

Minutes: Audubon Landing HOA Board Meeting

March 25th, 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 all five Board Members in attendance. Twelve (12) Members were in attendance at the meeting as well.**
- Updates To Agenda. **None.**
- **Treasurer:** Financial Report YTD February 2019 – J. Garcia. **John Garcia reviewed and discussed the financial report through February 28, 2019. Motion made by Marie Austin to approve the Treasurer's Report, seconded by Debby Amon. The motion was unanimously approved.**
 - Re-class Funds Discussion:
 - Duval Invoice #183870 for \$2,415.00 for various landscaping installations reclass to reserve account
 - Duval Invoice #183948 for \$735 for a mainline repair behind 19152 LA reclass to reserve account
 - Tardif Invoice #87585 for \$324 for service call and breaker box for work for irrigation breaker
 - Tardif Invoice #87591 for \$714 for electrical work for irrigation control reclass to reserve account
 - Gulf Coast Paver Invoice #4975 reclass to reserve account
 - **Motion made by Marie Austin to approve the Treasurer's Report, seconded by Debby Amon. The motion was unanimously approved.**
- **Without Meeting Confirmation – David Ritchie**
 - Approved February 25, 2019 meeting minutes
 - Approved pool heater repairs for the cost of \$120.
 - Approved alteration application for 8611 Egret Point for new windows and sliding glass doors
 - Approved alteration application for 19113 Lake Audubon for a storm door installation
 - Approved irrigation repairs at 8610 Egret Point for the cost of \$385
 - Approved irrigation repairs at 19118 Lake Audubon for the cost of \$470
 - Approved irrigation heads repairs throughout the Association for the cost of \$352
 - **Motion made by Bill Koerber to approve the action without a meeting approval, seconded by Marie Austin. The motion unanimously passed.**
- **Individual Reports:**
 - Pool – B. Koerber. **Bill provided an update on the pool and the various maintenance items that have been completed so far this year.**
 - Pool Water Usage/Dove's Landing Request for Payment. **The Board discussed the request from Dove's Landing for Audubon Landing to submit payment for water usage due to discovered leaks in the Audubon Landing pool. After review, motion made by John Garcia to not approve the request from Dove's Landing and to continue to uphold the Reciprocal Easement Agreement between both parties dated June 17, 2002 and signed by both parties, seconded by Dave Ritchie. The motion unanimously passed. The Audubon Landing Association will continue to fulfill their legal obligation as stated in the Reciprocal Easement Agreement until such time that both parties agree to alter or in anyway change the Agreement.**
 - Pool Meters Proposals Discussion. **The Board discussed a request from Dove's Landing to have new meters installed. One meter would be installed on the Audubon Landing pool and one meter would be installed on the Doves Landing pool to meter the water for each pool respectively. After discussion, motion made by John Garcia to not approve the request to install meters unless the Reciprocal Easement Agreement is simultaneously altered and updated to reflect the new meter installations and it is approved by both parties. The Audubon Landing Board of Directors is open to installing the meters in the future, provided that both Associations approve the required updates to the Reciprocal Easement Agreement to address the water meter installations, and any needed, new policy for the payment of the water usage expenses, including the individual metered water expenses and the shared metered water expenses once the installation occurs.**

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- Gate – D. Ritchie. **No concerns have been reported since the last meeting.**
- Landscape & Irrigation Update – M. Austin. **Marie Austin provided updates to the Board of Directors regarding the landscaping and irrigation work throughout the Association.**
 - Duval Performance Discussion. **The Board discussed Duval's performance recently, including a concern on Friday March 15, 2019 in which the service crew was used to complete both the weekly service and enhancement work. The work was not completed or cleaned up the day of the service, and the crew did not return the next day to complete the work and clean up. The crew came back on Monday March 18, 2019 to complete the work and clean up. Overall the Board agreed that the performance has increased over the past six (6) months, but they need to ensure that all the contractual work is completed, and all enhancement work that is completed is not to be completed the same day as the weekly service is completed at the Association. The Board will continue to monitor Duval's performance over the upcoming months.**
 - Conservation Cutback Proposals Discussion. **The Board reviewed proposals to have the conservation areas cutback throughout the Association. After discussion, motion made by Bill Koerber to approve the proposal from Duval Landscape for the cost of \$2,650.00 to be funded by the reserves, seconded by John Garcia. The motion unanimously passed. This work is not to be completed on the normal service days for the Association.**
 - Palm Tree Injections Proposal Discussion. **The Board discussed a proposal to complete the palm tree inoculations for all the Queen Palms in the Association. After discussion, this topic was tabled until a future meeting in 2020.**
 - Addendum to Contract to include additional annual rotation plantings. **The Board discussed the addendum to the contract as submitted by Duval. The Board has concerns with the costs stated on the contract as it does not equal the additional costs paid each quarter by the Association for the additional plantings. Chris will contact Duval to get an updated cost for this addendum.**
- Communication/Newsletter Committee – J. Garcia. **The Committee will be meeting this week to discuss the next newsletter, a welcome letter for new Members and the facts page for realtors selling homes in the Association.**

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.**
 - Lien Discussion for Delinquent Accounts. **The Board discussed the past due status for 19176 Lake Audubon. This Lot has an outstanding balance of \$1,325.00 as of March 21, 2019, has been mailed an "Intent to Lien" notice dated February 7, 2019 and has not contacted Melrose Management to discuss the delinquent balance. After discussion, motion made by Debby to move forward with filing the lien against the Lot, seconded by Marie. The motion unanimously passed.**
- Work Order/Member Communication Report. **Reviewed and discussed.**
- Violation Letters sent
 - 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 decorative pillars on the Lot, 19123 Lake Audubon for failing to submit the updated proof of insurance for the Lot and 19113 Lake Audubon for the required cleaning/pressure washing needed on the driveway and walkway on the Lot. Motion made by John Garcia 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.**

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Old Business:

- Landscaping Committee Report. **The Board reviewed and discussed the reported and recommendations submitted by the Landscaping Committee.**
- 2019 Reserve Study Update Discussion
 - Discuss Updates to the 2019 Report. **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. This topic was tabled until the next meeting.**
- Proposed Amendment – Street Parking Discussion. **The Board discussed the drafted, proposed amendment. There are no needed changes to the proposed amendment. The Board will look to add the information and vote regarding any changes to the Reciprocal Agreement once that update is submitted and approved by the Board.**
- SWFWMD and Drainage Easement/Conservation and Perimeter Security Discussion. **The Board discussed the concerns regarding the wetland/drainage easement areas throughout the Association. Debby Amon is working to have a Hillsborough County EPC representative attend an upcoming Special Meeting for the Association and to visit the Association to discuss these concerns with the Board of Directors and the Members present. The Board is waiting on a response and additional information from the EPC at this time.**

New Business:

- Tree roots concern with sewer systems. **The Board discussed the concern of tree roots growing into sewer lines of the private Lots within the Association. Multiple Owners have had concerns with roots affecting the sewer lines in the Association, and the Board discussed the potential options of Members removing the Oak Trees on their Lot. If Owners would like to pursue this option, they are required to submit an alteration application for the Association's review. The Board tabled this discussion for additional discussion at a future meeting.**
- Gutter Repair Proposal 19121 Lake Audubon Discussion. **The Board discussed proposals for the needed gutter repairs at 19121 Lake Audubon. After discussion, motion made by Bill Koerber to approve the proposal submitted by Absolute Gutters for the cost of \$300, seconded by John Garcia. The motion unanimously passed.**
- May Meeting Discussion – Memorial Day. **The Board will reschedule this meeting for Wednesday May 22, 2019 at 6:30pm contingent on the Community Center being available.**
- Next Walk-through – **April 18, 2019 at 9:00am**
- Next Board Meeting – **April 22, 2019 at 6:30pm**
- Meeting Adjournment – **8:32pm**