

**MARGARET'S WALK  
HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS BUDGET MEETING  
October 3, 2011 @ 6:30 p.m.  
Conference Room  
FLEMING ISLAND PLANTATION AMENITY CENTER  
2300 Town Center Boulevard  
Fleming Island, Florida 32003**

**1. CALL TO ORDER AND CERTIFY A QUORUM**

Ms. Drinkwater called the meeting to order at 6:35 p.m. and Mr. Brady joined the meeting at 6:40 p.m.

**Present:**

Don Christofoli	<b>President</b>
Bill Korn	<b>Vice President</b>
Frank McCarthy	<b>Director</b>
Mike Brady	<b>Secretary/Treasurer</b>

**Also Present:**

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

Attendance was taken by Mr. Christofoli and a quorum was established.

**2. PROOF OF NOTICE OF THE MEETING**

Notice of the meeting was posted in advance at the community entrance and on the Amenity Center bulletin board, as required.

**3. APPROVAL OF MINUTES**

The Minutes of the September 12, 2011 meeting were presented to the Board of Directors for review and approval.

- The record reflects several changes were requested.
- Ms. Drinkwater reminded the Board the only items necessary in the Minutes are motions.
- The first part of the meeting was an open forum.

There being no further discussion,

On MOTION by Mr. Korn seconded by Mr. Brady with all in favor, the Minutes of the September 12, 2011 meeting were approved as amended.

The Minutes of the September 26, 2011 meeting were presented to the Board of Directors for review and approval.

There being no amendments,

On MOTION by Mr. Korn seconded by Mr. McCarthy with all in favor, the Minutes of the September 26, 2011 meeting were approved as written.

#### 4. **Open Forum**

- Board members are happy the approved minutes are now on the HOA's website.
- A Resident asked for the status of his e-mail regarding the number of lots being assessed, as records indicate there are 179 lots when in fact, there were 180 lots at inception. He believes the bottom line does not include the available revenue for 180 lots. Ms. Wright provided Ms. Drinkwater with the posting from the County Property Appraiser's website showing all residents who own lots in Margaret's Walk. It appears one lot was combined, which decreased the number from 180 to 179. A lengthy discussion ensued. Severn Trent staff will ensure all numbers are correct.
- This resident wants to know the reason the revenues for delinquencies collected are different; to which Ms. Drinkwater provided a response. The income and expense statement reflects funds which should be coming in for revenues as opposed to the amount the HOA is actually receiving, and is done on an accrual as opposed to cash basis. A cash flow statement will show the actual revenues which came in against what was billed to expenses.
- This resident suggested extra copies of the budget be available for residents.

#### 5. **OLD BUSINESS**

##### **Manager Update**

Ms. Drinkwater gave an update on the entrance asphalt painting.

- Staff received a new estimate from Repair Specialists who did the original work in the amount of \$5,850 to re-paint based on the color provided. The contractor billed the prior work at \$600, and filed a Mechanics Lien for non-payment at the HOA's entrance. This amount is included in the bid.
- Service Master is a competent company, but their estimate is \$7,800.
- The last bid came from AllPro Services at \$6,192. Ms. Drinkwater spoke to the contractor and was told they were unable to match the exact color of the paint. The Board must decide whether to proceed or have him provide additional information, including color swatches. Painting will probably be done during the day. The Board discussed the logistics regarding traffic throughout the community when the painting is being done. A Board member would like the painter to indicate how long the paint will last.
- A Mechanics Lien precedes all other liens on the property. The property cannot be sold until the lien is paid. Mr. Christofoli and Ms. Drinkwater spoke to the contractor and verbally agreed to pay off the lien. Ms. Drinkwater suggested Repair Specialists should give the HOA the release and have it recorded immediately upon payment. Ms. Drinkwater will make the contractor aware the Board decided not to proceed with them; and the HOA will pay the outstanding

amount of \$600 to release the Mechanics Lien. This action requires a motion from the Board.

Mr. Brady MOVED to authorize Ms. Drinkwater on behalf of Severn Trent Services to make a final payment in the amount of \$600 to Repair Specialists as required to release the Mechanics Lien they imposed at the HOA's entrance from previous work; and Mr. McCarthy seconded the motion.

There being no further discussion,

On VOICE vote with all in favor, the prior motion was approved.

- Ms. Drinkwater will contact AllPro Services and ask the contractor to meet with two Board members at 11:00 a.m. on an agreed-upon date to provide color swatches and discuss miscellaneous issues such as warranties and whether the work should take place during the day or the evening. The Board will look at the swatches and discuss further logistics.

Mr. Christofoli MOVED to authorize AllPro Services of Northeast Florida to do the asphalt painting at the front entrance in an amount not to exceed \$6,200 subject to the Board's discussion with the contractor regarding colors, warranties and logistics as discussed; and Mr. Korn seconded the motion.

- Ms. Drinkwater wants to know how the Board wishes to proceed in the event there is either no warranty or a short-term warranty; and Mr. Christofoli indicated none of the other contractors were giving much of a warranty anyway. Mr. McCarthy commented if the job is done correctly, it is going to last. The original coating was applied 10 years ago; and lasted quite a while.

There being no further discussion,

On VOICE vote with all in favor, the prior motion was approved as discussed.

Ms. Drinkwater updated the Board regarding the median trees.

- Ms. Drinkwater met with Eric from Austin Outdoors and discussed options for the median tree including the Palatka Holly, another Ligustrum, a Palm Tree or a Crape Myrtle. The prices are about the same. Ms. Drinkwater does not believe a Palm Tree is going to fit the entrance based upon what is already there. Palatka Holly grows cone-shaped and the only concern is the width as it grows will eventually force out the Loropetalum are already there. The Ligustrum Tree posed a problem in which the gate opened on it. The Crape Myrtle is going to lose leaves and look unattractive during the winter. Ms. Drinkwater believes the Palatka Holly is the best tree for this area. Upon further discussion, the Board

agreed to the Palatka Holly, at a cost somewhere in the \$300's but less than \$750. The price includes root removal of the old tree. Ms. Drinkwater believes it is a 65-gallon size. The Board already authorized an amount not to exceed \$750 at the September meeting.

There being no further discussion,

On MOTION by Mr. Korn seconded by Mr. Brady with all in favor, purchase of a 65-gallon Palatka Holly from Austin Outdoors to be planted in the open space at the entryway was approved in an amount not to exceed \$750 which was approved at the September Board meeting.

- Ms. Drinkwater will confirm the Palatka Holly will be four to six feet, as it must be above the shrubs already there. Mr. Christofoli asked Ms. Drinkwater to ensure they prune the other two Palatka Holly into a cone shape similar to those done across the highway.

## 6. NEW BUSINESS

### 2012 Budget

- The Board asked Ms. Drinkwater to find out the reason the AT&T bill is so expensive. She pulled a bill from another community to do a comparison and it appears there is a \$30 difference. Ms. Drinkwater will ensure the cameras were eliminated from the bill. Mr. Christofoli recommends keeping the amount the same to give some cushion for the future until the appropriate amount is determined.
- The lot issue was addressed in regard to the 2012 budget. The assessment is going to decrease from \$480 to \$477.33 if all of the other expenses are correct. However, the Board decided to keep the assessment at \$480 and add the amount back to the Reserve for replacement and transfer. The budget now lists 180 lots on the budget. The Board is not in favor of going back and trying to collect on the lot that was not previously billed, but should be corrected going forward. The Board wants Ms. Drinkwater to determine whether or not the owners are currently being billed for 180 lots according to the County Property Appraiser. If this is not the case, staff needs to determine what happened to the other lot and how long it has been lost. Ms. Drinkwater wants to know if the missing lot was ever surveyed before the turnover. If there originally were 180 lots and suddenly the owner purchased his lot along with another lot, and it was combined and surveyed as one lot before it was turned over to the HOA, 179 is correct. Ms. Drinkwater should have the information from accounting by next week.
- The projected surplus of \$22,000 from this year is going into the paving fund. Ms. Drinkwater clarified the reserve fund can be increased at any time, but the money cannot be spent if it is specified for a certain item. A community vote is required in order to spend the reserve for any other purpose for which it was intended.

- The cost for the asphalt painting will come out of the unallocated reserve account. The Board authorized payment from the unallocated reserve at the September meeting.

There being no further discussion,

On MOTION by Mr. McCarthy seconded by Mr. Korn with all in favor, the 2012 Budget was approved as amended.

- A Resident expressed concern this meeting should have been posted as a meeting to adopt the budget. Ms. Drinkwater and the Board disagreed and commented the notice was appropriately posted, but she will clarify whether or not the Florida Statutes require more specificity in the notice when adopting the budget.

Ms. Drinkwater updated the Board regarding gate damage.

- Severn Trent Services received a bill for the damage, which was forwarded to the gentleman who caused the damage. He responded to Ms. Drinkwater today he received her e-mail and the bill. He will mail a check payable to Margaret's Walk as of today.

#### **8. ADJOURNMENT**

There being no further business,

On MOTION by Mr. Korn seconded by Mr. McCarthy with all in favor, the meeting was adjourned at 7:50 p.m.

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