

MEADOWS SOUTH ASSOCIATION, INC.

November 18, 2019

A Corporation Not-for-Profit
Indian River Methodist Church – Room 124

President Katherine Call called the meeting to order at 7:00 pm. All stood for the Pledge of Allegiance.

ROLL CALL: Present: Katherine Call, Joe Doyle, Jackie Higgins, Linda Heppler, Stephen Dufrene, Sharleen Marshall, and Theresa Reimer. Excused absences: Jodi Thomas (out of town) and Joann Cahoon (had to work). Secretary confirmed quorum was met.

SECRETARY'S REPORT: Motion made by Joe Doyle and seconded by Sharleen Marshall to accept October 21, 2019 BOD Meeting Minutes. Motion carried unanimously.

PRESIDENT AND TREASURER'S REPORT: Katherine Call, President and Acting Treasurer, distributed several financial reports. (The Meadows South A/R Aging Summary as of October 31, 2019, Balance Sheet as of October 31, 2019, and Profit and Loss as of October 2019.) Katherine reported that the Aging Report reflects \$14,938.58 still due. The biggest portion of that includes the following:

- The unit in foreclosure (1281-B) (currently owe \$10,273.58) – Steps continue in the appropriate legal manner to continue the forward move to foreclosure this property.
- Unit 1309-J in which payments continue to be made and go through our attorney.
- Other small miscellaneous late payments and owners have been or are in the process of being notified.

On the Profit and Loss, we are in the negative \$887.81. As noted at the October BOD meeting, this report reflects differently each month depending on the bills and expenses for the month. Katherine brought up again that the Board may have to consider raising the monthly maintenance fee up because our cable bill will increase 5% beginning in January. We cannot renegotiate our contract until 2022. Board will discuss this proposed by-law change when we address this topic on the Agenda.

All is good with the Balance Sheet. Total Liabilities and Equity - \$154,355.27. Currently, we have \$121,221.23 in our Reserve Account.

Jackie Higgins made a motion to approve President's Report. Stephen Dufrene seconded motion. Motion carried unanimously.

Jackie Higgins made motion to approve Treasurer's Report. Linda Heppler seconded motion. Motion carried unanimously.

OLD BUSINESS: Status of Irrigation and Maintenance Work (Kevin Wright and Shawn Holt) – Katherine reported that Kevin spends his time working on the sprinkler system during the winter months. Sprinklers are being maintained and repaired, as needed.

Status – Short Wall letters that were sent to homeowners – Secretary addressed this issue and some concerns with inconsistency in sending out the letters to homeowners and following up with statuses in the

community. There was a lot of discussion. Secretary distributed two reports: one was on Bldg. 1281 and the other was on Bldg. 1295. Each unit was looked at and specific notes on the status of each unit was recorded. After much discussion, the Board decided to "Reset this effort and send letters to everyone who needs cleaning, repairing, or repainting of their short walls and/or walls of their exterior unit." Joe Doyle made a motion that we reset the program and start fresh with everyone after the 2020 Annual Meeting. Motion was seconded by Linda Heppler. Motion carried unanimously.

Continued discussion as to the content of the letter to homeowners. In the letter we send out, we need to be very clear about what needs to be done to bring the unit into compliance. We also need to be very clear that this is the first warning letter and we will give the homeowner 30 days to comply. Advise the homeowner that if they receive a second letter, fines will be imposed at \$10 per day up to \$1,000. A statement should be made in the letter that if the homeowner has started on this project and has not completed it by the due date, it is imperative that they get in touch with their building director or the President. Instead of sending letters certified, return receipt, Theresa Reimer suggested we send them Electronic Certified Mail which tracks the letter. It's less expensive than Certified, Return Receipt Requested. We will pick this project back up in February 2020. Katherine will bring this item up at the January 18, 2020 Annual Meeting.

Sharleen Marshall reported that someone is posting unauthorized notes on units. They are not signing the notes. That is not allowed. Katherine will address this issue at the 2020 Annual Homeowners Meeting.

Status of By-law Revisions – Katherine reported that she has gotten responses from our attorneys and the Board discussed the proposed changes. Katherine stated that we don't have a state, city, or county statute to put a limit on the time of rentals. We have the power, as the Board of Directors, to determine the time limits on a rental unit. A typical lease is in effect for one year. Sharleen Marshall made a motion that the terms of a rental lease in Meadows South can be no less than one year. Joe Doyle seconded motion. Motion carried unanimously.

Discussion ensued on other proposed by-law changes, specifically Tenant Application Forms and what will be required. We will be requiring homeowners who rent their units to provide any member of the Executive Committee of a copy of the lease and a state criminal background check. Failure to submit this information within 30 days of start of lease may result in a fine of \$100 per month until documents have been submitted and received. Theresa Reimer made motion to accept changes of Article Six, Section 8 – Rental Units – Mandatory – Subsection C that term of lease be no less than one year. Joe Doyle seconded motion. Motion carried.

Entrance Lighting – The lighting at Entrance 3 is not good. Katherine will follow-up with owner of 1291-B to see if we can use her electricity for a \$10 per month credit on her monthly maintenance fee. We did this in the past with previous owner.

Legal Package Fee – Discussion ensued about this package. Katherine will look into this when our legal team re-types our new, amended by-laws. She will find out the fee and determine if it would be financially beneficial to use a block of this legal fee package.

Jackie Higgins made motion to accept Old Business. It was seconded by Sharleen Marshall and motion carried unanimously.

NEW BUSINESS:

Proposed Budget Committee – Proposed budget committee will be formed. Theresa Reimer made a motion to increase monthly maintenance from \$85 per month to \$95 per month. Joe Doyle seconded motion. Majority approved. One oppose – Secretary. Motion carried.

Miscellaneous New Business – Katherine reported that the certified, return receipt letter sent to owners of 1325-F was never accepted. She never received the green receipt card. She will resend letter through regular mail.

Joe Doyle made a motion to accept New Business. It was seconded by Linda Heppler. Motion carried unanimously.

CORRESPONDENCE: A letter was received by owner of 1293-D regarding sprinkler issues. Katherine has informed Kevin. Also, the other issues that were brought up were not BOD items. They must be handled by the homeowner.

Motion was made by Linda Heppler to approve Correspondence, seconded by Theresa Reimer and motion carried anonymously.

ADJOURNMENT: Motion made by Jackie Higgins and seconded by Joe Doyle to adjourn meeting. Motion carried unanimously. Meeting adjourned at 8:25 PM.

Jackie Higgins
Secretary, Meadows South HOA

Note to Minutes: On 12/8/19, Proposed 2020 Budget was completed by Katherine Call and submitted to the Board via email for approval before submitting into Homeowner Packets for the 2020 Annual Meeting on 1/18/20. Majority of Board Members voted in favor of the 2020 Proposed Budget. Motion carried and 2020 Proposed Budget approved.