

Huntington Estates Homeowner's Association
1st Quarter Supplemental Board of Director's Meeting Agenda

All Members Welcomed and Encouraged to Attend

Fellowship Baptist Church (Fellowship Hall)
3705 North Monroe Street

February 13, 2018
7:00 p.m.

1. Reduction of Board from 10 to 9 Directors.
2. Call to Order. President Jon Holtom
3. Review and Approval of Minutes from January 9, 2018, 1st Quarter Board Meeting. (Board)
4. Secretary's Report. Secretary Candy Strand
5. Treasurer's Report. Treasurer Andra Hurst
6. Committee Reports.
 - a. Nominations. Barbara Hudson (Chair)
 - b. ACC. Terry Maier (Chair)
 - c. Maintenance. Jon Holtom (Chair)
 - d. Public Relations. Bill Lowman (Chair)
 - e. Recreation. Debbie Page (Chair)
 - f. Audit. Judee Dawkins (Chair)
7. Old Business.
 - a. Turnover/receipt of Association Records. (Sect./Treas.)
 - b. Establish Registered Agent and Office of the Association; file updated not-for-profit statement with Division of Corporations. (Sect.)
 - c. Determine who controls corporate Seal and when to use. (suggestions)
 - d. Identify and locate all banking/investment accounts and update records to reflect new treasurer and president. (Treas./Pres.)
 - e. Determine due dates and payment methods for all recurring bills. (Treas.)
 - f. Review/establish annual budget and establish plan for meeting outlined amounts. (Audit)
 - g. Determine past due annual assessments and arrange for collection of outstanding payments. (Treas./PR)
 - h. Determine 2018 annual dues amounts and send member's notices. (Treas.)
 - i. Determine status and appropriateness of outstanding legal fees. (discussion and vote)

February 13, 2018, Agenda (Continued)

- j. Start search for new legal counsel. (Suggestions)
 - k. New Board members sign and submit certification of understanding governing documents.
 - l. Develop questionnaire to be sent to all association members to explore common wants/needs/desires/oppositions. (PR/Sect./Pres.)
 - m. Pursue obtaining multiple bids for road repairs/resurfacing. (Maint./ACC)
8. New Business.
- a. Determine need for recently discovered existing employee theft insurance policy. Pay bill or cancel policy. (discussion and vote)
 - b. Establish duration of terms for new Directors (1 year vs. 2 years). (discussion and vote)
 - c. Determine cost for CPA to assist audit committee with budgets for 2018 and 2019. (Audit)
 - d. Development of Association Web Page. (Anton Hurst)
 - e. Locate current grounds maintenance contract, pursue bids for new contract. (Sect./Treas./Maint.)
 - f. Schedule HOA training class. (Pres./Sect.)
 - g. All committee chairs need to find volunteers and schedule a meeting to discuss/address committee obligations.
 - h. Explore new bids for 2018 grounds maintenance to possibly reduce budget. As a starting point, locate old contract with Esposito's to see what it covers (Sect./Treasurer/Maintenance).
 - i. Check with tennis court contractor to see if they will provide repairs to their work even though 1-year warranty has expired. (Treasurer/Sect./Maintenance)
 - j. Research how to file liens for non-payment of dues. (Jason?)
 - k. Other new business from Directors and/or members?
9. Open Discussion and Question Period for Members. Comments, questions, concerns, future direction for neighborhood.
10. Topics for Future Meetings.
- a. Determine what prior dues amendments were ever officially recorded.
 - b. Review road resurfacing bids and association budget to determine what future annual dues are realistically required for sustainability of the association and future resurfacing of the roads (Treasurer/Sect./VP/Audit/Maintenance).
 - c. Discuss development of ACC guidelines to come into compliance with Chapter 720, Florida Statutes based on results of membership survey.
 - d. Determine process for updating C&Rs in preparation upcoming renewal in 2022. Discuss needed updates of C&Rs based on results of membership survey.

11. Adjourn.

Next scheduled quarterly Board meeting: Tuesday, April 10th, 7:00 p.m., Fellowship Baptist Church.