

HUNTINGTON ESTATES HOMEOWNER'S ASSOCIATION

JULY 10, 2018 MINUTES

3rd Quarter Board of Director's Meeting  
Fellowship Baptist Church (Fellowship Hall)  
3705 North Monroe Street

COS  
Approved  
10.16.18

1. **CALL TO ORDER:** Jon Holtom called meeting to order at 7:06 p.m. Welcome all who attended. ( 8 Directors: Jon Holtom, Candy Strand, Nick Calabro, Terry Maier, Debbie Page, Wes Robinson, Dave Whetstone, Bill Lowman. Members: Travis Johnson, Pat Page, John & Phyllis Pearce, JuDee Dawkins, Travis Pilewski, Barbara Hudson, Clay Whitaker, Tony & Toni Davis.) Jason Bonner was absent from the board this evening.

2. **REVIEW and APPROVAL OF APRIL 10, 2018 MINUTES** (3rd Quarter Board Meeting):  
Motion #1: Nick Calabro Motion #2: Jon Holtom 2nd 8 Approve

\*Jon took a moment to let everyone know that he was taking a suggestion made by Terry Maier to open the floor to members immediately after Old Business in case they were unable to stay for the entirety of the meeting. This seemed like a good idea to do between old and new business. This received positive response from Board and members.\*

3. **COMMITTEE REPORTS:**

**SECRETARY:** Candy had nothing new to report. Jon disagreed, telling members that Candy sorted through and itemized/organized all the Treasurer information and documentation. In January 2018, a plastic storage bin was turned over to care of Andra Hurst, which contained Treasurer records maintained by the previous Treasurer/Registered Agent, Jennifer Britt. The bin was overflowing with records going back to 2009: invoices (legal, utilities, lawn service, repairs/maintenance, office supplies/services, payments or reimbursements to directors for their volunteer service as an officer, misc.), SunTrust Bank statements (checking), Raymond James Investment statements (for road upkeep/resurfacing only), and varied recordings of annual dues payments. Jennifer consistently photocopied the payments of each deposit per member and correlated them with the deposit slip, filing neatly with each year. Candy found this very helpful when "trailing payments" from one year to the next and determining who was paid or not paid current. As the new Treasurer for 2018-2019, Andra (who has since resigned), had not photocopied checks before depositing them, however, she immediately added payments as they came in, to a spreadsheet. It was agreed at the April 10 board meeting that for all practical purposes we'd continue from hereon with photocopying payments and correlate with appropriate deposit slip. Candy took over this responsibility until Nick had settled in as new Treasurer. It is agreed that since Candy receives all statements, invoices and annual dues payments, etc., as the Registered Agent, she will keep all these as records for the Association in their original form. Photocopies and/or documentation will be



appropriately copied and emailed to the Director/Officer responsible for handling or maintaining, accordingly. This ensures that more than one director is abreast of matters and will be able to maintain records/organization if another director is temporarily unable to for any reason. Jon was grateful that Candy was able to neatly condense the records overflowing in the plastic bin by subject/topic, into manila envelopes by each year. This will make it much easier for space, storing and referencing when needed. Candy was able to determine exactly who was and was not current on their annual assessments, including those in serious arrears. Entire Board and Audit Committee are aware of members in arrears and aware of late notices mailed and payments that have since come in.

TREASURER: Nick stated he had a cordial meeting with Jennifer Britt, that went well, to discuss past documentation and seek her assistance with records (electronic and otherwise). Jennifer is receptive and willing to assist. Board members are grateful to Jennifer for her willingness to assist Nick and us, accordingly. Nick and the Audit Committee will be meeting soon. Their objective is to review records and documentation from the past and consider our needs for the upcoming year 2019, and future years. Then an actual audit will be performed so that the Association has a budget it can present at the upcoming Annual Meeting of the Members in November 2018. The current board agreed to work within the 2018 budget proposed in November 2017, and to reduce some of the expenses proposed, *if possible*. Nick will be controlling Treasurer books very soon.

MAINTENANCE COMMITTEE: Jon cleared out Carrington entrance and found a third light in which he added an LED light bulb to. He's pleased that the three lights brighten up the area at night, worried it's not too bright! He mentioned a large hornets/yellow jackets (in ground) nest in the area of Danesborough Place that needed treatment. Neighbors who walk the neighborhood have pointed out it's a dangerous situation right now and to steer clear until the nest has been treated appropriately. Jon will either treat the nest himself or hire out, possibly ask Esposito's to handle, if necessary. Candy wanted members to know that if they ever come across a swarm of bees or a beehive in a tree or on their property, the Leon County IFAS (Master Gardener Program) will be happy to send out any interested beekeeper (free of charge) to remove the bees/nest. Also, Jon wanted members to know that the empty lot on Carrington (Rutledge/May) sold recently to George Jackson and his wife. They have a lot of clearing to do before they begin construction of their (new) home which they hope to have completed by the new year.

PUBLIC RELATIONS: Bill had nothing new to report.

RECREATION: Debbie had nothing new to report, however, she is taking into consideration ideas for the upcoming months when it is cooler. Thoughts are more along the lines of doing something during Halloween, Thanksgiving and/or Christmas that involve adults and/or families, children's activities. Fall, during cooler weather, more desirable for outdoor activity.



NOMINATING: Jason absent. Board aware the time is near to encourage members interest and willingness to serve productively on the Board or as a volunteer for the committees, to be discussed further during new business.

AUDIT: JuDee didn't have anything new to report at this time. She will contact the CPA we agreed to hire for the upcoming annual audit, Amy Bentley. Bob Edwards due back in town after July 25. The committee will get together well before the annual meeting in November and work on a proposed budget for the year 2019, as well as consideration and recommendations for the next few years ahead. Some directors have expressed interest in "sitting in" on an audit meeting and asked to be noticed beforehand. No objections to request.

#### 4. OLD BUSINESS

- a. **Summary of neighborhood questionnaire results:** Jon put together the questionnaire with some input from directors to help expedite the survey to members and still allow reasonable time to accumulate the results to share at this meeting July 10, 2018. He announced that 26 individual surveys were returned and expressed concern that only a few on the board completed the survey. Some directors said they did answer the survey, which Jon may have missed or were answered anonymously! He apologized for his comment. Original surveys were turned over to secretary for secretarial records to be kept on file and available for review upon request. (The "break-down" results will be published in an upcoming newsletter, as well as some [anonymous] comments/concerns.)
- Quick, brief overview: Most all felt welcome by neighbors (#1) and knew our roads were private when they purchased home (#2). Most agreed we needed to ensure adequate funds for road (#3) through collection of dues and dedicating funds strictly for the road. Question #4, about 1/2 said they'd need to know more to make a decision one way or the other, while the other 1/2 were divided turning over the roads to the county vs the one-time special assessment. Cost was the concern to most, regardless. Discussion ensued between members and directors. Clay Whitaker was able to share a lot of good information about asphalt, such as quality vs cost and proper usage, upgrades. Terry mentioned the low lying storm drains and age/quality of City of Tallahassee water lines currently running under the roads. Past quote/bid for resurfacing not detailed enough, either. Still doing research on the matter of resurfacing our roads and keeping them maintained in an aesthetic manner. Follow up needed! Most never lived in any other homeowner association (#5). 1/2 the members had no interest in recreational activities within the neighborhood (#6), while the other 1/2 had same suggestions and some very different! Same results regarding neighborhood get-togethers and family participation (#7). More felt our existing C&R's were out of date (#8) and went further to tell us exactly what they thought should be changed, while a few said they were fine and a few skipped the question. Question #9, thoughts about detached structures, had a few that were vehemently against such an idea. A few "maybe's" if they knew more about materials, etc. and more than 1/2 that believed there was a serious need for detached structures for some folks, even if not for themselves, and they strongly believe we need written



guidelines (metal, plastic or rubber buildings unacceptable). Discussion ensued between directors, with some input from members. Not all of the directors agree our C&R's allow detached structures, there are some strong feelings on both sides of the issue. Some members, especially homeowner's who moved in less than 3 years ago, expressed a true need and desire for an outbuilding for various reasons (yard equipment, bicycles, Christmas decorations, playhouse, extra car, etc.). After much discussion it was agreed Jon would look into county code further and get some ideas to present as possible guidelines, while we'd also discuss this further with the attorney we end up hiring to represent the association. Question #10 received few comments about what the most important issue was facing our Association. Of those comments, our roads and "in-fighting" as one member phrased it, seemed to be in a tie. No more bickering! Members want respect amongst all of us. Most said "nothing" to #11, while a few said they'd attend if the meetings were kept to under two hours and some added if everyone was respectful. Regarding the last question #12, regarding the association paying to maintain street lights along St. Louis Church Way. About 1/3 were *against* turning the lights off (think Association should pay), while the remainder were *for* turning the lights off (Association should not pay), a couple said they didn't know enough to say one way or the other.

- b. **Final decision on 4 streetlights along St. Louis Church Way:** Nick wanted to express to the Board and members that he felt the lights enhanced the entrance to our neighborhood along the road there, in addition to the safety benefits they provided not just to the neighbors whose back property abutts the lights. Although he agreed at the April 10, 2018 meeting to pay for one, maybe two of the lights himself, he didn't really believe the additional cost to the Association was all that much, especially converted to LED bulbs, perhaps we could reconsider. Discussion ensued between directors with some input from members. The majority of consensus was we stick with the decision we made at the April 10, 2018 meeting to discontinue having the Association pay only one light along St. Louis Church Way. That light is nearest the Carrington entrance on the left/west side facing into the neighborhood. Decision confirmed to turn off 3 lights along the east side along St. Louis Church Way (outside of our neighborhood).
- c. **Update on lawn service bids:** Upgraded and renewed Esposito's lawn service contract. Lowered our budget by \$1,125.00 annually. No other lawn bid could compete.
- d. **Update on resurfacing bids:** Jason absent. There is still much to be researched.
- e. **Update on new legal counsel search:** Having never heard back from Garvin Bowden, we were left with two other considerations, Karl Scheuermann and Kristin Gardener. Jon reported that Karl still didn't have enough of his voice due to some medical condition to give instruction for the Board Certification class, however, Karl assured Jon that one of his partners in the firm could do it if given ample time on the calendar. Nonetheless, we needed to make a final decision on whether to hire Karl or Kristin. Discussion leans towards hiring Karl Scheuermann. Decision to hire Karl.

Motion #1: Jon Holtom    Motion #2: Candy Strand

8 Approve



\* Debbie inquired if we needed to add a sign at the tennis court "Play at your own risk". Discussion determined the association doesn't feel the need to do so since the court is strictly for association members (in good standing) and not public usage. Shortly after the tennis court was newly resurfaced, Barbara Cook and Candy Strand were granted permission to create some Rules & Regulations for the Tennis Court. There was never an official vote taken by the Board, however, the draft was given to Jennifer Britt to review and share with other directors for approval. Told they were acceptable and to distribute to the membership. Up to this date in time, only one homeowner has complained or objected to the Rules because she does not consider them "official". It was suggested that perhaps they should be distributed again as a reminder and for new homeowners. The intent for the Rules & Regulations is for courtesy to the neighbors living in short distance near the court, as well as encouraging proper usage to prolong the life of the court surface. \*

f. Update on possible HOA training class: Believe we'll wait until *after* the next election November 2018. Most likely have Karl or a lawfirm partner instruct. No charge for class.

g. Update on collection of non-paid dues: Jon mailed late notices to 12 members. Two members paid current since, including Jennifer Britt. One paid for 2017, still owes 2018. We'd like to collect annual assessments without adding liens, interest or additional legal fees, obviously. The total amount of dues in arrears adds up to **over** \$18,000 collectively between the remaining 10 members, 4 of which are critical (owe 5+ years). Members and directors are concerned about the burden this puts on the rest of the membership who pays their annual assessments, *as agreed*, when they purchased their home in Huntington Estates and signed their legally binding agreement at closing. Every homeowner here has a responsibility to financially assist in the maintenance of this neighborhood, including primarily, our private roads which each one of us must access to get in and out of this neighborhood. So it is our responsibility to collect those assessments accordingly by whatever means we must. More notices will go out seeking to have the member contact the president and/or treasurer to resolve this issue, and *if they do not*, then we will proceed accordingly by filing a lien on properties in arrears.

h. Additional thoughts/discussion on Association web page?: Travis Pilewski was so kind to create a Facebook site for Huntington Estates and sent a sample for the Board to review before this meeting. It looked really nice, however, there were many questions and concerns to address about privacy, etc. Travis said he designed it to be closed and that only members of the Association would be invited to join. Any posts would be reviewed by a moderator (himself), to discourage non-members and inappropriate posts/comments. Clay Whitaker and Travis Johnson also had some experience and tips to share with us and were willing to assist Travis with this neighborhood website via Facebook. It was agreed it was worth trying out and finding out how well received it may be amongst the membership. This way, members could review HOA documents as they desired and become as involved as they desired with HOA issues or neighborly communication. The concept would be that it would



discourage mass emails that some members find insulting, unnecessary or simply don't wish to be involved in every matter, big or small. Members will know where to go to review minutes and miscellaneous in their own time, at their own discretion, and with a sense of security. For those members who are not Facebook oriented or wish to refrain from such social media, the secretary will be responsible for distributing appropriate HOA documentation by individual email or USPS. \* The Board is aware some members don't appreciate the group emails, preferring blind copy, which is understandable, however, we have far more members who prefer the group emails *showing* addresses so they can be assured their neighbors got the same information (a way of "looking out for your neighbors"). It is believed the website/Facebook will satisfy all members in this regard. \*

**5. OPEN DISCUSSION & QUESTION PERIOD FOR MEMBERS:** Jon opened the floor for comments, questions or concerns. None expressed. Ready to move to New Business.

**6. NEW BUSINESS:**

- a. **Develop ACC guidelines to comply with Chapter 720, Florida Statutes based on results of membership survey:** As Jon stated earlier when discussing answers/results of the surveys, we need to come up with some written guidelines for detached structures to satisfy members and Florida Statute. He thinks referring to county code and complying with their setbacks, size and requirements should make this fairly simple to do. Tony Davis shared with all in attendance that he has interest in a detached structure and knows many people living in HOA that allow outbuildings with a variety of requirements, the most important being stability under severe weather conditions. He agreed that written guidelines would be appreciated for himself and any others considering buying into the neighborhood. Jon says our current C&R's provide for setbacks and such, which will be utilized when drafting guidelines, and in no way will they include metal, plastic or rubber materials. Candy inquired with Jon as to all who would be involved in creating or drafting guidelines. Jon agreed to have Architectural Control Committee members work on this and then present to membership for their input, allowing for changes or other conditions and such. This is simply to get started...
- b. **Process going forward for collection of non-paid dues?:** No further discussion, already covered under old business above (4. g.)
- c. **Future mailing of courtesy dues notices vs. email notifications?:** Jon pointed out the way our bylaws are written that notices should go out in December, probably even earlier, since our dues are payable January 1 each year, becoming delinquent 60 days later, at which time the Association may charge 7% interest on unpaid dues effective 30 days thereafter (beginning March 31). Discussion about using postal service vs email, ensuring all members receive proper courtesy notice at the same time. Barbara Hudson suggested sending invoices out in the same envelope as the ballots when mailed for the annual membership & election meeting. Although it was a good idea, it was determined that would be too much information put in front of the member at one time and might actually create confusion and further oversight, not to mention the size of envelope and cost of



postage. Candy recommended invoices be mailed to every member individually through the postal service and include a "member contact info" form. This way, if there are any changes to phone number(s) or email address(es), the member can return it along with their dues payment. Jon would like to readdress this matter at the next meeting in October, as we are working on ways of cutting down on our expenses. Suggested everyone be thinking about this and share any ideas they might have in October. Jon then skipped to 6. e., Purchase of Association printer and dedicated office supplies (refer below).

- d. **Discussion of budget and possibility of depositing surplus into road fund:** (addressed after 6.e., 6.f. and 6.g. with Dave Whetstone's approval since he had to leave)

Nick is going to review statements from checking and RJ account to determine exactly how much he can safely deposit into RJ for purposes of our road fund. He's certain he'll deposit a minimum of \$125.00 for 80 lots (\$10,000.00), but if there is additional surplus available to add after taking into consideration the upcoming budget and unpaid dues at this time, he'll make a recommendation. Current balance in SunTrust 7/10/18: \$30,063.62 Current balance in Raymond James (road fund) 6/29/18: \$153,977.15

- e. **Purchase of Association printer and dedicated office supplies:** Jon recommended we consider purchasing a printer with Association funds in which the printer would be dedicated and owned by Huntington Estates Homeowner's Association. In doing so, we'd have a much better way of recording any expenses related to printing, such as the number of pages (paper) printed and cost of ink cartridges used strictly for HOA business. Additionally, purchasing office supplies strictly for HOA business and keeping in storage, with both the printer and supplies being turned over to the next secretary and/or R.A. when and if needed. Jon mentioned that although Candy has not been compensated as secretary, she has not been reimbursed for any expenses for past mailings and use of her printer/paper/ink, either. We needed to have a way to pay for those things that the secretary and treasurer frequently utilize. Prior to the meeting, Jon gave Candy a roll of stamps, ream of paper and a box of business size envelopes to assist in compensating for what she has spent "out of pocket" to date. Candy wanted everyone to know she was grateful for that and moving forward, these items would be the start of what will be dedicated to the HOA in the way of office supplies. Jon believes we can purchase a good printer between \$50-\$100. Discussion ensued with varied ideas and suggestions amongst directors. In the end, it was agreed the easiest and most practical way to record any "official HOA business" expenses was to purchase a dedicated printer and office supplies that would transfer accordingly to the next secretary/R.A. Any director or officer would be advised to use this printer, if needed for their position related to HOA matters and use of office materials, to avoid the need for reimbursing expenses from the treasurer and aiding in transparency for the membership. Nick reimbursed Jon (\$66.90) for the office supplies he provided Candy moving forward. The next expense will be a printer and ink cartridges (by October), which will be researched well beforehand. \* We skipped to 6.g., Determine date for annual meeting, election tabulation to be openly performed during meeting (refer below), since Dave needed to leave before adjournment. Dave let



everyone know that the Pearce's have a very big, old oak tree that he approved for removal, also. \*

- f. **Nominations committee kick-off, prepare slate of nominees for October meeting:** (addressed after 6. g. and before returning to 6. d.) Jon suggested that since Jason was not present at the meeting and there had been failure of communication prior to the meeting regarding actions or plans of the Nominating Committee moving forward, that it would be in the best interest of the Association to replace Jason as chair and find another director who is available to proceed with the assistance of the volunteer committee members: Barbara Hudson, Anika Fields, Leslie Mami, Marisol Roberts, Grant Kimball, & Dorothy Edwards. Debbie volunteered to step in and get going on this process. Jon reminded them of their responsibility to encourage broad participation amongst the Association. Two terms ending: Jason Bonner and Candy Strand. Board has agreed that we should try to get a balance of no less than 4 and no more than 5 that are alternated accordingly year by year, as has been done for many years. Jon suggested all current directors (7), think about this. No decision needed to be made this evening, but if anyone of them, *for any reason*, wanted to opt out of the next year of their two year term, they should let the nominating committee and other board members know as soon as possible. We need volunteers truly willing to be involved and productive, knowing that not everyone has the time or ability, and sometimes things change/happen beyond our control.
- g. **Determine date for annual meeting, election tabulation to be openly performed during meeting:** Barbara Hudson turned over dates available at Fellowship Baptist in November 2018, to secretary Strand before meeting. The consensus was that the earlier we hold the annual members meeting and election, the less likely there'd be conflict with Thanksgiving holiday and the rush of Christmas shopping and vacations. Naturally, we want to maximize the opportunity for an excellent turn-out and results at this very important meeting! The date most desirable by all in attendance was Thursday, November 8, 2018. Members will be notified promptly through the newsletter. Candy asked Travis Pilewski if Kelly Zunkiewicz was a teacher based on a comment posted last year in an email. Travis said she was, but now is employed with the Florida Department of Education. Candy thought Travis' idea of holding the election process in front of children would be very educational in helping them understand how elections are held in a civil, respectable manner. Candy's grandchildren who will be 7 & 9 soon, expressed interest in attending a meeting and viewing the election process. She asked everyone present how they felt about children attending the annual meeting and election, for observation purposes only, "under watchful eye and kept under control". The idea was met with acceptance, but will be explored further at next meeting. Additionally, it was agreed that we'd like to utilize the same election process performed at the December 14, 2017 re-election. This was witnessed by everyone present, where the ballots were opened and called out aloud for everyone to hear and see tallied on a blackboard, one ballot at a time. There will be more details about this at the October meeting along with the slate of nominees. \* We went to 6. d. now to discuss surplus for road fund. \*



- h. **Other new business from Directors and/or members?** A member inquired about the recent thief/peeping in the neighborhood, as to whether or not anyone knew who or where the young man lived (no one knows but it isn't for lack of inquiring). Candy thinks there could be privacy issues involved. There has been concern about people residing in the neighborhood that are renters and property owners know nothing about them or how to contact them in the event of an emergency, neighborhood watch notice, etc. Two homes are known to be rented in the neighborhood, however, only one has willingly agreed to share name and contact info for her renter. Jon and Nick both shared some suggestions about things people can do to protect their own property and talked about how the sheriff's department does offer additional observation of our neighborhood during and/or after such incidents. Candy reminded everyone that we should call Neighborhood Crime Watch (850-606-3300) if ever there is suspicious activity or person(s) in or around the neighborhood, as well as feel free to call her and report a situation which she will be sure to relay to all members as quickly and as best as possible. Jon did tell everyone that if they witness a crime as it's happening or shortly thereafter, **call 911** (not NCW)!

**Meeting adjourned at 9:30 p.m.**

Next scheduled quarterly Board meeting:

Tuesday, October 9th, 7:00 p.m. Fellowship Baptist Church