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Park Lake at Parsons Condominium Association, Inc.

208 Lake Parsons Green | Brandon, FL 33511

Board of Directors Meeting – Minutes

Place: On-Site Clubhouse
Date: Friday, April 17, 2026
Time: 2:00 PM

I. Call to Order

The meeting was called to order at 1:58 PM.

II. Establishment of Quorum

Board members in attendance: Steve Emerson, Neysa Battistini, Dan, Cody, and Sheila. Staff in attendance: Janice and Ramani.

III. Proof of Meeting Notice

Meeting notice was posted as required and published on the community website.

IV. Treasurer's Report

The Board reviewed and discussed the 1st Quarter Financial Report.

Motion: Motion by Steve to approve the Treasurer's Report; seconded by Dan. All approved. Motion carried.

V. New Business

A. Building 314 – Exterior Repairs Update

The Board reviewed and discussed the ongoing exterior repair work for Units 314102 and 314103. Work completed to date includes:

- Asbestos testing
- Mold remediation
- Engineer's report
- Exterior drainage work
- Raising of AC unit pads to improve water drainage away from the building

B. Units 314102 & 314103 – Revised Scope & Proposal – Regency DRT

The Board reviewed the revised scope of work and proposal from Regency DRT for exterior building repairs per the engineer's report.

Motion: Motion by Steve to approve the revised proposal in the amount of $12,782.58; seconded by Sheila. All approved. Motion carried.

Next steps:

- The approved proposal will be sent to Cody at Regency DRT via DocuSign along with a payment agreement.
- Upon execution of signed documents, Shane will submit the required documentation to Hillsborough County to obtain the building permit. Shane advised the permit process may take approximately 3–6 weeks.

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- An inquiry email was sent to Billy Martin at Comegys regarding potential insurance coverage related to the repairs.

C. Payment from Reserves

The Board confirmed that repair costs will be funded from the reserve account.

D. Drainage – Clubhouse & Remaining 7 Buildings (308, 302, 220, 214, 202, 603 & 703)

The Board reviewed bids from Lopes Tree Service and Hernandez Landscaping II, LLC for drainage, landscaping, and tree removal at the clubhouse and the seven remaining buildings.

Motion 1: Motion by Dan to approve Lopes Tree Service for the clubhouse drainage work in the amount of $16,700; seconded by Neysa. All approved. Motion carried.

Motion 2: Motion by Sheila to approve Lopes Tree Service for drainage work at the remaining seven buildings listed above, at $11,100 per building, to be completed as funds are available; seconded by Cody. All approved. Motion carried.

E. Exterior Painting

Cody updated the Board on the status of obtaining bids for exterior painting of the community. He presented a sample color theme and shared information on the first two bids received. Cody is also exploring paint costs directly through Sherwin-Williams to determine potential savings if the Association purchases the paint independently to offset contractor markup. The goal is to obtain 4–6 bids. The Board discussed payment options for the project. Proposals will also address any rotted wood requiring replacement. Cody will continue to update the Board as additional bids and information are received. The target start date for repainting is on or before the 3rd Quarter.

F. Roof Replacement – Clubhouse

The Board discussed obtaining bids for the replacement of the clubhouse roof. This project is anticipated to be scheduled for 2027.

VI. Adjournment

Motion by Dan to adjourn the meeting at 3:36 PM; seconded by Neysa. All approved. Meeting adjourned.

Signed by:
Neysa D. Battistini
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Date: 4/20/2026

Neysa Battistini, Board Secretary

Signed by:
[illegible]@gmail.com
[illegible]

Date: 4/20/2026

Steve Emerson, Board President