak Trees to be removed during the coming year. The committee would like to get board approval for this project. Once we get approval we can then work on getting the remaining Oak Trees and Shady Lady Trees along the roads trimmed. The trimming could possibly take place before the end of the year. The Shady Lady Trees in particular need trimming as soon as possible as they are growing wild.

Tree and Gutter Committee Chairman

George Sperry

2023 Proposed Tree Removal List as of 8/31/22

Cancello Grande Ave

1. 4575-Corso

Bella Pasque

2. 4145-Flag Pole
3. 4135-37
4. 4120-22

Bella Terra Dr

5. 4921-23
6. 4924-28
7. 4932-36
8. 4945-49
9. 4959-63
10. 4964-68
11. 4972-76
12. 4976-82
13. 4990-94
14. 5001-03
15. 5010-12
16. 5012-14
17. 5018-20
18. 5041-43

Via Del Villetti Dr

19. 4241-45
20. 4265-69
21. 4274-78
22. 4285-89
23. 4390-94
24. 4402-06
25. 4407-11
26. 4444-48

Nizza Ct

27. 4305-09 D
28. 4340-44
29. 4347-51 (may have to relocate tree)

Corso Venetia Blvd

- 30. 4314-18
- 31. 4293-97
- 32. 4277-81
- 33. 4263-69
- 34. 4264-Preserve
- 35. 4245-49
- 36. 4223-27

Via San Tomaso Dr

- 37. 4871-Via Del Santi Dr

Via Del Santi Dr

- 38. 4310-12

Gaeta Dr

- 39. 4635-41
- 40. 4615-21

D = drain

VILLA VIVACI REPORT
FOR VCA MEETING SEP. 19, 2022

Nomination for a Board of Director replacing Darell Reyka, who moved to Colorado

VVNA will be looking into landscape replacement plans

VVNA will be addressing the request for a neighborhood Infrastructure Committee

Respectfully submitted,

Jim Chmielak - Villa Vivaci President

Welcome Committee Report

VCA Board Meeting - September 19, 2022

Since my June report there have been 13 new residents. Once we are officially notified, Donna DeLuca contacts the residents to activate their fobs. After that the new residents will be contacted by a Welcome Committee member to welcome them with a Welcome bag. Residents come and go and I note the time of their return so I may contact them. Ana Reynarfarje is the person on our committee who puts the welcome bags together and does a wonderful job.

Submitted by Mary Hrisoulis

September 10, 2022