

Agenda: Audubon Landing HOA Board Meeting

October 28th, 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. Fifteen (15) Members attended the meeting as well.**

Updates To Agenda. **Request to discuss 2020 budget prior to the landscaping proposals discussion and the painting proposals discussion so the Board can determine the 2020 budget prior to reviewing the proposals. The Board agreed to this change.**

- **Treasurer: Financial Report YTD September 2019 – J. Garcia. John Garcia provided a brief report on the September 2019 financial report, but the main discussion and report focused on the 2020 budget for the Association. Motion made by Bill Koerber to approve the Treasurer's Report, seconded by Marie Ausin. The motion was unanimously approved.**
 - 2020 Budget Discussion and Approval. **The Board discussed the drafted 2020 proposal options for the Association. The Board discussed the need for an increase in the annual assessments due to increases in the reserve funding required and an increase in the operating costs for the Association. As the Treasurer, John Garcia is recommending an increase of \$15.00 per Lot per month. Discussions were held regarding the amount of the increase needed for the Association. After discussion, motion made by Marie Austin to approve the 2020 budget to include an annual increase of \$12.00 per Lot per month, and to lower the landscaping replacement line item GL6560 by \$3,500 to account for lowering the overall increase in the annual assessment, seconded by Debbie Amon. A vote was held. David Ritchie, John Garcia and Bill Koerber opposed the motion. By a vote of 2-3 the motion was not passed. Further discussion was held. John Garcia made a motion to approve the 2020 budget to include a \$13.00 per Lot per month increase and to lower the landscaping replacement line item GL6560 by \$2,256.00 to account for lowering the overall increase in the annual assessment, seconded by Bill Koerber. A vote was held. By a vote of 4-1 the motion passed. David Ritchie opposed the motion.**
- **Without Meeting Confirmation – David Ritchie**
 - Approved September 23rd, 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 Koerber reported that there have been concerns with the heater the past couple of days. The circuit breaker for the heater was replaced, but there may still be a concern. Bill will continue to monitor the heater and report any additional concerns, if needed.**
 - Gate – D. Ritchie. **David Ritchie reported concerns with the gate not opening when Members used their codes or remotes. This was reported to Accurate Electronics. They assessed the gates and did not find any concerns but noted it may have been caused by Members trying to access the gate system at the same time programming was being completed. The gates have not had any concerns since the original report.**
 - Landscape & Irrigation Update – M. Austin. **Marie provided an updated on the landscaping and the irrigation for the Association. The mulch installation is scheduled for Thursday October 31, 2019 and Friday November 1, 2019. The three dead palm trees have been removed as well, and we are waiting on the report from the Hillsborough County Extension Agency with their recommendations.**
 - Landscaping Committee Report. **The Board reviewed the Landscaping Committee Report as submitted by the Committee.**
 - Irrigation Repair Proposals Discussion and Review. **The Board reviewed proposals from Duval for irrigation repairs throughout the Association. The Board requests Duval submit more detailed information on the location of each repair in the Association. Chris will contact Duval and request the updated proposals.**
 - Landscaping Proposals Discussion and Review. **The Board discussed proposals from Duval to remove dead palm trees and to trim the Reclinata Palms at the entrance. After review, motion made by Bill Koerber to approve the proposals as submitted, seconded by Marie. The motion was unanimously passed.**
 - Discuss Landscape Contract Proposals. **The Board discussed the proposals submitted for the annual landscape maintenance for the Association. After review, the Board narrowed down the vendors to Duval Landscape and Yellowstone**

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Landscape. The Board requests Chris contact each vendor with the following requests:

- **Duval:**
 1. **Review the costs of the proposal and reduce the cost by \$2,000.**
 2. **To provide a detailed description/a walkthrough of what the irrigation proposal entails, how it works, etc.**
 3. **If the Association keeps Duval, a meeting will be setup with Duval's management to discuss the concerns with the service and management of the crew.**
- **Yellowstone:**
 1. **Provide the cost for the leaf removal in the Association as an option for the Association so that it is not included in the contracted services and the Board can review the cost of that service.**
 2. **Update their bid to have 42 mows per year.**
 3. **Update the proposal to include 110 annual plantings per rotation.**
 4. **Submit a proposal for the irrigation upgrades/repairs throughout the Association as well for the Board's review.**
- **Once the updates and information are received from the vendors, Chris will provide them to the Board for their review so a final decision can be made.**
- **Communication/Newsletter Committee – J. Garcia. John Garcia reported that the next newsletter will be mailed at the start of 2020.**

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.**
- **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 violations. At this time, there are not any uncured, stage 3 violations for their review at this time.**

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Old Business:

- **Exterior Building Painting Project Discussion. The Board reviewed and discussed the proposals for the upcoming exterior painting project for the Association. After review, the Board narrowed down the vendors to The Daily Group and Munyan Painting and Restoration. The Board requests Chris contact each vendor with the following requests:**
 1. **Each vendor needs to evaluate their proposal for the fence painting and confirm their price reflects the accurate scope of work for this job.**
 2. **Each vendor to provide an estimated start time for this project.**
 3. **Each vendor to provide details on the size of the crews they will use and how many crews they will use.**
 4. **Each vendor to provide an estimated time of completion once the project is started.**
 - **Once the updates and information have been received from the vendors, Chris will provide them to the Board for their review so a final decision can be made.**
 - **HO Input Results. The Board discussed the color options for the exterior painting project and recommendations from the painting committee. After review, motion made by John Garcia to approve the recommendations from the Committee and have the base color be Universal Khaki SW6150 and the trim color be Greek Villa SW7551. The Board reviewed options for the door color as well. After review, motion made by Bill Koerber to approve all the door colors to be painted Tricorn Black SW6528, seconded by Debbie. The motion unanimously passed.**

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New Business:

- Appoint Welcome Committee. **The Board discussed appointing a Welcome Committee. After review, motion made by Marie Austin to appoint Ruth Greenbuam to the Welcome Committee, seconded by David Ritchie. The motion unanimously passed.**
- December Meeting Date Discussion. **The Board discussed changing the November and December meetings as they fall on the same weeks as holidays. After discussion, the Board agreed to reschedule the November meeting for December 10, 2019 and to cancel the regularly scheduled December meeting.**
- Next Walk-through – **November 14, 2019 at 9:00am**
- Next Board Meeting – **December 10, 2019 at 6:30PM**
- Meeting Adjournment – **8:26PM**