

MINUTES OF THE MONTHLY MEETING
OF THE BOARD OF DIRECTORS
February 20, 2008
2:00 pm – AMI office

BOD Present:

Jan Hicks
Ron Oliver
Donna Mulig
Jane Lange
Ed Welt

BOD absent:

None

Others Present:

Jeanne Oliver
Stephanie Curtis
Frank Bibbins
Dan Cambridge
Bud Anderson
Vicki Kahle

1. The meeting was called to order at 2:00 by President Ron Oliver
2. Confirmation of a Quorum; all BOD were present.
3. Approval of the Minutes of Weekly Meetings—February 11, 2008 and February 18, 2008. After several recommended changes both sets of minutes were approved by motions by Ron Oliver, seconded by Donna; all in favor.
4. Announcements
 - ◇ Ron Oliver --Meeting with Dale Weidemiller has been reconfirmed for 2:00 on Wednesday the 27th.
 - ◇ Ron Oliver distributed final copies of the Cramer CDD audit to the BOD. Ron Oliver will also give a copy of report to Ron Murphy.
5. Treasurer—Ed Welt
 - ◇ Finance Committee has distributed an in-depth report on Reserves; BOD will read and give feedback.
 - ◇ Treasurers report awaiting additional information from Finance.
6. Comments from Committee Chairs
 - ◇ Jeanne Oliver—Fitness Center. Jeanne presented information on maintenance contracts for the two air conditioning/heating units, one at office other at fitness center.
 - Southern Comfort \$176
 - All American \$169
 - Each contract provides maintenance 1 x per year, where they will perform service and change filters. In between Alex will check and change filters
 - Jeanne recommended that we go with Southern Comfort, as they have done work for us before.
 - It was noted that Charlestown has a new unit. Status of any remaining time on warranty contracts was discussed. Jeanne will look into this; then we will make a service contract decision.
 - Parts and labor contracts were also discussed, but we are not pursuing this at this time.
 - Fitness center bill. Quite a while ago, a service call was performed when we had asked that they wait until next scheduled service. This has gone on a long time. Between Stephanie and Jeanne it may be resolved. The charge for labor will be removed; we will only be responsible for the service call.
 - Contracts were discussed. Has 2008 fitness contract been signed? Should be renewed by March 1. Cost last year was \$ 1070.02. Contract had page

listing dates of scheduled service. Jeanne would like a hard copy of contract for our files.

- Long standing overcharge in monthly payments. Stephanie and Stacie have memos about deducting the overpayment amount from the new contract invoice that should be received soon. Ed will contact Stacie about this and all will be on the lookout for this invoice being discounted also.
- Jeanne noted that a magnet was missing on an equipment piece. She does not want a service call, nor any part ordered; it has been fixed.
- Discussion ensued relative to invoices and billing. If no one is present during work, who gets copies of invoices/billing? It is thought that this is the same document and it should come to AMI for payment.
- Bud Anderson—Ponds.
 - Bud has been accompanying Vertex and Aquatics during their visits and he is very pleased with these companies.
 - Pond # 14 – drilling has been completed for pump. They have hit water. Level of pond is holding at about 2 ½ feet too low. This should be better when pump is operational; hopefully soon.
 - Contract numbers were discussed, giving Jane a better idea what is included in invoice/bills. Contracts again came up and the need to have copies and all pertinent information.
 - Pond # 13 with damaged cable. Jane has a bid from Vertex for \$995 to redo necessary cabling. She will inform them to go ahead on this needed work.
 - Pond #14. One fountain was repaired and put back in the wrong place last year, too close to the shoreline. It obviously did not have enough cable when installed. Jane will get a price to have the cabling extended so it can be put back where it was.
 - Pond #5 will be treated. Bud was told that it is not the lily pads that are causing the problem. Aquatics said that it is a reddish plant and their spraying may harm lily pads.
 - Bubblers for ponds 11 & 7. Stephanie has direct number for Larry Russo at FPL. She is trying to have him talk to Bud to set up an appointment to view the areas that need electrical work. Pond 11 has homes nearby and location must be chosen more carefully. Jeanne Oliver showed maps by Vertex of recommended locations; Bud will use these in discussions about location.
 - Bud was pleased with flyer recently distributed regarding oak tree trimming. It was noted that only trees on ones property should be dealt with, lots should have one original oak tree.
- Dan Cambridge—Compliance.
 - Dan has met with Carol Cascio, newly appointed Chair. Vicki Kahle will be vice chair and serve as chair during Carol's time away. One new member will be confirmed today and Dan is contacting another possible member.
 - Dan's meeting with Carol was productive. He has update notes for Stephanie.
 - Dan has distributed Compliance's Mission/Procedures document and would like input from the BOD. Dan will meet with Stephanie following this meeting regarding document and minute notes.
 - Ron Oliver asked about interfacing with ARC. We briefly discussed access of information, volunteer time, and management contract hours. Working together would be a bonus, how can this be done with a minimum of additional work? Proper communication and procedures could actually lessen work.
 - There have been many questions to Compliance and AMI regarding ARC approvals. Compliance doing due diligence in researching past information.
 - Stephanie shared that AMI will go to electronic filing in the future and that could help, especially if there could be subject searches available.
 - A question was asked why so few compliance hearings? Again, communication between Compliance and AMI and establishing working

procedures would assist. Donna suggested that Stephanie and Lynn meet with Carol and Vicki to try to establish procedures and understanding. There have been many personnel changes and weather-related challenges to violation process.

- AMI on line data base updates. Stephanie or Lynn will update their data base with information from Compliance. Input will be asked for from Stephanie on best way to accomplish this with a minimum of confusion.
- Nuisance violations were discussed, how to deal with residents persistently breaking the rules. We cannot lien for violations.
- Neighborhood drive-throughs and violations were discussed. Rules need to be enforced. Stephanie will schedule one soon and it was suggested that she invite some Compliance members to accompany her.
- Everyone thanked Dan for his direction and leadership. He has been a valuable resident and professional committee chair; he will be very much missed!!
- Frank Bibbins—Nature Trails. Frank and Hal have been researching needs.
 - 4-5 benches would be very good, may be able to make do with less.
 - Signs are needed for each trail.....'protected area, do not feed or approach wildlife; no smoking or fires; fire ants may be present; pick up dog waste' were some examples. Should it say something about resident only area and fishing is catch and release? End of trail sign? Good ideas!
 - Bridges were discussed, Frank and Hal wondered if there is money for them this year. Concern over delinquency rate and other budget matters will make us prioritize spending.
 - A boardwalk was discussed. It is a possible option for one portion of trail.
 - Hal and Frank will research prices for signs, benches, boardwalk and bridges, to be submitted to BOD.
 - Fahey has sprayed trails for fire ants, appears better. Mostly they spray on and very close to trail. We cannot treat, must be licensed to do so. Their contract is quarterly with other service upon request.
 - Alligators were discussed. There have been sightings of large ones quite close to trails, very close to people. Concern is that they are being fed. This is not to occur. Alligators can be removed if aggressive. This will be monitored and evaluated.
 - Frank reported that on the east side of University Place, near FPL easement area there have been reports of deep tire marks and sightings of some reckless behavior. He will contact Benderson with the information.
- ◊ Neighborhood Watch—Vicki Kahle
 - Committee will report areas where pole lamps are out. AMI will notify residents they must change them or be charged for it being done.
 - Susan Szanti has resigned from Committee. Vicki will take over that area.
 - Heyward Circle and Planters Knoll still need a volunteer.

7. Report from Association Manager—Stephanie Curtis

- GOTV count update—as of today
 - ~ Resident Use 252
 - ~ Leasing 204
 - ~ CIS sale 237Volunteers are now soliciting the remaining ballots.
 - ~Ballot process has been a concern and needs to be reviewed. Secret ballots process needs to be followed and all ballots need to be checked in on a master list and maintained in that manner. It gets confusing during extended voting periods.
- Delinquencies—AMI is on tract with letters. Meetings have helped. Process is interfaced with Andy, going well.
 - ~Jan is creating spread sheet info, adding several columns to AMI info.

~Ron Oliver commented on our high level of delinquencies and our concern. Good news is recent legislation puts us in place for collecting dues owed us at foreclosure. Banks are often the foreclosers; we as an HOA do not expect to foreclose. Ron added that in December we received about \$5000 of this money. We have liens on other homes (necessary for private sales and refinancing to recover monies).

~Unoccupied homes not being maintained were discussed. We have limited authority for insides of homes. But, if this is a nuisance or other such issue, AMI can send a violation letter for property not maintained and/or nuisance. Information must go to Stephanie.

- Violation Status—Stephanie will meet with Dan following meeting, regarding Compliance Committee communication, and AMI data base updates; and Resident hearing scheduling, Neighborhood Drive through schedule—Stephanie was under the impression that she did initial drive through and violation letters and committee would then recheck for compliance and advise AMI. This needs to be further discussed.

~Violation Letter revision status is being taken care of.

~Compliance Chair transition—Donna suggested Stephanie, Vicki, perhaps Dan and Donna meet with Stephanie to review policy and assist in a smooth transition.

- ◇ Phone service name change from Neal Communities to University Place Neighborhood Association. We would still be business status; Stephanie will look into getting this in our name and whether it involves a Neal security deposit or not.
- ◇ Gutter bid update—Stephanie had obtained bids from Bishop and Smuckers. Ron clarified that gutters are for Seven Oaks only....area near fitness center and one side near restrooms. With downspouts as required. Stephanie will get rebids.
- ◇ Stephanie announced that backflow inspection on Charlestown facility will take place soon.
- ◇ Welcome letter. AMI went back 30 days and sent out our letter. They are in the process of going back another 30 days and sending letter to those people. BOD was very pleased to hear this.
- ◇ Banking services—our change to Florida Shores Bank has been postponed for now. Given recent events and concern regarding resident confusion with changeover, and our current rate of delinquencies, we will wait to revisit this. FSB will be advised by AMI.
- ◇ Stephanie announced that she has located more of our contracts. Our contracts need to be organized and copies to Cheryl Anderson.
- ◇ Annual Meeting minutes draft. Stephanie thought she had sent those to us. They will be forthcoming for input and hopefully finalization.
- ◇ Ron raised a personnel issue that Stephanie will follow through on.

8. Unfinished Business

- ◇ Electrical Bids well pump—Jane Lange reviewed electrical bids for Pond 14 well pump: Drown \$900, Goodless \$1097, Lantern \$950. We have heard good things regarding Goodless. American Well (pump vendor) likes Lantern. Jane recommended we go with Lantern, Jan seconded and we were in favor pending a final check on strength of cabling and their timeline. Jane will check on this; if no further complications will ask them to begin ASAP.
- ◇ Pool contract—Three monthly bids were again reviewed in light of A-1 issues:
 - A-1 \$700:
 - Sparkle Brite \$1000
 - Jordan \$1200Specific concerns with A-1 were restated by Jane. A-1 said recent issue was a result of feeder problems. Jeanne Oliver reminded us that feeder was just replaced by A-1. After discussion and information that Sparkle Brite will offer the same contract price for next year there was a motion by Ron, seconded by Jan,

- all in favor of changing to Sparkle Brite. Jane will find out when Sparkle Brite can begin service and cancel A-1 (checking to see if they need contract 30 days notice) Jeanne reminded us that new company will need all information regarding our equipment. Jane thought they had most but will check. Jane will follow through with written notice and copies to AMI...
- ◇ TLC updates—Goals with Rich have been established for weekly dissemination. Will be checked weekly and reset. Seems to be going well.
 - It was noted that TLC also does CDD work and that coordination is going very well and will lead to continuity in our community.
 - ◇ GOTV Status—Volunteers are in place for (hopefully) final leg of this. They have been asked to report to BOD by Sunday evening and finish and return ballots to us by the 27th. We are hopeful!

9. New Business

- ◇ Confirmation of Ed Codelia—Compliance Committee. By a motion from Ron, seconded by Donna, all were in favor.

10. Homeowner comments--None

11. Meeting Adjournment was announced at 4:32 pm.

Respectfully Submitted:

Donna Mulig

Date