

**MARGARETS WALK  
HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
June 13, 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. Dianne Drinkwater called the regular meeting to order at 6:35 P.M.

**Present:**

Don Christofoli, **President**  
Michael Brady, **Secretary/Treasurer**  
Frank McCarthy, **Director**

**Also Present:**

Dianne Drinkwater, **Community Association Manager**, Severn Trent Services

Attendance was taken and a quorum was established.

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

Notice of the meeting was posted 48 hours in advance on the community message board at the Amenity Center and at the gate entrance.

**III. APPROVAL OF MINUTES – April 25, 2011 Meeting**

The BOD reviewed the minutes of the April 25, 2011 meeting. Mr. Brady requested the following change:

- On Page 1, the word “*honorable*” will be deleted as well as the words “*despite past problems*”.

**A motion was made by Michael Brady, seconded by Frank McCarthy to approve the February 28, 2011 regular meeting minutes as amended; with all in favor, the motion carried.**

**IV. MANAGER’S REPORT**

- Ms. Drinkwater submitted her status report. A copy of the report to be made part of these minutes.

The BOD addressed the following:

- Mr. Christofoli questioned whether they could send this account 086-01 to a collection agency.
  - Ms. Drinkwater acknowledged that this could be done.

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- Mr. Christofoli questioned whether it was worth leaving the delinquencies for \$30 or less on the delinquency list.
  - Ms. Drinkwater pointed out that this was a BOD decision.
  - Mr. Christofoli believes they should write off any account less than \$30.
  - Mr. McCarthy agreed.

**A motion was made by Don Christofoli, seconded by Frank McCarthy to write off any account less than \$30 to clean up the aging report; with all in favor, the motion carried.**

Ms. Drinkwater provided a flow chart handout from Larson & Associates regarding delinquencies.

- **AR Resources**

Ms. Drinkwater reported that as of June 2, according to the Collection Report, nine accounts were sent to AR Resources for collection. The amount collected by the Collection Agency between February 10, 2011 and June 2, 2011 totaled \$3,405. The contract with AR Resources states that 25% of the amount collected is their fee. This expense is recorded in the legal/professional category of the income statement.

- **Fiscal Year Ended December 31, 2010 Financial Report**

Ms. Drinkwater reported that this is a housekeeping item for the BOD's review.

Mr. Christofoli pointed out that overall the HOA was in good shape.

**A motion was made by Michael Brady, seconded by Frank McCarthy to approve the fiscal year ended December 31, 2010 financial report; with all in favor, the motion carried.**

- **Liability/D&O Crime Insurance Renewal Policy**

Ms. Drinkwater reported that the liability and D&O policies were received, but not the policy for the brick wall and gate. There will be a separate policy for the property insurance for the brick wall and gate. The total for both policies is \$1,111.22.

**A motion was made by Michael Brady, seconded by Frank McCarthy to approve the payment of \$1,111.22 to Southern Owners; with all in favor, the motion carried.**

- **Bids for Legal Counsel**

Ms. Drinkwater reported that this matter was discussed at the last meeting. Fee schedules are attached.

**A motion was made by Michael Brady, seconded by Frank McCarthy to use Frank Elifant as HOA Counsel; with all in favor, the motion carried.**

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- **Conservation Easement**

Ms. Drinkwater reported that a legal opinion was provided to the BOD, which is considered to be an Attorney/Client privileged document and should not be discussed in an open forum. The meeting would have to be adjourned and re-opened to the BOD only for discussion purposes. Letters were sent to all homeowners regarding the conservation easement on their property, attaching a letter from SJRWMD. This item was tabled.

- **Account 146**

Ms. Drinkwater reported that a letter from the ARB was sent to the owner, but no response was received by STS. Based upon the decision rendered by the Fining Committee, a fine will commence.

- **Gates**

Ms. Drinkwater reported that the entrance gate has been operating erratically for the past month, although the entrance and exit gates received two batteries each in April. On June 6, the Property Manager along with BOD member Frank McCarthy met with the gate vendor onsite to determine whether the gate needed to be reset or there was another issue. It was determined that the entry gate motor needed to be replaced. The vendor checked to see if it is still under warranty and offered to provide an estimate. The following day, the vendor stated that he would only charge an installation charge of \$190 and that the motor was being sent to Door King in an attempt to have the warranty covered. The motor was installed the following day and an email was sent to the BOD with this information.

Mr. Christofoli questioned what caused the motor to burn out. Mr. McCarthy pointed out that they were able to move it manually, but the main shaft bearing was gone. He was unsure whether the motor installed was new or rebuilt. Mr. Christofoli believed that the original motor was new. Ms. Young offered to do some research.

Ms. Drinkwater questioned which BOD members have keys to the gate box. Mr. Christofoli confirmed that Bill has a key as well as ST. She will provide the combination number to the gate box to the BOD.

- **Landscaping**

Ms. Drinkwater reported that due to the difficulty for the BOD and gate vendor to access the operator in the breaker panel when needed, it was recommended that the BOD consider cutting back the Viburnums in the front and/or to replace with other appropriate plant material. Mr. McCarthy witnessed how difficult it is to get to the operator box. There was consensus from the BOD for Ms. Drinkwater to work with the landscaper and come back to the BOD.

- **Violations Twice a Month – With Activities Report**

Ms. Drinkwater reported that she and Josette Martin of STS drove through the property several times. The Violation Report was provided to the BOD members through emails and to the Fining Committee.

Mr. McCarthy reported that the house near him was in foreclosure and Code Enforcement placed letters on the door step to the previous owners, which was not a good idea. He suggested that

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Code Enforcement tape the envelopes to the door and that someone take pictures and provide to Safeguard. Neighbors are finding dead mice and the backyard is atrocious. Ms. Drinkwater confirmed that she contacted Safeguard and they did not have this property listed as a foreclosure. She offered to tape the envelopes to the door and take pictures.

Mr. Christofoli suggested taking owners forum at this time.

### **OWNER'S FORUM**

A resident pointed out that he liked the way the financials were presented, but would never suggest spending \$100 for a \$30 delinquency. He questioned whether these were residents that were sent letters and never responded. Ms. Drinkwater explained that these residents received certified letters.

A resident discussed a safety and liability issue and requested immediate action regarding Lot 36, which has become a parking lot next to from his home at 1693 Margaret's Walk Road. The BOD requested that Ms. Drinkwater send a letter to the owner of Lot 36 requesting their permission to tow cars off of their lot or post towing signs and send a violation letter to the resident for allowing cars to be parked on this lot.

Mr. Christofoli reported that he heard about a graduation party at a residence that got out of hand while he was on vacation. Mr. McCarthy heard from his neighbor that when he returned home from work at 11:00 p.m., it took him 90 minutes to get from the gate to his home because kids were hitting the top of his vehicle. The Sheriff's Department was dispatched four times. Mr. McCarthy suggested having the highway patrol park one car at the gate and the other at the home the night the party is taking place for \$32 per hour with a four hour minimum, to deter the kids from coming in. A resident pointed out that the owner hired two security guards for the party and the Sheriff's Department came to the home twice and then left. Mr. Christofoli requested that the owner be sent a violation letter. A resident requested a stop gap letter be sent to all residents informing them if they have a party; they are not permitted to use this lot as a parking lot. Ms. Drinkwater will review the covenants regarding this matter.

A resident questioned whether the 2011 budget was made public. Ms. Drinkwater explained that the BOD approved the 2010 budget and it is in the process of being made final by the Accountant. In the meantime, she will send a letter or postcard to all owners informing them that the 2010 budget is available. The resident expressed concern about annually setting aside money for the roads. Mr. McCarthy preferred to post a flyer rather than sending a letter/postcard.

Mr. Christofoli addressed the following:

- Residents are complaining about Chicago Pizza playing loud music outside of their restaurant late at night, which is 300 feet across the pond from homes.
- The County Commission just passed an ordinance allowing bars on Wells Road to sell alcohol after 11:00 p.m. There is now a lawsuit against the County.
  - Ms. Drinkwater reported that there was a heated discussion by the Master Association and they were looking at ways to enforce the covenants and do more due diligence with the County. They are asking each sub-Association and the

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residents their opinion and if they disagree with the County ordinance to send a letter to the Master Association BOD on behalf of the community.

- Mr. Christofoli suggested putting pressure on their County Commissioner by petition to curb the loud music.
- There was consensus from the BOD to authorize Ms. Drinkwater to draft a letter.

### V. OLD BUSINESS

#### • Entrance Painting

Ms. Drinkwater reported that she spoke to someone from Repair Specialists for the entrance painting to answer some of the BOD's questions. She was told that the painter would come at 8:30 a.m. to power wash and only do one side, leaving the other side open for traffic. They would use three coats of paint that is used strictly for roads. One side would be worked on from 8:30 a.m. to 3:00 p.m. and be open for traffic at 3:30 p.m. He would then come back to do the other side. Their estimate was \$1,850.

Mr. McCarthy questioned where they have done this type of work. Ms. Drinkwater will ask the vendor.

### VI. NEW BUSINESS

None.

### VIII. ADJOURNMENT

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

**A motion was made by Michael Brady seconded by Frank McCarthy to adjourn the meeting at 8:00 P.M.; with all in favor, the motion carried.**

Dianne Drinkwater, LCAM  
Severn Trent Property Management  
For Margaret's Walk HOA