

**BOARD MEETING MINUTES**  
**Wednesday, February 12, 6:30PM**  
**Virtual via Go To Meeting**

**Directors in Attendance (established a quorum)**

Mark Bowes	President
Clifford Reiss	Treasurer
John Laskowski	Secretary
Christian Mailloux	Director

Jen Robertson                      Excelsior Community Management

**Call to Order**

Mark called the meeting to order at 6:30pm

**Confirmation of Proper Meeting Notice**

Cliff confirmed meeting notice and note on agenda was posted on the community bulletin board more than 48 hours in advance in accordance with Florida Statute.

**Minutes**

Mark motioned to approve the October 24, 2024, Meeting Minutes. John 2<sup>nd</sup>, vote was all in favor.

**Financials**

- Trend report – Cliff noted this report is from 2024-year end as the January financials were not available as of this meeting. The 2024 deficit was \$1,682.

**Business**

- HOA Update – see attached
- 2025 Delinquencies – There are three homes that have not paid the 2025 assessment. ECM has mailed late notices. If these owners have not paid by Mid-February Cliff will drop a note at each home for the owners as a reminder.
- SWFWMD Inspection – The Board agreed to work with DS Franks engineering again this year for \$185.
- Records Retention and Inspection Policy – Mark motioned to adopt this policy as presented. Cliff 2<sup>nd</sup>, vote was all in favor.
- ACC Guidelines – Tree Policy - John motioned to adopt the tree guideline changes as presented. Christian 2<sup>nd</sup>, vote was all in favor.
- Center Island Landscape – The bulk of this area has been cleaned up following the storm debris removal. The Board will plan a community volunteer day on March 22<sup>nd</sup> to have owners help rake up the remaining twigs and leaves.
- East Area along entrance – This was damaged from hurricane debris and vehicle traffic. For now the Board agreed to monitor the area and see if it bounces back now that the irrigation is working.
- 8914 ACC – Cliff has been in touch with the Guardian for the homes owner. Work is being done to get the pool cleaned, yard cleaned, mailbox replaced and pressure washing completed. The home is looking much better.

**Resident Open Forum** – Solicit community for a date for a Spring Yard sale. Nuisance issues – car fumes and barking dog

**Next Scheduled Meeting Date**

Thursday, May 8th at 6:30pm (Virtually)

**Adjourn**

With no further business to discuss, the meeting was motioned to adjourned at 7:25 pm by John. 2<sup>nd</sup> by Christian.

# Aberdeen Creek Homeowners Association Inc

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Balance Sheet  
As of 02/11/25

## ASSETS

### Assets

1005	Trust Operating 1915	\$	22,934.12	
1010	Fifth Third Checking 7012		3,694.58	
1015	Fifth Third CD 3/25 4.40%		8,042.05	
1100	Accounts Receivable		1,888.95	
1300	Prepaid Insurance		2,168.26	
TOTAL ASSETS				\$ 38,727.96
				=====

## LIABILITIES & EQUITY

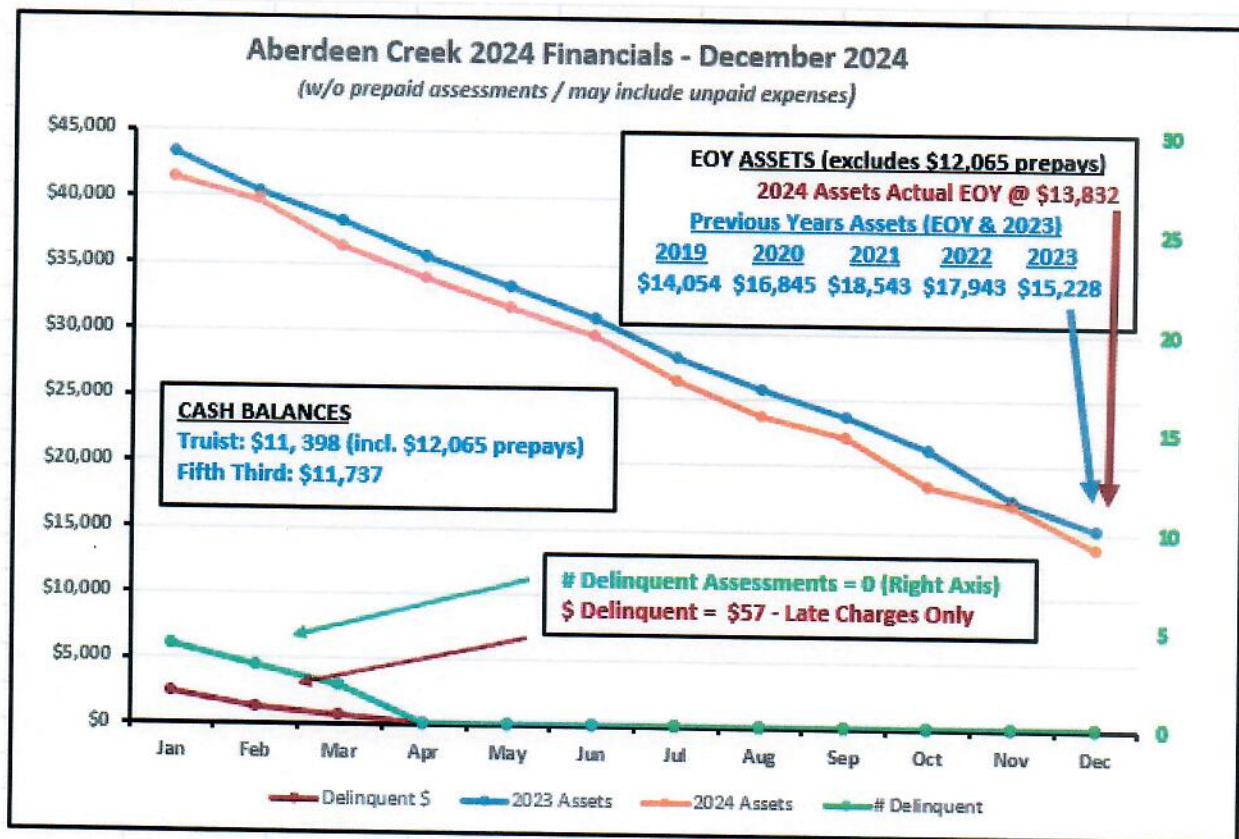
### LIABILITIES:

2030	Unearned Revenue	\$	24,266.67	
2100	Prepaid Assessments		585.00	
Subtotal Liabilities				\$ 24,851.67

### EQUITY:

3500	Prior Year Excess/Deficit	\$	13,831.88	
	Current Year Net Income/(Loss)		44.41	
Subtotal Equity				\$ 13,876.29
TOTAL LIABILITIES & EQUITY				\$ 38,727.96
				=====

## JANUARY, 2025 FINANCIAL REPORT



January 2025 Financials are not yet available.  
This report will recap 2024 results

**Full Year Profit/(Loss) = (\$1,406).**

- Understated by \$276 due to missing November & December payments to BK Turf. If payments had been current the full year loss would have been \$1,682.
- Expense categories that contributed to the loss for the year included Maintenance, Legal and Insurance.

**EOY Assets @ 13,832 down \$1,396 from \$15,228 at EOY 2023**

- Truist Account at \$11,398 would have been negative by \$667 except for \$12,065 (41%) of 2025 annual assessment payments received by December 31.

### 2025 Assessment Delinquency

- As of January 23, 2025 7 owners had not yet paid the 2025 assessment.
- An update will be provided by Excelsior.



# **ABERDEEN CREEK HOMEOWNERS ASSOCIATION BOARD REPORT FEBRUARY 12, 2025**

## **HOA BOARD:**

**Mark Bowes – President**

**Glen Lockwood – Vice President**

**John Laskowski – Secretary**

**Christian Mailloux – At Large**

**Clifford Reiss – Treasurer & Webmaster**

**Volunteer work by board members continues to save the community hundreds of dollars a year in maintenance costs.**

## **RECENT BOARD ACTIVITIES:**

- **Trash pickup** – by Cliff and at least one member of the community - almost daily along McMullen Loop and in the community. Items picked up include: bottles, cans, fast food containers, styrofoam, paper, plastic, cigarette butts, dog waste and more.
- **Neighborhood Cleanup /Award** – following the neighborhoods hurricane cleanup effort (pictures of the cleanup were posted on the Neighborhood Facebook page) it was determined that the deadline to submit an application for a 2025 Neighborhood award had passed. The Board plans to prepare and submit an award application to compete for a 2026 award.
- **Entrance Cleanup** – following the hurricane cleanup Cliff reduced the height of the tree debris pile to the East of the entrance to provide better visibility of oncoming westbound traffic. John and Cliff raked and bagged leaves and debris on both sides of the entrance and John completed an additional cleanup of the West side of the entrance.
- **Common Area Cleanup** – the Board approved using our landscaper to remove storm debris that remained after the FEMA cleanup. Additional cleanup will still be required and an approach to repair the areas with dead grass will be considered along with repair of the grass on the East side of the entrance.
- **Damaged Road Signs** – Cliff contacted the County to fix 2 road signs on the East side of the community entrance that were damaged by the hurricane.



- **Irrigation Repairs** – Cliff handled a number of irrigation repairs: a leaking rotor in zone 4 was replaced; 3 rotors on the West side of the common area that were damaged by FEMA contractors when storm debris was removed were replaced; 2 additional rotors on the West side were dug up and straightened; irrigation rings were placed around 8 of the rotors; and one rotor in the NE corner of the common area was adjusted pending digging it up and straightening (completed on December 18). Additional repairs are scheduled to be handled by Greener Cuts on February 12.
- **Sidewalk overgrowth** – Greener Cuts trimmed along the East sidewalk.
- **Center column light** – resident Chris Casto and Glen determined a faulty socket was causing the light to stop working. They replaced the socket.
- **Entrance Enclosure** – in preparation for further investigation of the Zone 5 irrigation problem Cliff cleaned up the entrance island enclosure removing leaves and debris and stacking the pavers. The exposed Zone 4 valve control wire installed by Excelsior during a repair several years ago was buried in a pvc conduit in prevent future damage. The electric line for the irrigation timer was moved to the auxiliary outlet and the outlet contacts sprayed with electrical cleaner to insure proper operation. Irrigation valve wires with deteriorating insulation were wrapped with electrical tape.
- **Irrigation Zone 5** – The irrigation valve for Zone 5 failed in early October. Mark and Cliff and an irrigation contractor attempted to find the zone valve but were unsuccessful. Pending repair of the zone Cliff and Mark installed a low volume watering system to preserve the plants in the center island. To preserve the plants in the East Bed Cliff hand watered what could be reached with a hose several times and adjusted rotors in Zone 3 along the East sidewalk to reach into the East beds. John and Cliff then installed 200' of soaker lines in the East beds connected to a hose running across the exit street. The hose was put in place Tuesday and Friday evenings prior to the scheduled watering and removed the following morning. A second irrigation contractor located the zone valve on December 6; repairs were completed December 18. The total cost of the remedial measures and repair were over \$1,000.
- **HOA Financial Reporting** – Cliff updated the website to include 7 years of financial reports to comply with Florida Statute 720. The 2024 full year financials were posted. Access to the reports is password protected.

- **HOA Minutes** – Cliff confirmed all available HOA minutes beginning April, 2004 are posted to the website to comply with FS720.
- **Watering Restrictions Changes** – Cliff posted information on the updated watering restrictions on the Neighborhood Facebook page. The HOA irrigation system controller was updated for the new restrictions (common areas can now water Wednesdays and Saturdays) and adjusted for the end of daylight savings.
- **Violation Walk** – John accompanied the Excelsior representative for a neighborhood review on November 13.
- **Neighborhood Facebook Page** – Cliff, Debbie Routh and Vanessa Brown - as administrators of the page – rejected dozens of requests from non-residents to join the page. Cliff posted a welcome message introducing the new owners at 8902 to the community.
- **8914 Aberdeen Creek** – the property became neglected due to the illness of the owner. After several months the Board had the front yard mowed. The Board is now working with the owner's court appointed Guardian to resolve outstanding issues.





# D. S. FRANKS & ASSOCIATES

ENGINEERS SPECIALIZING IN SWFWMD INSPECTIONS \*  
P.O. Box 638, Ellenton, FL 34222-0638



RECEIVED

1-7-25



## PROPOSAL for SWFWMD Permit No. 21397.000

Aberdeen Creek HOA, Inc.  
c/o: Excelsior Community Management, LLC  
Attn: Jennifer Robertson, LCAM  
6554 Krycul Avenue  
Riverview, FL 33578

**Subject: SWFWMD Inspection Report for Aberdeen Creek**

Dear Property Manager,

We appreciate our previous opportunity to provide inspection services to you for this site and hope that you were pleased with our performance. A new inspection report for this site is due by **March 14, 2025**. Our complete service includes:

- Obtain a copy of your permit and as-built plans from SWFWMD
- Inspect all ponds, control structures, and stormwater systems covered by your permit
- Remove silt & underbrush from around control structures as needed for compliance
- Send you the inspection report, complete with color photos, along with your invoice
- Submit the signed and sealed Statement of Inspection Form LEG-R.044.00 directly to SWFWMD

Our flat rate for your inspection is **\$185.00**. We accept payment by check, Visa, or MasterCard. For your protection, our company is fully insured including workers compensation.

To schedule your inspection, just fill in the blanks below and send this page to our office. We will promptly notify you of your scheduled inspection date. For your convenience, we offer four ways to schedule your inspection:

- **Email:** [inspections@dsfranks.com](mailto:inspections@dsfranks.com)
- **Online:** [www.dsfranks.com/order-online](http://www.dsfranks.com/order-online)
- **Mail:** **D.S. Franks & Associates, P.O. Box 638, Ellenton, FL 34222-0638**
- **Fax:** **1-866-505-6123 toll free**

For more information, please call **Elizabeth Franks** at **(813) 991-5826** or visit our website at [www.dsfranks.com](http://www.dsfranks.com). Thank you and have a great day!

Sincerely,

*David S. Franks*

David S. Franks, P.E.  
President  
FL PE License No. 48591

### REQUEST FOR SERVICE - CLIENT BILLING INFORMATION - PAYMENT TERMS: NET 30 DAYS

Print Your Name: **X**

Date: **X**

(PLEASE MAKE ANY NECESSARY CORRECTIONS TO THE INFORMATION BELOW TO BE SHOWN ON THE INVOICE)

Client Name: Aberdeen Creek HOA, Inc. c/o: Excelsior Community Management, LLC

Attention: \_\_\_\_\_

Address: 6554 Krycul Avenue

Riverview, FL 33578

Telephone: \_\_\_\_\_

Email or FAX: \_\_\_\_\_





## **Records Retention and Inspection Policy**

**Official Records:** The records available for inspection and copying by a Member are those designated by the Florida Statute 720.303 (4) as amended from time to time.

- Records not available for inspection are those designated by Florida Statute 720.305 (5) (g.) 1-9

**Records Retention:** Official Records of the Association will be maintained for seven (7) years. After seven (7) years all records will be destroyed. The records maintained by the Association will be stored and preserved by the Association's management company in the format that such records are kept in the ordinary course of business.

**Person Entitled to Inspect or Copy:** Every Member shall have the right to inspect and copy the Association's records in compliance with the rules and procedures contained in this policy. A Member may authorize, in writing, a representative to conduct the inspection or request copies on the Member's behalf.

**Written Request Required:** Requests by a Member of the Association to inspect official records or obtain copies of such records shall be in writing and shall be sent by certified mail, return receipt requested, to the Association's management firm's mailing address. Any communications sent by email to management or the Board of Directors are not deemed to be received by the Association. Communications sent by email or U.S. Mail to the individual homes of Directors or Officers are not deemed to be received by the Association.

**Request Contents:** Each request must include an address and telephone number where the Member may be contacted. An email address is also recommended. The request must state in detail the specific records the Member wishes to inspect or copy. Inspection and copying of records shall be limited to those records specifically noted, in advance, in the written request. Official records will not be researched. For example, a request to "provide the electric bills for the five most expensive months during the past four years" would not be acceptable. A request to "provide access to all electric bills for the past four years" would be acceptable.

**Inspection Rules:** All inspections will take place at the Association's management firm's office, located within forty-five (45) miles from the community. Inspection hours are Monday through Friday from 9:00am to 5:00pm, except on management firm recognized holidays.

- The inspection session is limited to the Association's management's normal office operating hours.
- The inspection shall not exceed an eight (8) hour business day per month.
- The inspection shall be under the supervision of the management team to monitor.
- No Member shall remove original records from the location where the inspection is taking place.
- Members shall not alter the records in any way. Marks may not be made on any records and the records sequence shall not be altered.
- The maximum number of Members present during the inspection shall not exceed two (2).
- In the event the conduct of a Member during the records inspection becomes disruptive or otherwise inappropriate for the location of the inspection, the inspection may be terminated at the discretion of the Association or its agent.
- Neither the Association or its agent will be required to interpret any document found within the Official Records and need not answer any questions for a Member during the course of the inspection.

**Inspection Fees:** Per Florida Statute 720.305 (5) (g.) The Association may impose fees to cover the cost of providing copies of the official records, including the cost of copying and the cost required for personnel to retrieve and copy the records if the time spent retrieving and copying the records exceeds one-half hours and if the personnel costs do not exceed \$20 per hour. Personnel costs may not be charged for records requests that result in copying of 25 or fewer pages. The Association may charge up to 25 cents per page for copies made on the management firm's copiers. If the association does not have a copy machine available where the records are kept, or if the records requested to be copied exceed 25 pages in length, the association may have copies made by an outside service and may charge the actual cost of copying, as supported by the service's invoice. The use of a Member's handheld electronic devices for photos of records is permitted.





Aberdeen Creek  
Homeowners Association, Inc.

AberdeenCreekHOAMangement@Tampabay.rr.com

c/o Excelsior Community Management LLC  
6554 Krycul Avenue

Riverview, FL 33578-4330

Phone (813) 349-6552 • Fax (813) 349-5865

This policy was adopted on \_\_\_\_\_, at a duly called meeting of the Board of Directors of Aberdeen Creek Homeowners Association, Inc. at which a quorum was present.

\_\_\_\_\_  
President

Date\_\_\_\_\_

\_\_\_\_\_  
Secretary

Date\_\_\_\_\_

# PROPOSED ACC GUIDELINE CHANGE – TREE REPLACEMENT

## CURRENT:

Aberdeen Creek Home Owners Association  
ACC ("Architectural Control Committee") Guidelines  
Updated September, 2024

## LANDSCAPING

Item	Architectural Committee (ACC) Guidelines	References
Trees	<p>Our Aberdeen Creek community values our tree lined streets and the abundance of trees on our owner's properties. Hillsborough County also values trees and has strict guidelines regarding both the trimming of trees and the removal of trees.</p> <p>Before removing any tree in front of a house or a tree over 12" anywhere on your property you must submit an ACC Change Request for approval. You must also check with Hillsborough County to determine if county approval is needed and what the County may require. You may need a document from an ISA Certified Arborist to substantiate the reason for removing the tree, and the County may also</p>	CCR ARTICLE VI ACC GUIDELINES
Trees ..continued..	<p>require replacement of the tree with one or more approved varieties of trees. Tree trimming is limited to 25% of the tree canopy. Code Enforcement will verify compliance. <u>More information and links to the County websites can be found on page 21.</u></p> <p>Before removing any tree in front of the house or a tree over 12" in diameter measured at 4.5' above the ground:</p> <ul style="list-style-type: none"> <li>➤ STEP 1: Submit an ACC Change Request to the Management Company specifying the work to be done; the tree location; the type of tree to be removed; that you will apply for and obtain a County permit if required. <b>Provide a picture of the tree(s) to be removed.</b> If the tree is in the front yard or Right of Way: 1) confirm that the stump will be removed; 2) state your plan to replace the tree (if required) with an approved variety and size of tree. ACC Approval – if given – will be contingent on your applying for a Tree Removal Permit from the County.</li> <li>➤ STEP 2: If you receive ACC contingent approval you must then apply for a Hillsborough County Tree Removal Permit (if required) and submit a copy of the Permit to the HOA Management Company before beginning work.</li> <li>➤ Your contractor must be licensed and insured.</li> </ul> <p>Trees anywhere on the property must be maintained to keep them healthy. Trees on the street side of the property must be trimmed to a height of 18 feet over the street and 8 feet over the sidewalk to allow clearance for commercial trucks and pedestrians.</p>	



## PROPOSED:

### Aberdeen Creek Home Owners Association ACC ("Architectural Control Committee") Guidelines Updated September, 2024

#### LANDSCAPING

Item	Architectural Committee (ACC) Guidelines	References
Trees	<p>Our Aberdeen Creek community values our tree lined streets and the abundance of trees on our owner's properties. Hillsborough County also values trees and has strict guidelines regarding both the trimming of trees and the removal of trees.</p> <p>Removing a tree in front of a house or a tree over 12" anywhere on your property requires an approved ACC Change Request. You must also determine if Hillsborough County approval is required and you may need a document from an ISA Certified Arborist to substantiate the reason for removing the tree. The County may require replacement of the tree with one or more approved varieties of trees.</p>	CCR ARTICLE VI ACC GUIDELINES
Trees ..continued..	<p>The HOA requires replacement of front yard trees with either one approved variety of tree or 2 palm trees. <u>More information and links to the County websites can be found on page 21.</u></p> <p>Before removing any tree in front of the house or a tree over 12" in diameter measured at 4-1/2 feet above the ground:</p> <ul style="list-style-type: none"> <li>➤ Submit an ACC Change Request specifying the work to be done; the tree location; the type of tree to be removed; and that you will apply for and obtain a County permit if required. <u>Provide a picture of the tree(s) to be removed.</u> If the tree is in the front yard or Right of Way: confirm that the stump will be removed and state your plan to replace the tree with an approved variety and size of tree. ACC Approval – if given – will be contingent on your applying for a County Tree Removal Permit if required.</li> <li>➤ If you receive ACC approval you must then apply for a Hillsborough County Tree Removal Permit - if required - and submit a copy of the Permit to the HOA Management Company before beginning work.</li> <li>➤ Your contractor must be licensed and insured.</li> </ul> <p>Trees anywhere on the property must be maintained to keep them healthy.</p> <p>Trees on the street side of the property must be trimmed to a height of 18 feet over the street and 8 feet over the sidewalk to allow clearance for commercial trucks and pedestrians.</p> <p><u>The County limits tree trimming to 25% of the tree canopy. Code Enforcement will verify compliance.</u></p>	