

Minutes: Audubon Landing HOA Board Meeting

August 26th, 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 (5) Board Members in attendance. Twelve (12) Members attended the meeting as well.**

Updates To Agenda. **Add Discussion about community monument to new business.**

- **Treasurer:** Financial Report YTD July 2019 – J. Garcia. John Garcia provided a review of both the June 2019 and July 2019 financial reports and an update on the reserve spending year to date and a look ahead to projected expenses for the remainder of 2019. **Motion made by Bill Koerber to approve the Treasurer's Report, seconded by Marie Ausin. The motion was unanimously approved.**
- **Without Meeting Confirmation – David Ritchie**
 - Approved July 22nd, 2019 meeting minutes
 - **Motion made by Marie Austin to approve the action without a meeting approval, seconded by Debby Amon. The motion unanimously passed.**
- **Individual Reports:**
 - Pool – B. Koerber. **Bill Koerber provided an update on the pool. The new pool vendor started on July 1, 2019 and there have not been any concerns since they have started their service.**
 - Gate – D. Ritchie. **David Ritchie reported that the gates are working, and there have not been any concerns since the last meeting.**
 - Landscape & Irrigation Update – M. Austin. **Marie Austin provided an update on the landscaping and the irrigation throughout the Association. The walk through was completed on August 22, 2019 and the Board discussed concerns with the weed treatment spray affecting the turf grass and dead palm trees at the cul de sac on Lake Audubon Dr. The Board will continue to monitor the areas that were sprayed to ensure they recover. If they do not recover, Duval will resod those areas at no cost to the Association.**
 - Discuss Landscape Contract and Specs. **The Board discussed that the landscaping contract expires on December 31, 2019. The Board requests Chris provide them with the contract and the RFP for their review. The Board will review the current contract and make any needed changes to the specs. The Board Members will email their requested changes/updates to Chris so the specs. can be updated accordingly. Then, the Board will have the contract bid out prior to the expiration of the current contract.**
 - Landscaping Committee Report. **The Landscape Committee provided the report on behalf of the Committee. The Committee reviewed and discussed the report that was submitted by the Committee.**
 - Proposal 19111 Lake Audubon Review and Discussion. **The Board discussed a proposal to add topsoil and mulch and regraded the land behind 19111 Lake Audubon Dr. After review, motion made by Marie to approve the proposal as submitted, seconded by Debby. The motion unanimously passed.**
 - Communication/Newsletter Committee – J. Garcia. **The Committee had no update at this time. The next newsletter is being planned for October.**

Melrose Management Reporting:

- Attorney Letters - Issued by Reason. **None 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. **None to discuss at this time.**
- 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: 19129 Lake Audubon for failing to provide the proof of insurance for the Lot, 19155 Lake Audubon for unapproved window tinting that has been installed on the Dwelling, and 19163 Lake Audubon for failing to provide the 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.**

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Old Business:

- Concrete Repair Proposals Discussion. **The Board discussed the proposals received for the needed concrete repairs throughout the Association. After discussion, motion made by Bill Koerber to approve the proposal submitted by Parking Lot Services (PLS) not to exceed the cost of \$9,750 to be funded by the reserve account, seconded by Marie Austin. The motion was unanimously passed.**
- Exterior Building Painting Specs. Discussion. **The Board discussed and reviewed specs. created by PPG Paints and Sherwin-Williams for the upcoming painting project for the Association. After discussion, motion made by Marie Austin to move forward with the specs. created by Sherwin-Williams, seconded by Debby Amon. The motion unanimously passed.**

New Business:

- Violation Review Committee Member Appointment. **The Board discussed a need to appoint a Member to the Violation Review Committee for the Association. Member Beverly Glantz volunteered to join the Committee. After discussion, motion made by Debby Amon to appoint Beverly Glantz to the Violation Review Committee, seconded by Bill Koerber. The motion unanimously passed.**
 - Discuss Creating a Committee for the Long-Term Landscape Planning. **The Board discussed the option of creating a committee for the long-term landscaping projects for the Association. This committee will be separate from the Landscaping Committee of the Association. The goal and purpose of the Long-Term Landscaping Planning Committee will be to assess the landscaping throughout the Association, develop a long-term, future plan for landscaping projects for both the Common Grounds and the Lots in the Association, research the costs of these projects, and to provide detailed information and recommendation to the Board of Directors for the long-term planning/projects for the Association's landscaping. Members Hilton Monru, Linda Neel, Joyce Byers and Linda Gillon volunteered to join the Committee. After discussion, motion made by David Ritchie to create the Committee and appoint the above listed Members, seconded by Bill Koerber. The motion unanimously passed.**
 - Discuss Use of Vendors for Owner Landscaping Projects. **The Board discussed the policy that previous Boards have used when requiring Members to use the Association's landscaping vendor for any and all in-ground landscaping projects. The reasoning behind this policy to protect both the Association and the Owner in the event of a warranty claim and/or any insurance claim. After discussion, no action was taken by the Board of Directors. The Board will continue to have Members utilize the current landscaping vendor for any in-ground planting projects that are approved for Lots in the Association.**
 - Community Sign Discussion. **The Board discussed the Association's sign/monument. Other signs/monuments have been replaced throughout the West Meadows CDD. The Board requests Chris contact the CDD manager to discuss the maintenance and replacement responsibilities of the Association's monument/sign.**
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- Next Walk-through – **September 19, 2019 at 9:00am**
 - Next Board Meeting – **September 23, 2019 at 6:30PM**
 - Meeting Adjournment – **8:09pm**