

**MARGARET'S WALK
HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
June 14, 2010 @ 6:30 P.M.
FLEMING ISLAND PLANTATION AMENITY CENTER
2300 Town Center Blvd.**

I. CALLING OF ROLL AND CERTIFYING A QUORUM

Mr. Christofoli called the regular meeting to order at 6:30 P.M.

Present:

Don Christofoli, **President**

Bill Korn, **Vice President**

Mike Brady, **Secretary/Treasurer**

Gwen Joyce, **Community Association Manager**, Severn Trent Services

Several Residents

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.

III. OWNER'S FORUM

The following concerns were addressed by residents:

- Resident 1 – *Dead grass on neighbors' lawn and delay in sending out violation letters.*
 - Ms. Joyce explained that there may have been a backlog due to the annual meeting last month and staff vacations. She will make sure that future letters are sent out within three to five days after the violation was reported.
 - Mr. Christofoli suggested that the Mr. Allen call or send a letter to the management company saying that the lawn was addressed.
 - Ms. Joyce indicated that the response from Mr. Allen would be filed with the violation letter and the spreadsheet would note that the lawn was re-sodded on June 1.

- Resident 2 – *Gate left open all last week.*
 - Mr. Korn reported that the gate was left open on Saturday morning because there were problems with the inbound and outbound gates.
 - Ms. Joyce noted that she placed a service call this morning. The exit gate leaf is going to be removed so it could be painted.

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- Resident 3 – *Mowing of pond banks.*
 - He recalled paying \$150 to Austin Outdoor to mow the pond banks, even though it was CDD property. Mr. Helm informed him that the Association was still paying Austin Outdoor.
 - Mr. Christofoli recalled that the Austin Outdoor contract was renewed a year and a half ago and just recently rolled into the second year. The contract was completely rewritten. The contract with the CDD was approved last month for two years.
 - Mr. Helm noted that Austin Outdoor changed managers several years ago and the new manager thought that the HOA and the CDD had the same services and mowing of the pond banks was included. However, the MW owners only own to the top of bank as the CDD owns from one top of bank to the other. He suggested that the BOD revisit Austin Outdoor mowing the pond banks because they were full of muck.
 - Mr. Christofoli acknowledged that he spoke to Austin Outdoor and according to their contract, they are supposed to mow away from the houses and not the pond banks.
 - Mr. Korn supported having Austin Outdoor mow the four pond banks for \$150 per month due to there being a safety issue for the residents who live on ponds.
 - Ms. Kane believes that the CDD should take responsibility and the Association should write a letter to the CDD. Mr. Christofoli agreed they should have something in writing.
 - Ms. Joyce read in their contract “*All shoreline vegetation including Cattails and the like shall be maintained by the owner of the lake parcel pursuant to Section 11.20*”. The declarations state “*If any owner of any lake parcel fails to maintain the embankment or any shoreline vegetation as part of its landscape maintenance, obligations in accordance with the foregoing, the Association shall have the right, but no obligation to enter upon any such lake parcel to perform such maintenance work, which may be reasonably required at the expense of the owner of such lake parcel pursuant to the provisions of Article 9 of this declaration*”. This means that the responsibility is clearly on the owner.
 - Mr. Helm believes that the Association should protect the owners that live around ponds.
 - Mr. Christofoli acknowledged that the Association cannot spend money on private property.
 - Mr. Helm believes that it is not private property.
 - After further discussion, Mr. Christofoli offered to speak to the Maintenance Manager, Mr. Russell Bagg.
- Ms. Madelyn Christofoli - *How often STMS performs inspections, how many violation letters were written per month and whether there was an analysis on use of gate between 6:00 P.M. and 7:00 P.M.*
 - Ms. Joyce addressed Ms. Christofoli’s questions as follows:

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- She drives through the community at least twice a month or once a week at the most depending on her schedule to perform inspections. However, if she is in nearby, she will do a quick inspection.
 - She writes approximately 10 to 15 violation letters per month.
 - No analysis was performed on the gate use between the hours of 6:00 A.M. and 7:00 P.M.
 - Ms. Christofoli noted that some residents were concerned about the amount of money spent to repair the gates due to wear and tear in opening and closing the gates.
 - Ms. Joyce pointed out that a suggestion was made in 2000 to close the gates from 6:00 A.M. to 7:30 P.M.
 - After further discussion, Ms. Joyce will have staff pull the log of the gate use between 6:00 P.M. and 7:00 P.M.
- Mr. Allen - *Trailer parked on an owners' property.*
 - Ms. Joyce will investigate.
 - Ms. Kane pointed out that there were three different colors; one parked in the garage, a white one and a silver one. They are renters.
 - Ms. Kane – *Cracked sidewalk on Sentry Oaks Court.*
 - Ms. Joyce will check into contractors that specialize in repairing sidewalks or get input from Mr. Gary Franco.
 - Mr. Helm pointed out that this sidewalk was repaired in the past.

IV. APPROVAL OF MINUTES FOR MAY 13, 2010

The May 13, 2010 minutes were not available in time for this meeting.

V. MANAGER'S REPORT

• **Financials**

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

<u>For the Month of May 2010</u>		<u>Year to Date May 31, 2010</u>	
Total Income:	\$8,575.23	Total Income:	\$52,910.40
Total Expenses:	\$8,852.45	Total Expenses:	\$50,211.56
Net Loss:	\$ <u>(277.22)</u>	Net Income:	\$ <u>2,698.84</u>

The net loss is probably due to the Reserve Study, which has been completed. It should be submitted within the next few weeks. Mr. Christofoli acknowledged that they needed the Reserve Study for their budget deliberations.

• **Delinquencies**

There are 12 delinquent owners owing \$8,227.66. This amount has not changed from last month. Mr. Christofoli noted that liens were placed on these properties.

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- **Gate Matters**

The following was reported:

- The gate hours were adjusted on June 5 and June 6 to accommodate the community garage sale traffic.
- Commercial Security Systems (CSS) has been contacted to check out the breaker problem with the gate. They said they would be out to work on it today [June 14] along with removing the exit gate to powder coat it.

Mr. Christofoli acknowledged that they did not come out. Ms. Joyce will contact CSS.

- **Entrance Lights**

Several lights that were recently replaced burned out. Marco Electric was called to troubleshoot and repair. They found that the small transformer was adjusted and the bulbs were replaced. The service call and bulbs were not charged to the Association.

- **Landscaping**

The following was reported:

- It was brought to STMS's attention that the island inside of the main gate has an issue. The homeowner thinks it is fungus but Austin Outdoor thinks it may be something else. They are going to check it out.
- Austin Outdoor is working on a quote to replace the Ligustrum at the gates.

Ms. Joyce questioned whether the Association wanted to remove or trim the Ligustrum.

- Ms. Kane suggested removing the tree since it has died.
- Mr. Christofoli does not want anything as big as the Ligustrum.
- Mr. Allen noted that when a Ligustrum is trimmed back too much it fights to grow and suggested leaving it alone so it could grow. Mr. Korn agreed.

There was BOD consensus to table this matter until the August meeting.

- **For Consideration**

Austin Outdoor proposed an idea for beautifying the front entrance by removing the Juniper to enable them to create larger annual beds and more color for aesthetics. They would replace the Juniper with Dwarf Azaleas that bloom throughout the warm months. However, this would entail adjustment of the irrigation for better watering of the annuals. The price for 12 three gallon Dwarf Azalea pots would be \$363 for labor and materials.

There was BOD consensus to place this item on hold due to budget constraints.

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- **Violations**

Lawns

- Lawns continue to be monitored regularly. The majority of lawns are in good shape.

REC

- The REC meeting was held on Monday, May 17, 2010 at the Amenity Center lobby. The owner of Lot 137 attended the meeting. The Committee decided to waive the fine since submission for the pergola wrap installation on the patio cover is now approved by the ARB and the patio cover is now in compliance.
- The owner who needed to mulch their plant beds added decorative rocks and more plants, bringing his violation into compliance. The Committee waived the fine.
- Most of the violations were for not applying mailbox numbers and were waived. However, several owners received \$25 fines for non-compliance.

VI. COMMITTEES

- **Architectural Review Board**

There was no ARB Committee meeting this afternoon as there was no quorum.

Mr. Christofoli pointed out that the BOD needs to approve the appointments of Mr. Roger Helm and Mr. Jonathan Boswell to the ARB Committee. He suggested that a BOD member serve. Mr. Korn volunteered.

A motion was made by Mike Brady seconded by Don Christofoli to approve the appointments of Roger Helm, Jonathan Boswell and Bill Korn to the ARB Committee; with all in favor, the motion carried.

Mr. Korn requested that Ms. Joyce post this information to the website.

- **Master HOA**

Ms. Christofoli reported the following:

- The Master HOA has been taken over by the residents.
- The only two committees under the umbrella of the Master HOA are the Master ARB and Violations Committee/Fining Committee. The BOD members alternate their attendance at these meetings.
- The ARB needs volunteers. They meet twice a month. The Fining Committee meets once a month.

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- The Master HOA members have had a difficult transition with STMS working with the residents.
- The Neighborhood Advisory Council [NAC] is still involved, but no longer functioning. However, they will meet if there is a political reason. The members were urged to attend the Master HOA meetings.
 - Mr. Christofoli noted that of the five members of the Master HOA, four members used to serve on the NAC. Members of the CDD also served on the NAC.

Ms. Kane expressed concern about Mr. Korn serving on the ARB and only two BOD members being permitted to give input to variances as Mr. Korn would have to excuse himself. Ms. Joyce agreed that Mr. Korn should excuse himself if he was involved with the decision making process of the ARB.

Mr. Helm clarified that a homeowner would not appeal to the ARB as they would be required to submit a variance. Mr. Korn was only involved with making a decision about whether a request was in compliance with the covenants and restrictions of the architectural review criteria.

Ms. Kane noted that her concern was with Mr. Korn participating if the ARB denied a request by a homeowner and the homeowner went before the HOA. Mr. Christofoli acknowledged that Mr. Korn was the only resident who volunteered to serve.

VII. DIRECTOR'S OLD BUSINESS

Mr. Christofoli reported the following:

- The CDD preliminary budget was passed and there is an increase of \$27 over last year's assessments. This is the second year in a row that the assessment amount has been decreased. STMS did not request an increase.
- Last month, the landscaping contracts came up for renewal. Five companies submitted proposals. Austin Outdoor's bid was next to the lowest, but they were awarded the contract as the lowest bidder was not viable.

VIII. DIRECTOR'S NEW BUSINESS

Mr. Helm submitted a request for curbing around the flower beds and a tree at the front entrance.

A motion was made by Bill Korn seconded by Mike Brady to approve the proposal submitted by Roger Helm for curbing; with all in favor, the motion carried.

Ms. Joyce questioned who was going to write the ARB approval/denial letters. Ms. Korn recalled Ms. Holly Donahue saying that STMS could not write the letters according to the covenants. Ms. Joyce will speak to Ms. Donahue about this matter.

IX. NEXT BOARD MEETING

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The next BOD meeting is scheduled for August 9, 2010 at 6:30 P.M., which will be a budget workshop. A notice will be posted will be on the website and at the message center.

X. ADJOURNMENT

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

A motion was made by Bill Korn seconded by Mike Brady to adjourn the meeting at 7:20 P.M.; with all in favor, the motion carried.

Gwen Joyce, LCAM
Severn Trent Property Management
For Margaret's Walk HOA