

Call Approved
July 10, 2018

HUNTINGTON ESTATES HOMEOWNER'S ASSOCIATION
APRIL 10, 2018 MINUTES
2nd Quarter Board of Directors's Meeting
Fellowship Baptist Church (Fellowship Hall)
3705 North Monroe Street

1. **CALL TO ORDER:** Jon Holtom called meeting to order at 7:06 p.m. Welcome all who attended. (Directors: Jon Holtom, Candy Strand, Andra Hurst, Dave Whetstone, Terry Maier, Bill Lowman, Wes Robinson, Jason Bonner, Debbie Page. Members: Scott Strand, Anton Hurst, Nick Calabro, Barbara Hudson, Pat Page, Mike Flury)

2. **REVIEW and APPROVAL OF FEBRUARY 13, 2018 MINUTES** (Supplemental Board Meeting):

Motion #1: Dave Whetstone Motion #2: Andra Hurst 9 Approve

3. **SECRETARY'S REPORT:** Candy reported that we are still missing records from 2009, 2010 & 2013. Email to past board members seeking these records went unanswered except for Marisol Roberts and Karen Metcalf. They were not serving during the years "missing" and weren't able to produce, although they made an effort to help. Chuck Cook had stated at the February meeting that he and Barbara have lots of boxes that he's not sure what all is stored in them. He was going to look into that. Since we heard nothing back, Terry will double-check with Barbara Cook on this matter.

4. **TREASURER'S REPORT:** Andra reported that SunTrust checking currently has a balance of \$23,447.37 with dues still "trickling in". As of March 29, 2018 Raymond James Investment account has a balance of \$152,421.98. The reserves to be deposited into RJ had yet to be determined. Terry inquired how many members were in arrears prior to 2018. Andra mentioned again that based on what was turned over to her that it was difficult to decipher since a running recording wasn't established for each individual member. Candy mentioned that she photocopied each check along with the deposit slip. Records were not neat and conforming, like on a spreadsheet showing continuous years of payments per member. She was working on a spreadsheet that we could utilize for future recording. Andra then resigned effective immediately as Anton & her sold their home and would be moving in less than 4 weeks. Terry expressed he was upset that he and three other directors were receiving dues payments and also that Jennifer Britt was still receiving utility invoices. Board agreed that we'd work on getting these matters resolved. Nick Calabro has previously served on the Board and as Treasurer. He kindly agreed to fill Andra's position on the board as Treasurer. (We skipped forward to New Business #7-b. Nick will only commit to serve the remainder of this year, for now.) All 8 Board members approved Nick taking over as Treasurer and filling the 9th position on Board.

5. **COMMITTEE REPORTS:**

ACC: Terry tried to personally reach out to members listed on an anonymous letter to resolve the violations named (i.e. fences/lack of; boats/RV's/trailers in driveway or visible from front yard; pets roaming loose; misc.). Wes suggested we send letters to those members and give them a time frame to resolve. Jon suggested that was a good idea, but perhaps it could be addressed through a friendly newsletter asking members to please come in to compliance on their own within 30 days of receiving the newsletter. If not resolved, then individuals would receive a personal notice from the board reminding them to come in to compliance within certain time frame. Board will then do what it needs

to do to enforce the C&R's, resolve the violation. Newsletter stating the types of violations noticed by board and neighbors, ask members to voluntarily come into compliance within 30 days.

Motion #1: Terry Maier Motion #2: Wes Robinson & Dave Whetstone simultaneously 9 Approve

Louise Locke put up a wooden fence around backyard without ACC approval. Fortunately, it's within ACC guidelines, but we need members to follow proper procedure in submitting their ACC requests! Wes Robinson inquired about driveway plans, nothing further at this time. New "soon-to-be" homeowner, A. Davis, inquired about potential ACC requirements for fence, misc., nothing further at this time. Dave Davis earlier inquired about a fence for his dog, but nothing more has been said about it. Sherry King told Jon Holtom she was considering moving a picket fence around her pool to the front right side of her house/yard.

*Nick Calabro suggested that on all communication we should have names & contact info for each B of D.

MAINTENANCE: Jon wanted to thank Dave Davis for pointing out that a portion of the Dorset bridge was eroding and should be inspected. Keeping an eye on this situation.

RECREATION: Debbie reported the Easter Egg Hunt was a success, although small turn-out (6 kids). Everyone who participated had a great time and the kids went home with lots of goodies provided by volunteer members. Debbie suggested the next event, whatever that might be, could take place the end of June or some time in July (i.e. potluck, outdoor movie, etc.).

AUDIT: JuDee was out of state. It was determined months back that we'd utilize the budget proposed in November 2017. The last actual "audit" was in 2013 that included both Nick and Dave Davis, a CPA that lived in the neighborhood, as well as Bob Edwards. There was discussion on whether or not the CPA overlooking the audit could live in the neighborhood. Candy was of the opinion the CPA should not be a member of the association, however, there was nothing in the ByLaws saying otherwise. Wes provided some information about education and requirements to become a licensed CPA (very difficult). Based on the different amounts suggested by a few CPAs in February, the Board was leaning towards Amy Bentley. She proposed an audit for around \$500 and we felt she was qualified, especially since we are a such a small community with very little assets/earnings. (What level of audit?) Jon proposed we engage Amy Bentley as the CPA for heading the 2018-2019 audit. Motion #1: Jon Holtom Motion #2: Candy Strand 9 Approve

6. OLD BUSINESS:

- a. **Status of neighborhood questionnaire:** Bill suggested a Facebook page for communication amongst the Board and all members of the Association. Bill would like prospective questions for the survey to come to him by Monday, April 16th so he can craft a survey to be circulated amongst members. Debbie suggested that could be a question in the survey (about website/Facebook). Terry expressed concern for the length of time already passed and wants to be sure we get a survey out promptly. He's also concerned about the way in which we reach out and hear from our members... keeping open communication. Bill said he'd work on a Facebook page devoted to the homeowner's association.
- b. **Update on 4 street lights on St. Louis Church Way:** Terry met with representative from City of Tallahassee. In 1986/87 HEHA approved 28 street lights. In 1998 four were added along the exterior, along St. Louis Church Way. In 2000 HEHA added 12 more lights within neighborhood. City can reduce our expense by half by replacing bulbs with LED, however, they don't provide the expansive lighting as with current bulbs. City/County is not willing to take over the lights. Discussion ensued about whether or not the Association should continue paying for lights outside the neighborhood. Property owners whose back yard abutts St. Louis Church Way could be

offered the opportunity to pay for any of the light(s) they desire. Nick suggested the light closest to the entrance should be paid for by HEHA, and he'd agree to pay for the next light closest to him. Have all lights switched over to LED, then perhaps make a decision as to whether or not the association pays for the four lights along St. Louis Church Way? Jon asked various board members what their thought(s) were about this matter. Candy pointed out that John Todd was a good example of protecting his own property by adding quality lighting to his backyard. She feels that all members should be individually responsible for safeguarding their property as they see fit (i.e. lights, fence, etc.). Others agreed. It was decided that Nick would pay for one, maybe two lights, closest to his lot and the remainder would be turned off.

- c. **Update on lawn service:** Having difficulty getting lawn companies out to bid. One proposed \$14,000 annually, another one never got back with us. Jason believed he had a guy that would be interested in giving us a bid. Right now, Espositos was willing to lower our annual bill by about \$1,000 if we continue to use their service (21 visits per year at \$175 per). We agreed to wait on voting for this until we gave Jason's recommendation an opportunity to give us a bid by Friday April 13th.
- d. **Update on road resurfacing bids:** Jason hoped to have some more information to share with us in the next day or so...
- e. **Determine location of stock-based mutual fund (\$20,000 invested in 2015?):** Nick would have to review statements from Raymond James, however, Candy was quite certain she could see where that \$20,000 was part of the RJ account invested in more moderate risk investments compared to the rest of the funds.
- f. **Update on new legal counsel search:**
- g. **Update on possible HOA training class:** Jon said that Karl Scheuermann still had laryngitis and wasn't in any condition to lead a "board certification class". Jon had hoped that the Board would determine how they liked Karl and whether or not to hire him as the association's attorney from this experience. The other attorney being considered is Kristen Gardner. We never inquired with her as to whether or not she provides this instruction. (Garvin Bowden-\$285 hr., never got back with Jon.) Karl's rate is \$295 an hour with many years of experience. Kristen is \$250 an hour. Both these attorneys have expressed our C&R's should be revitalized under the Marketable Records Title Act. Jon is fearful that if we go after anyone for being in violation and it's determined our governing documents are not enforceable, this could be very costly to the Association in legal fees/court costs. Bill brought up concern about our private roads. More discussion ensued about our roads at this time. If our C&R's not enforceable, how might this effect our road fund(s), collecting annual assessments?
- h. **Update on tennis court warranty/repairs:** Candy mentioned the cost of a tube of caulking specifically manufactured for cracks in asphalt (suggested by Jennifer Britt) costs \$85.00 per tube. Not sure how many we'd need, but the cracks are significant in number and size. Ms. Britt is the *only* member who has filed a complaint regarding the tennis court and she is not current on her annual dues. The warranty has expired and cracks are common, according to the company that resurfaced our tennis court. Supposedly the cracks will not appear so wide when the weather warms up.
- i. **Update on CPA to assist audit committee with budgets for 2018 & 2019:** refer to #5 - Audit
- j. **Additional thoughts/discussion on Association web page:** refer to #6a. - questionnaire (Nick needed to leave at this time)
- k. **Update on procedure for how to file liens for non-payment of dues:** Jason believes we can file a lien without having an attorney do it for us. We will explore this further.

7. NEW BUSINESS:

- a. **Process going forward for collection of non-paid dues.** Candy pointed out that past board has collected dues that do not conform to our ByLaws. Members have taken advantage of paying any time they want throughout the year with no penalty. Also, we have a few members that are more than 3 years in arrears. Candy wants to know why has this been allowed and what are we going to do to stop this from continuing? Jon mentioned that is another concern related to MRTA. Discussion ensued about sending invoices out in December beginning 2018 with the expectation of dues being payable in January and no payments after March 30th without interest added (as our C&R's/ByLaws state).
- b. **Replacement treasurer beginning tomorrow (Nick?):** Yes, effective immediately.
- c. **Future mailing of courtesy dues notices vs. email notifications:** Discussion. All Board agrees we want to keep our expenses down and if we could eliminate the cost of paper, envelopes, ink and postage, that would be ideal. In years past, notice(s) have been emailed to all who have email addresses, however, this year seemed particularly difficult. Some members demanded paper invoice, while others insisted they never got the original email invoice and were insulted when they received a "friendly reminder" by mail early April. In reviewing email addresses it was discovered that some were missing, some were incorrect and some no longer use email. Candy suggested that sending a paper invoice along with a contact information form that could be updated and easily mailed back with the members payment was the easiest way to insure we had up-to-date current information on email addresses and phone numbers. She also suggested that when a new directory was made, labels could be provided to add/replace new property owners. For the remainder of this year we agreed we'd send paper invoices and late notices accordingly. (Since this board meeting, Candy emailed updated directory information that could be downloaded by all who use computer. Paper copies were mailed to members without email addresses. Figured it was worth testing and that would save some expense rather than printing 100 paper directories that require occasional alterations. Overall consensus seemed positive. Also, if we utilize a webpage or such, this can be added to that.)

Due to time constraint, we were unable to address remainder of topics placed on agenda. If need be, they will be brought up again at July 10, 2018 meeting or possibly replaced with another topic:

Discussion on budget and possibility of depositing surplus into road fund.

Other new business from Directors and/or members?

Reimbursement of Secretarial fees.

Association printer?

Open discussion and Question Period for members.

Topics for Future Meetings:

Discuss development of ACC guidelines to come into compliance with Chapter 720, Florida Statutes based on results of survey.

Determine process for updating C&R's in preparation of upcoming renewal in 2022. Discuss needed updates of C&R's based on results of membership survey.

Meeting adjourned at 9:45 p.m.

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