

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

**April 22<sup>nd</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 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 March 2019 – J. Garcia. **John Garcia briefly reviewed and discussed the financial report through March 31, 2019. The full report was not made available due to technical difficulties with Melrose Management. A full review of the March and April reports will be completed at the next meeting.**
  - Addendum to Contract to include additional annual rotation plantings. **The Board discussed the addendum to the contract for additional annual rotation plantings. After review, no motion was received. The Association will go back to the contracted number of plantings of 115 annual plantings for all future rotations.**
- **Without Meeting Confirmation – David Ritchie**
  - Approved the March 25, 2019 meeting minutes.
  - **Motion made by Debby Amon to approve the action without a meeting approval, seconded by Marie Austin. The motion unanimously passed.**
- **Individual Reports:**
  - Pool – B. Koerber. **Bill provided an updated on the pool and noted that the heating expense has decreased since the winter months. All other expenses are in line year to date for the pool and no other concerns have been reported since the last meeting.**
  - Gate – D. Ritchie. **Dave reported one concern with the gate in which one of the entry gates would not close on April 11, 2019. Accurate Electronics had made the needed repairs and the gates are functioning correctly. The Board discussed that the damage was caused by an individual residing at 19129 Lake Audubon caused the damage to the gate. The Board requests Chris draft a notice for this Lot requesting reimbursement for the damage caused by this individual.**
  - Landscape & Irrigation Update – M. Austin. **Marie Austin provided updates to the Board of Directors regarding the landscaping and irrigation work throughout the Association.**
    - Oak Pruning Proposal Discussion. **The Board discussed the proposals for the Oak Tree pruning throughout the Association. After discussion, the Board requests Duval Landscape provide the name of the sub-contractor vendor that will be used for this work, and the name of the vendor that was used for the palm tree pruning in the Association. This topic was tabled until the Board receives this information.**
    - Palm Tree Injection Proposal Discussion. **The Board discussed a proposal to complete the palm tree inoculations for all the Queen Palms in the Association. After discussion, motion made by Marie Austin to approve the proposal as submitted, seconded by Debby Amon. A vote was held. By a vote of 2-3 the motion was not approved. Dave Ritchie, Bill Koerber and John Garcia opposed the motion.**
  - Communication/Newsletter Committee – J. Garcia
    - Communication methods to be use when providing information to the community. **John discussed options for providing information to the Members. After discussion, the current methods of notifying the Members will continue to be used to ensure all notices are provided to all Members.**

### **Melrose Management Reporting:**

- Attorney Letters - Issued by Reason. **The Board reviewed the lien notice as mailed to the Owner of 19176 Lake Audubon.**
- Past Due Proof of Insurance Letters – Issued by Resident. **Reviewed and discussed.**

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- Past Due Status. **Reviewed and discussed.**
  - Lien Discussion for Delinquent Accounts. **The Board discussed the past due status for 19115 Lake Audubon. This Lot has an outstanding balance of \$900 as of April 18, 2019, has been mailed an "Intent to Lien" notice dated March 11, 2019 and has not contacted Melrose Management to discuss the delinquent balance. After discussion, motion made by David to move forward with filing the lien against the Lot contingent on no payment being received by April 25, 2019, seconded by Debby. The motion unanimously passed.**
- 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: 8603 Egret Court for the unapproved in-ground plantings on the Lot, 8612 Egret Court for the required maintenance and cleaning needed for the decorative pillars on the Lot, 19129 Lake Audubon for failing to submit the required gutter maintenance on the Dwelling, 19160 Lake Audubon for the unapproved fruiting plants on the Lot, 19168 Lake Audubon for the unapproved potted plants on the Lot and 19176 Lake Audubon for the failure to properly remove pet waste from the Lot. Motion made by Marie Austin 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 bill Koerber. The motion unanimously passed.**

### **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 the updated to the 2019 reserve study. After discussion, motion made by Bill Koerber to approve the submitted changes to the reserve study, seconded by John Garcia. The motion unanimously passed.**
- SWFWMD and Drainage Easement/Conservation and Perimeter Security Discussion. **Debby Amon will be meeting with a representative from the EPC on Tuesday April 30, 2019 to walk the property and discuss the concerns with the easement areas and the conservation areas. After the initial meeting on site, Debby will work to setup a special meeting for the Members to attend and ask questions regarding these areas.**
- Tree roots concern with sewer systems. **The Board announced that there is not an update for this concern yet. The Association is awaiting a legal opinion from the Association's legal counsel. Once that is received, the Board will review the opinion and this concern. This topic was tabled.**

### **New Business:**

- Number of Potted Plants per Lot Discussion. **The Landscaping Committee reviewed this rule and recommended that the number of potted plants remain at ten (10) per Lot. The Board agreed with this recommendation and no further action is needed at this time.**
- Update to Reciprocal Agreement Discussion. **The Association has not received a response about this concern from Dove's Landing. Bill will draft a notice for the updated easement agreement for the Board's review and for Dove's Landing review. Bill will provide the notice to the Board prior to submitting it to Dove's Landing.**
- Next Walk-through – **May16, 2019 at 9:00am**
- Next Board Meeting – **May 22, 2019 at 6:30PM**
- Meeting Adjournment – **8:10PM.**