

## **Minutes: Audubon Landing HOA Board Meeting**

**February 25<sup>th</sup>, 2019 6:30 PM**

West Meadows Community Center

**Call to Order – David Ritchie. 6:30pm.**

- Attendee Recognition – D. Ritchie. **A quorum of the Board was established with four of the five Board Members in attendance. Board Member Debby Amon was not present for the meeting. Twelve (12) Members were in attendance at the meeting as well.**
- Updates To Agenda. **None.**
- Treasurer: Financial Report YTD January 2019 – J. Garcia. **John Garcia reviewed and discussed the financial report through January 31, 2019. John provided a brief update to the operating account and the reserve account for the Association. Motion made by Marie Austin to approve the Treasurer's Report, seconded by Bill Koerber. The motion was unanimously approved.**
- Without Meeting Confirmation – David Ritchie
  - Approved minutes from the January 28<sup>th</sup>, 2019 meeting
  - Approved pool leak work by Florida Leak Locators for the cost of \$500.00.
  - Approved irrigation electrical work to be completed by Tardif electric for the cost of \$714.00.
  - Approved irrigation main line break repair by Duval Landscape for the cost of \$735.00.
  - Approved pool heater repair by A-Quality Pools for the cost of \$127.31.
  - **Motion made by Marie Austin to approve the action without a meeting approval, seconded by John Garcia. The motion unanimously passed.**
- **Individual Reports:**
  - Pool – B. Koerber. **Bill Koerber reported that multiple concerns at the pool, including pool leaks, high water bills and high electric bills have contributed to the pool line items being over budget for 2019. All of these items have been completed, except for the needed repairs to the pool heater which is scheduled to be completed this week.**
    - Pool Paver Cleaning Proposals. **The Board discussed proposals submitted to complete the pool paver cleaning and sealing work. After discussion, motion made by John Garcia to approve the proposal submitted by Premier Paver Restoration at the cost of \$2,000 to be funded by the reserve account, seconded by Bill Koerber. The motion unanimously passed.**
    - Pool Paver Repairs Expense. **The Board discussed the pool paver repair expense and requests this expense be reclassified to the reserve accounts for the Association. John Garcia motioned to move this expense to the reserve account for the Association, seconded by Bill Koerber. The motion unanimously passed.**
  - Gate – D. Ritchie. **David Ritchie report that there have not been any concerns with the gates since the last meeting. David did meet with Accurate Electronics to discuss programming the gate remotes for Members.**
  - Landscape & Irrigation Update – M. Austin. **Marie Austin provided updates to the Board of Directors regarding the landscaping and irrigation work throughout the Association. Duval has started their pest, fertilization, and fungus treatments throughout the Association.**
    - Addendum to Contract to include additional annual rotation plantings. **This topic was tabled as Duval has not submitted the requested addendum yet.**
    - Proposal for priority landscaping work in the Association. **The Board discussed the outstanding landscape projects for the Association and the Landscape Committee's list of priority items. Duval submitted a proposal for these priority items for the cost of \$6,340. After discussion, motion made by John Garcia to approve the proposal from Duval as submitted, seconded by Marie Austin. The motion unanimously passed.**
  - Communication/Newsletter Committee – J. Garcia. **John Garcia reported that Julie Thornhill is the chairperson of the Committee. The Committee will be looking to send out the next newsletter in April 2019.**

### **Melrose Management Reporting:**

- Attorney Letters - Issued by Reason. **None to review at this time.**
- Past Due Proof of Insurance Letters – Issued by Resident. **Reviewed and discussed.**
- Past Due Status. **Reviewed and discussed.**
- Work Order/Member Communication Report. **Reviewed and discussed.**
- Violation Letters sent

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- Stage 3 Notices Review and approval to fine and escalate to the Violation Review Committee. **The Board discussed the stage 3 violations for the following Lots: 8612 Egret Court for the required maintenance and cleaning needed for the lanai on the Lot, 19107 Lake Audubon for failing to submit the updated proof of insurance for the Lot and 19184 Lake Audubon for failing to submit the updated proof of insurance for the Lot. Motion made by Bill Koerber to impose a fine of \$100 per day up to 10 days totaling \$1,000 in aggregate, contingent on the Owners not curing the violations within the allowable thirty (30) day timeline as stated on the notices the Owners received and contingent on the results of the Violation Review Committee Hearing, seconded by Marie Austin. The motion unanimously passed.**

### **Old Business:**

- Landscaping Committee – Report and Recommendations to the Board of Directors. Hilton Munro, the Chairperson of the Committee, reported that the Committee met to discuss the priority areas in the Association. The Committee will be looking to setup another meeting to discuss additional landscaping areas/concerns.
- Street Parking/Towing Vehicles Discussion. The Board discussed the Association's current parking covenant as stated in Article 2 Section 11 of the Declaration. The Board would like the Members to vote on amending this section to allow for street parking during the day. Motion made by Bill Koerber to move forward with proposing the amendment to the Membership and having the association's legal counsel draft the proposed amendment, seconded by John Garcia. The motion unanimously passed.

### **New Business:**

- 2019 Reserve Study Update Discussion. The board discussed that they will be reviewing the update to the Reserve Study and will look to schedule a Special Meeting of the Board to discuss any needed changes or corrections to the study.
- Member's Treatment of Vendors. The Board discussed that some Members of the Association have been verbally harassing the Association's vendors. The Board stressed that the vendors are hired and contracted by the Association to complete various work throughout the Association and no Member is permitted to harass, abuse, impede, etc. any vendor of the Association. The Communications Committee will include a reminder of this in the next newsletter. The Board requests Chris draft a notice to be mailed to the individuals that are currently harassing the Association's vendors. Chris will draft the notice and provide it to Board Member Bill Koerber for his review prior to mailing.
- Discuss Committee Restructuring
  - Discuss and Appoint New Committee Members for Various Committees. **The Board discussed the new structure and Members of the various Committees in the Association. Each Committee consists of the following Members/structure:**
    - Landscape Committee
      - Donna Gelband
      - Linda Gillon
      - Beverly Glantz
      - Hilton Munro (Chairperson)
      - Teresa Stern
      - Board of Directors Ad-Hoc: Marie Austin
    - Violation Review Committee
      - Joyce Byers
      - Ruth Greenbaum
      - Julie Thornhill (Chairperson)
      - Board of Directors Ad-Hoc: Bill Koerber
    - Communication Committee
      - Quinn Bursack
      - Joyce Byers
      - Ruth Greenbaum
      - Linda Neel
      - Julie Thornhill (Chairperson)
      - Board of Directors Ad-Hoc: John Garcia

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- **Architectural Control Committee**
  - **Harry Carlock Garcia (Chairperson)**
  - **Joyce Ritchie**
  - **Rose Weiss**
  - **Board of Directors Ad-Hoc: Debby Amon**
  
- **Bill Koerber motioned to approve the above and appoint the listed Committee Members and organization for each Committee, seconded by John Garcia. The motion unanimously passed.**
  
- **ACC Discuss Amending Alteration Application for Storm Doors. The ACC presented an updated alteration application for storm doors in the Association for the Board's review. After discussion, Marie Austin motioned to approve the updated alteration application for storm doors in the Association, seconded by Bill Koerber. The motion unanimously passed.**
  
  
- **Next Walk-through – March 21, 2019 at 9:00am**
- **Next Board Meeting – March 25, 2019 at 6:30PM**
  
- **Meeting Adjournment – 8:03pm**