

Minutes: Audubon Landing HOA Board Meeting

September 23rd, 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. Eleven (11) Members attended the meeting as well.**
- Updates To Agenda. **None**
- **Treasurer:** Financial Report YTD August 2019 – J. Garcia. **John Garcia provided a brief report on the August 2019 financial report. A full report will be provided at the next meeting. The Board briefly discussed the 2020 budget options. Motion made by Bill Koerber to approve the Treasurer's Report, seconded by Marie Austin. The motion was unanimously approved.**
- **Without Meeting Confirmation – David Ritchie**
 - Approved August 26th, 2019 meeting minutes
 - Approved sod installation proposal for the cost of \$782.00 to be funded by the operating account.
 - Approved Palm Tree removal proposal for the cost of \$900.00 to be funded by the reserves.
 - Approved Palm Tree fertilizer proposal for the cost of \$650.00 to be funded by the reserves.
 - Approved Palm Tree inoculation proposal for the cost of \$180.00 to be funded by the reserves.
 - **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 provided an update on the pool. There have not been any concerns since the last meeting. Bill requested the Board approve turning the heater back on for the pool. The Board agreed. Chris will contact Bay Guard Pool to have the heater turned on during the next service to the Association.**
 - 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 September 19, 2019. All the projects recently approved have been completed except for the palm tree removal. Duval is working with the tree vendor to have this completed as soon as possible. Concerns with the irrigation system were discussed. Marie Austin note that the irrigation system is a priority and the Association may need to put future planting installations on hold until the irrigation system is repaired/replaced.**
 - Discuss Landscape Contract and Specs. **The Board discussed that the landscaping contract expires on December 31, 2019. The Board reviewed the RFP. The Board will have the contract bid out prior to the expiration of the current contract. Once the updates are received, the contract will be bid out.**
 - Landscaping Committee Report. **The Landscape Committee provided the report on behalf of the Committee. The Board reviewed and discussed the report that was submitted by the Committee. The Board requested the Committee provide information on future reports showing what items have been completed and what items are still pending.**
 - Communication/Newsletter Committee – J. Garcia. **John Garcia reported that the newsletter has been created and will be distributed to the Members on Tuesday September 24, 2019.**

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 Update Discussion. **The Board met with painting vendors and the representative from Sherwin Williams for a pre bid meeting on September 19, 2019. The vendors will be submitting their proposals for the Board's review by the next meeting. The goal is to have this project completed in early 2020 during Quarter 1 of the year.**

New Business:

- 2020 Budget Review and Discussion. **The Board discussed the options for the 2020 budget for the Association. The Board will continue to review the budget options. The October 28, 2019 meeting will be the Budget Meeting for the Association.**
- Fall Entrance Decorations Discussion. **The Board discussed decorating the entrance with Fall décor. The Board agreed to have Debby Amon complete this work and then will have all the décor removed prior to the Christmas decorations being installed the Saturday after Thanksgiving.**
- Next Walk-through – **October 10, 2019 at 9:00AM**
- Next Board Meeting – **October 28, 2019 at 6:30PM**
- Meeting Adjournment – **7:38PM**