

**MARGARETS WALK  
HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
February 28, 2011 @ 6:30 P.M.  
Conference Room  
FLEMING ISLAND PLANTATION AMENITY CENTER  
2300 Town Center Blvd.**

**I. CALLING OF ROLL AND CERTIFYING A QUORUM**

Ms. Carol Young called the regular meeting to order at 6:40 P.M.

**Present:**

Don Christofoli, **President**

Bill Korn, **Vice President**

Carol Young, **Community Association Manager**, Severn Trent Services

Approximately 4 Residents

**Absent:**

Mike Brady, **Secretary/Treasurer**

Attendance was taken and a quorum was established.

A resident questioned how there was a quorum for the meeting with Mr. Brady absent. Mr. Christofoli pointed out that two members constituted a quorum.

**II. PROOF OF NOTICE OF THE MEETING**

Notice of the meeting was posted 48 hours in advance on the community message board.

**III. APPROVAL OF MINUTES**

**A. December 13, 2010 Regular Meeting**

Mr. Christofoli requested that resident names not be mentioned in future minutes. There not being any corrections,

**A motion was made by Bill Korn, seconded by Don Christofoli to approve the December 13, 2010 regular meeting minutes; with all in favor, the motion carried.**

**B. February 2, 2011 Regular Meeting**

The BOD reviewed the minutes of the February 2, 2011 meeting. Changes were made.



**A motion was made by Don Christofoli, seconded by Bill Korn to approve the corrected February 2, 2011 regular meeting minutes as amended; with all in favor, the motion carried.**

**IV. OWNER'S FORUM**

## Severn Trent Management Services

The sidewalk in front of 2927 Grand Oaks Way next to a big Oak between the road and sidewalk needs to be repaired. Mr. Christofoli will look into this.

A resident pointed out that the roads have been wet for three weeks and the curbs were stained. He inquired about the timeline for repaving of the roads. Mr. Christofoli explained that they will not have the money for two to three years. They currently have \$162,000 reserved for paving and continue to add \$22,000 per year. The last estimate was \$208,000, but it did not include the drains. He suggested obtaining an Engineering Study.

The resident reported a large pothole in front of his lot. He obtained three quotes as he was concerned about the roadway deteriorating like Grand Oaks Way and Margaret's Walk Road. The proposal Duval Paving recommended the following:

1. Elimination of the base.
2. The pavement could be driven on for an indefinite amount of time depending on the maintenance requirements, but may need complete reconstruction, if they are neglected over a long period of time.
3. Repair of the roadway in the middle of its life to extend the life and greatly reduce expenses.
4. Budget for repair of the entire roadway in two to five years, but in the meantime, repair roadway areas in advanced deterioration.
5. Obtain an opinion from a Professional Engineer as they only have professional experience in asphalt construction.

Mr. Christofoli inquired about the amount of the quote. The resident noted that the proposal from Duval Paving was \$201,948. Mr. Christofoli pointed out that this amount was cited in the Reserve Study. Mr. Christofoli provided an opinion letter from the CDD Engineer regarding the drains.

There is a large pothole in front of Lot 153 that needs to be filled in.

Mr. Korn received the following requests/complaints from residents:

- Request for NO PARKING signs to keep people from parking in the grass at the entrance to the pond by the bridge for fishing.
  - Mr. Christofoli acknowledged that at a CDD meeting, Ms. Janice Davis pointed out that the signs would not change the behavior. He suggested that the residents contact the Police Department.
- Request for the gate to remain open from 12:45 P.M. to 4:00 P.M. for a birthday party on Saturday, May 28, 2011 at 1751 Margaret's Walk Road.
  - Mr. Christofoli preferred that the guests receive a code. Mr. Korn will create a temporary code for the guests to use between Noon and 4:00 P.M.
  - Mr. Christofoli announced that the gates will remain open this weekend from 8:00 A.M. to 4:00 P.M. for the community garage sale.

A resident reported that a solicitor knocked on his door and when he explained to that there were NO SOLICITING signs, the solicitor left, but he noticed that the solicitor was still in the

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community. Mr. Christofoli pointed out that this was a re-occurring problem that was addressed by the CDD Board and suggested that residents contact the Police Department.

A resident believed that meeting with the County regarding the water bills was a waste a time as the Clay County Utility Authority sets the rates and suggested that the residents attend meetings that the CCUA holds twice a month or contact the CCUA members. Mr. Christofoli announced that a meeting was going to be scheduled at Splash Park with the CCUA for the entire Fleming Island Plantation.

**V. MANAGER’S REPORT**

Ms. Young submitted her status report and the following was discussed:

- **Financials**

**For the Month of January 2011**

|                 |                  |           |              |
|-----------------|------------------|-----------|--------------|
| Total Income:   | \$26,663.30      | Cash:     | \$ 64,268.40 |
| Total Expenses: | \$26,171         | Reserves: | \$212,897.73 |
| Net Income:     | \$ <u>492.30</u> | Payable:  | \$ 1,273.66  |

Financially the HOA is in good shape.

**Delinquencies**

There were 41 delinquent owners for January in the amount of \$25,288 and three houses in foreclosure.

Mr. Christofoli believed that 10 or 11 people have not paid their dues and suggested using the services of a collection agency. Ms. Young will contact AR Resources to obtain a contract and email their proposal to Mr. Christofoli.

A resident questioned what STS was doing in regards to collecting delinquencies. Ms. Young explained that STS sent out monthly statements to the owner, but after a lien was placed on the property, for owners owing over \$1,000, the account was turned over to the HOA Attorney.

- **Exit Gate Caulking - Completed**
- **Speed Limit Sign Completed**

Gary Franco installed the new speed limit sign at the entrance and caulked the gate. He also cleaned all stop signs.

Mr. Christofoli pointed out that Mr. Franco cleaned and re-painted all of the white posts, however, the speed limit signs were plastic and could not be re-painted. Ms. Young noted that there was graffiti on one stop sign in a cul-de-sac that should be replaced. Barrett Pressure Washing cleaned the rails on Grand Oaks Way for \$200.

- **Committee Meetings**

Ms. Young noted that the REC Committee scheduled the next meeting for April 18, 2011, but believed that the HOA wanted all meetings scheduled for April 25, 2011.

## Severn Trent Management Services

Mr. Christofoli confirmed that the annual meeting was scheduled for April 18, 2011 (if the room was available) and recommended having the next regular meeting on April 25, 2011 along with the ARB meeting at 5:30 P.M., the REC meeting at 6:00 P.M. and the organizational meeting at 6:30 P.M.

Ms. Young noted that the mailing for the annual meeting to the owners cost \$234. The meeting will be held at the FIP Amenity Center. Mr. Christofoli did not believe that they would get a quorum for the annual meeting as they could not get one last year. He noted if they did not get a quorum, they would take nominations from the floor for anyone interested in serving on the BOD.

### **Backflow Prevention**

It is time for the backflow prevention. Ms. Young contacted H2O and provided them the necessary paperwork to perform the backflow prevention.

- **Owners Email Address**

A list of the owners email addresses were provided to Mr. Korn.

### **Front Entrance**

Two bids were received for Epoxy for the pavers at the front entrance. Repair Specialists, Asphalt Company, provided a bid for DOT traffic paint for \$1,850. Service Master provided a proposal for \$10,500 using an Epoxy. According to Service Master, the Epoxy only lasts three to five years, but they offered to touch up the brick area at no charge.

Mr. Christofoli admitted that the proposal from Service Master was high and expressed concern about the traffic when the work was being done as they could not close the entrance. Even closing one lane would cause a problem. Mr. Korn agreed as the contractor anticipates the entrance having to be closed 72 to 96 hours or more depending on the weather conditions to allow the product to adhere and 21 days to adhere 100%. He admitted that the DOT traffic paint proposed by Repair Specialists was what they wanted. Ms. Young noted that Repair Specialists does a good job in repairing potholes and concrete curbing. She suggested having them repair the pothole and speak to the BOD about the front entrance.

Mr. Christofoli requested that this matter be tabled until the next meeting so Mr. Brady could participate in the discussion. Ms. Young will obtain another proposal and provide a copy of the proposal from Service Master to Mr. Brady.

- **Procedures with Recommendations – Severn Trent**

The policies and procedures from Severn Trent were provided to the BOD. In the event of an emergency, Severn Trent would hire a contractor for an amount not to exceed \$5,000 while routine repairs would not exceed \$1,000. Mr. Christofoli noted that these amounts were high and recommended that routine repairs cost no more than \$200.

Mr. Christofoli pointed out that they could not wait for BOD approval for emergency repairs and recommended a cost of not more than \$1,000.

- **Back Drains Going Under Road**

Ms. Young spoke to the FIP Maintenance Manager, Russ who said that he cleaned out all of the MW storm drains six months ago.

Mr. Christofoli pointed out that there was a different situation with the back drains as they are under owners' yards and suggested having an Engineer look into this matter when they address the paving to determine what needs to be done. He recommended waiting another three years to re-pave the entire road as the roads were already 10 years old and make individual repairs in the meantime.

- **REC Committee**

Mr. Korn reported that the trampoline was removed from 1822 Sentry Oak Court.

- **Violation Letters**

A violation letter that was sent to an owner who was supposed to go before the REC Committee regarding the condition of their yard was returned to the STS office. Mr. Christofoli believes that the owner was a renter who lives in Virginia. Ms. Young will re-send the letter.

The following was addressed:

- Mr. Christofoli questioned whether Ms. Young would continue serving as their CAM or if Mr. Koncar hired another CAM.
  - Ms. Young confirmed that she had not heard from Mr. Koncar regarding whether she would continue serving as their CAM.
- Mr. Korn questioned the status of the dog kennels.
  - Ms. Young will check into the situation.
  - Mr. Korn noted that this matter has been dragging on for a long time and should be resolved.
- Mr. Christofoli pointed out that they have serious lawn problems.
  - Ms. Young agreed and recalled that they gave the owners until April to treat their lawns.
  - Mr. Christofoli will provide the phone number of a landscaper who has provided efficient and reasonable service to his yard.
- A resident questioned the status of the playground equipment in the wetlands as it was not listed on the tracking chart.
  - Ms. Young confirmed that a letter was sent to the homeowner. She will send another letter and add them to the tracking chart.
  - Mr. Christofoli requested that Ms. Young send a letter to SJRWMD informing them about the situation.

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- Mr. Christofoli reported that the CDD Attorney, Jason Walters informed him about some possible future changes in the Legislature about obtaining a quorum through emails and advertising meetings by email rather than in the newspaper.

### **VI. OLD BUSINESS**

- **Entrance Asphalt-Stamping**

This matter was addressed above.

### **VII. NEW BUSINESS**

- **Stop Sign and Speed Limit Sign (Bleach and Painted)**
- **Pressure Cleaning of Concrete Bridge on Grand Oaks**

These matters were addressed above.

### **X. ADJOURNMENT**

The annual meeting is scheduled for April 18, 2011 and the next regular/organizational meeting is scheduled for April 25, 2011 at 6:30 P.M. at the FIP Amenity Center.

With there being no further business to come before the Board;

**A motion was made by Bill Korn seconded by Don Christofoli to adjourn the meeting at 7:30 P.M.; with all in favor, the motion carried.**

Carol Young, CMCA  
Severn Trent Property Management  
For Margaret's Walk HOA