# Minutes of the Neighborhood Captain Forum
# September 14, 2023

The meeting was called to order at 2:05 PM by Janet Nolan, Chair of the Neighborhood Captains Executive Committee. 19 Neighborhood Captains or Assistants to the Captain were in attendance. Marie Sepe, Vice President Solivita Community Association Board of Directors and Liz Weiz, Captain of Treviso, were welcomed. A motion to accept the minutes of August 10, 2023 was made by Helen Koonz and seconded by Richard Ryan. The August 10, 2023 meeting minutes were accepted.

I. Reflection Reminder:
   September 27—for the November issue: Lorie Pearce Venezia North and Scott Svihula, Versilia
   October 27---for December Issue: Teri Barber, Lago Vista and Scott Svihula, Versilia

Send Reflections articles to Wilman. Dejesus @castlegroup.com with a copy to captainprogram.solivita@gmail.com.

II. On September 7th the Executive Committee met in the Adm Conference room at 2pm. The following items were discussed:
   - The importance of the Standard of Practice to assure consistency of the program. Items were reviewed line by line. Additions and corrections made. Will be submitted to Board Liaison Marie Sepe for review.
   - The amount of $1736 dollars has been spent on the following items, 4 new sandwich boards, 2 bingo sets, and reusable bingo cards, 2 bucket golf games and 2 outdoor Jumbo Jenga games. Presently pricing out a banner for Lago Vista to complete this year's line-item budget of $2000.
   - Two neighborhoods need Captains –Portofino West and Bella Vista.
   - Janet Nolan has stepped back from working as an active participant in the BlueStream operations meetings.
   - Janet Nolan will start to set up meet and greets with some of the neighborhoods.
   - It is that time of year when we look at the structure of the program, at this time Susan Godlewski will be assuming the liaison position of the program historian and there will be a new opening on the EC for the year 2024. An email will be going out next, for those Captains interested, also additional Liaison positions will be posted.
   - Kristi McConnell has volunteered to organize the Captains Pot Luck Holiday Party on November 29th. Several Captains volunteers to assist her.
   - Richard Ryan discussed name tags.
   - The Neighborhood Captains will host three "Meet and Greet the Candidates" for the HOA board 2024 election events for all residents at the Ballroom. We will be notified when the dates are selected. Neighborhoods that wish to invite candidates for a neighborhood "Meet and Greet the Candidates" must invite all candidates and send a copy of the invitation to the Captains inbox.

III. Marie Sepe, Vice President of the HOA Board, discussed the approach taken by the Request For Proposal (RFP) where bids for contractors are sought. Landscape costs account for 45% of the HOA budget. The Floralawn Contract will expire in 2024. It is an industry standard to review contracts every five years, since competition often results in better pricing.

   The Landscape Committee has worked on requirements for the RPF and will include residential, common ground, Cypress Parkway (which Solivita agreed to pay to be released from the Poinciana Villages). It will include maintaining the grounds, mulching, and follow standard practices for Central Florida. The Committee will perform market research, vet companies submitting proposals, and visit referral sites to review their past performances. The contract will be reviewed by the HOA attorney.

   The security contract will be reviewed in the future by the Safety and Security Committee.

Captains asked the procedure for a resident to use for tardy or incomplete landscape performance issues. Mrs. Sepe advised us to place a work order and save the Floralawn email reply, which gives the work order number. Floralawn should contact the resident within 72 hours after the work order number is issued. She recommends that residents ask when they can expect the work order to be completed and mark the calendar. In the case of a tardy or incomplete landscape performance issue, the resident should forward Floralawn's email reply with the work order to Rudy Bautista and explain the issue. It is the job of the General Manager to deal with it.

Mrs. Sepe noted that the HOA has not ordered mulch for all of Solivita this year. If a home is in need of mulch, the resident should place a work order with Floralawn. Be aware that, for budgetary reasons, mulch orders are held until a full truck can be ordered.

- A link on the HOA section of the Solivitahoa.com website will take residents to the Solivita Landscape Maintenance Customer Service page. This page offers Floralawn Login Instructions and provides a link to the Floralawn website where residents can submit a work order on-line to Floralawn. https://floralawn.com/portal/?redirect=/work-orders/.

IV. Open agenda

- Richard Ryan distributed one packet of name tags to each Captain.
- A sign-up sheet to submit Neighborhood Articles to Reflections will be available at the October Forum. Up to three Captains can sign up for each month.
- Donna Toth offered to let Captains borrow her outside Yatzee game.
- Janet Martin offered to let Captains borrow her Ladder Toss Game Set.
- Helen Koonz and Melissa Anderson volunteered to work on the Neighborhood Captains Program sub-committee for section 501.67 gambling.

A motion to adjourn the meeting was made at 3:58 by Donna Toth and seconded by Floyd Brenner.

Respectfully submitted,

Susan Godlewski
Executive Committee