

MEADOWS SOUTH ASSOCIATION, INC.

December 16, 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, Jodi Thomas, Joann Cahoon and Theresa Reimer. Excused absence: Sharleen Marshall (work) Secretary confirmed quorum was met.

SECRETARY'S REPORT: Motion made by Joe Doyle and seconded by Joann Cahoon to accept November 18, 2019 BOD Meeting Minutes. Motion carried unanimously.

PRESIDENT'S TREASURER'S REPORT: Katherine Call, President and Acting Treasurer, distributed several financial reports. (The Meadows South A/R Aging Summary as of November 30, 2019, Balance Sheet as of November 30, 2019, and Profit and Loss as of November 2019. The Profit and Loss Statement is in the black \$1,358.24.) Katherine reported that the Aging Report reflects \$15,488.58 still due. The biggest portion of that includes the following:

- The unit in foreclosure (1281-B) (currently owes \$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.

Katherine will follow-up with our attorneys on these accounts to confirm we are where we need to be on these issues.

Theresa mentioned that she checked unit 1281-B and the taxes have been paid through 2018 and taxes paid for 2019 in the amount of \$1,254.93.

All is good with the Balance Sheet. Total Liabilities and Equity - \$152,997.03. Currently, we have \$122,030.99 in our Reserve Account.

Joann Cahoon made a motion to accept Treasurer's Report. Stephen Dufrene seconded it. Motion carried.

President's Report – Discussion on the \$10 proposed increase for homeowner's monthly maintenance fee. Stephen suggested that we CAP Kevin Wright's and Shawn Holt's hours at 30 hours per week and not 40 hours for two employees. He feels strongly that is one area we have room to keep costs down. Quite a bit of discussion took place. We looked at the 2018 and 2019 proposed budgets to see where we can cut costs. Linda Heppler made a motion to accept President's Report. Joann Cahoon seconded the motion. Motion carried.

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 had to purchase some new sprinkler heads. He does clean them because some just simply need to be cleaned. Theresa suggested that we should consider purchasing a wholesale deal of parts and sprinklers. We might get better prices that way. Katherine will follow-up if necessary.

Clayton and McCulloh Legal Package Fee – Katherine talked with Attorney Brian Hess. Purchasing the Legal Package Fee will not financially benefit us, even with the law office personnel re-typing our proposed by-laws that pass. Breakdown is basically 1 to 2 hours of attorney fees at \$300 per hour and 4 hours of paralegal services at \$125 per hour, totaling approximately \$1,100. Board was in agreement that we not move forward with the Legal Package Fee.

Entrance Lighting – President followed up with owner of 1291-B and she agrees that we can use her electricity for the lighting at Entrance 3. There was some confusion as to whether it was \$10 or \$15 per month credit on homeowner's electric bill, so President and Bookkeeper will follow-up on that.

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

NEW BUSINESS:

Status of Annual Homeowner Meeting – 1/18/20 – (Mailing of Homeowner packets? Volunteers to register and tally ballots and proposed by-law changes?) Secretary reported that the 2020 Annual Meeting Homeowner Packets were mailed out on December 9, 2019. Everything is in order and a go.

Roof Upgrades – The owner of Unit 1291-B had sent the Board a letter requesting permission to upgrade her roof. Homeowner requested a reply in writing. General discussion ensued. A motion was made by Jackie Higgins that new roofs may be upgraded upon approval of the Board of Directors on a case by case basis, but they must be asphalt shingle roofs and uniform in color according to the By-laws of The Meadows South Association. Joe Doyle seconded motion. Motion carried unanimously.

Monthly Board Meetings – Change to Thursday evenings – Due to scheduling conflicts, a motion was made by Jackie Higgins to change our Monday night monthly Board meetings to the **3rd Thursday of each month**, excluding July and August. Jodi Thomas seconded motion. Motion carried unanimously.

Short Wall & Miscellaneous Exterior Repairs, Cleaning and/or Repainting – President distributed copies of drafts of 3 separate letters that she proposes we send to homeowners who need their short walls or miscellaneous exterior repairs, cleaning, or repainting. The letters are in consecutive order and have reasonable deadline dates, giving homeowners plenty of time to become compliant. President asked Board to review the letters and advise her of their input. The Board will move forward with this project in February 2020.

Joann Cahoon made motion to approve New Business. Motion seconded by Joe Doyle and motion carried unanimously.

CORRESPONDENCE:

- Owner of Unit 1325-F replied to President's letter. President will follow-up with homeowner by way of letter.

- Letter received by owners of 1293-D in reference to dealing with situation between their neighbor and Board made decision that it was not a Board issue. Letter contained several items and one of those items concerned the proposed by-law maintenance rate increase. Katherine reminded the Board that Board business should not be discussed “on the street” and should be handled through the appropriate communication channels established through Annual Homeowners Meeting and Board Meetings, which all homeowners may attend.

ADJOURNMENT: Motion made by Stephen Dufrene and seconded by Joe Doyle to adjourn meeting. Motion carried unanimously. Meeting adjourned at 8:15 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.

Note to Minutes: On 01/14/2020, the Board of Directors, by a majority vote, elected to continue with Green Troops Lawn Maintenance for an additional 2-year contract effective June 1, 2020 through May 31, 2022. By signing the contract on February 1, 2020, our monthly fee to Green Troops is being reduced by \$30.00 per month effective June 1, 2020 through May 31, 2020, thereby giving us a savings of \$720. (In favor: Jackie Higgins, Theresa Reimer, Stephen Dufrene, Joe Doyle, Katherine Call, Joann Cahoon, Linda Heppler, Jodi Thomas)