

## MEADOWS SOUTH ASSOCIATION, INC.

February 20, 2020

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, Jodi Thomas, Jackie Higgins, Linda Heppler, Joann Cahoon, Sharleen Marshall, Kathy Kennedy and Theresa Reimer. Secretary confirmed quorum.

**Guests present:** Clayton Humphrey (1285-H) and Homeowners: Stephen Dufrene (1337-A) and Richard Mickam (1285-I)

**SECRETARY'S REPORT:** Motion made by Theresa Reimer and seconded by Linda Heppler to accept December 16, 2019 BOD Minutes. Motion carried.

**TREASURER'S REPORT:** Katherine Call, President and Acting Treasurer, distributed several financial reports. (The Meadows South A/R Aging Summary as of January 31, 2020, Balance Sheet as of January 31, 2020, and Profit and Loss as of January 2020.) The Aging Report reflects homeowners who prepay their monthly maintenance fees and as a result, the Profit and Loss Statement is in the black in the amount of \$9,875.72. Our Balance Sheet reflects our total liabilities and equity in the amount of \$162,537.11.

Katherine reported that a Past Due Notice in the amount of \$2,301.00 was received from Clayton & McCulloh for expenses in November (specifically, commencing review and legality of our 2020 proposed by-law changes.) Because the President, Secretary, and Bookkeeper never received these invoices prior to receiving the Past Due Notice, Clayton and McCulloh will waive all interest and late fees for January and February. Theresa Reimer made motion to approve and pay this invoice with late fee and interest charges removed. Linda Heppler seconded motion. Motion carried.

Foreclosure – Our legal team continues to move forward on foreclosure proceedings on Unit 1281-B.

Katherine reported that we received a check from our attorneys in the amount of \$2,000 for the monthly maintenance fees owed on Unit 1309-J. Katherine will follow-up with our attorneys to see exactly where this homeowner stands on this account and if any monies are still owed or if the account is now cleared. Katherine will follow-up by email, in order not to incur legal phone expenses.

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

**PRESIDENT'S REPORT:** The Board of Directors welcomed Kathy Kennedy as a new Director. Kathy will "certify" within the next 90 days. She is currently in the process of reading the Meadows South HOA By-laws. Secretary will follow-up with Kathy to be sure she becomes certified within the allowable time frame.

**Overall summary of the January 18, 2020 Meadows South HOA Annual Meeting** – All of the proposed by-laws were approved, except one. There was a tie for the proposed by-law to increase the monthly maintenance fee by \$10 per month. Katherine prepared a Summary Sheet to send to all homeowners which

basically is the same information that went out at the Annual Meeting showing the Association's monthly costs for the services we currently receive. It shows the break-down of the actual monthly expenses for each unit. The question on the floor was "How should we move forward with this proposed by-law change so that another vote can be taken and the results included in the updated Meadows South HOA By-laws?" There was a lot of discussion and some of the thoughts and ideas presented are listed below, which included pros and cons of either increasing maintenance fee by \$10 per month or not increasing it:

- How can we cut costs?
- Instead of paying costs for monthly room rental at IRC for board meetings, Katherine suggested using her home for our monthly board meetings.
- We need to keep in mind that we have no control over increases in public utilities.
- Why has maintenance expenses increased so much? Maintenance and general landscaping should go down. Shawn Holt is no longer working on a regular weekly basis. For the most part, it is only Kevin Wright repairing and maintaining the sprinkler systems, as well as trimming and cutting trees on common areas, repairing serious cracks and tripping hazards where necessary and other miscellaneous tasks for the HOA. Sprinklers are up and running now, after the 3-month period at the beginning of the year when Kevin was let go by the previous President. When he was re-hired, he spent a lot of time repairing the system and bringing it back up to par.
- Director credits are based on 9 directors; we only have 5 directors, thereby reducing the amount reflected on the proposed 2020 budget.
- Because we approved renewal of our contract with Green Troops Lawn Service and signed the contract on February 1, 2020, they gave us a 30% discount on our monthly fee, saving us \$360 per year (\$720 over the next 2 years).
- Legal fees should go down; Keep in mind that the first 3 months of 2019 were under a different Board of Directors and because they were headed in a "different direction with our association," legal fees were incurred that were quite high.
- We will strive to do more in-house printing, thereby reducing our Printing Expenses.

Discussion on following up with the homeowners on the proposed \$10 per month increase continued. Since that specific proposed by-law was a tie at the Annual Homeowners Meeting on January 18, 2020, President suggested we hold a Special Meeting for general discussion before homeowners vote again. We want to give all homeowners the opportunity to express their concerns through questions, answers, and discussion. After the Special Meeting, homeowners will have two weeks to submit their vote and they will be advised that we must receive their vote no later than April 30, 2020. This will all be explained in the letter that we send them 30 days prior to the Special Meeting. Theresa suggested that we send the voting ballot with the letter so that we don't have to send out two separate mailings to homeowners. The Board decided that the Special Meeting will be held on Thursday evening, April 16<sup>th</sup>, in lieu of our monthly board meeting, at 7 PM in Studio 153 at IRC (the same place we hold our Annual Meetings.) Secretary will follow-up with IRC. Once the date is confirmed, Secretary will draft a letter to all homeowners advising them of the meeting and its purpose. We will advise homeowners that if they live out of town or off the premises, they can send their comments or questions in writing to us, so that they can be addressed at the Special Meeting. The whole purpose of the meeting is to address the proposed by-law change and how to move forward with or without an increase. President also distributed a 2020 Budget Sheet (which was presented at the Annual Meeting) so that those homeowners, whom were not able to attend the Annual Meeting, will have that information available to them. President requested the 2020 Budget Sheet be included in the mailing with the letter and the ballot. There was a lot of discussion and some of the Board members felt that the letter should contain the pros and the cons of an

increase. Decision was made that Secretary would prepare the letter to the homeowners and include the 2020 Budget Sheet, along with the certified proposed-by-law change ballot form, and private ballot envelopes, as well as self-addressed, stamped return envelopes. Also, it was noted that although the Secretary had the authority to break the tie at the Annual Meeting with the proxies received, she made the decision not to incorporate those additional votes, so as not to influence the final vote. Sharleen Marshall made a motion to accept President's Report and it was seconded by Linda Heppler. Motion carried.

**OLD BUSINESS: Status of Irrigation and Maintenance Work (Kevin Wright and Shawn Holt)** – Katherine reported that Kevin is doing a sprinkler check this coming Saturday, February 22<sup>nd</sup>. Jodi Thomas reported that she did not have sprinklers and asked if Kevin could look into that. When sprinklers were initially installed, some owners opted out of having sprinklers installed in their yards. It's possible this was the case with Jodi's unit. Katherine will follow-up with Kevin and have him check it out.

Also, Kevin has been trimming and cutting trees in the common areas, not only for aesthetic purposes, but in preparation for upcoming hurricane season.

**Short Walls and Exterior Unit letters** – Katherine had distributed there (3) letters to the Board members at the December 2019 monthly board meeting relative to the condition of short walls in our community, as well as other areas of non-compliance with individual units. She had asked the Board members to review those letters and bring feedback to the February meeting so that Board can get this project started. Katherine did advise Board that in the 2nd letter being sent, Board will change the 60-day requirement to comply with a 30-day requirement to comply. All were in agreement. In addition, Board agreed to add Kevin Wright's name and phone number to the letter advising homeowners who might need assistance in getting their units cleaned, repaired and possibly repainted, at homeowner's expense. Also, keep in mind that owners are responsible for their own flower beds and shrubbery. Any non-compliance issues that need to be addressed should be added to the Director's comments and findings that they will be sending to Jodi after completing walk-thru of Directors' assigned buildings. If a Director is not sure whether a unit owner should be notified concerning a certain issue, the Director should take a second person with them to confirm or not confirm whether a letter to should be sent or not. Also, a decision was made that we will add a sentence or two to the 2<sup>nd</sup> letter advising the homeowner that if they do not comply by the designated date, we will start fining them \$10 per day up to \$1,000. And should that occur, our attorneys will be notified.

Joann Cahoon made motion to accept Old Business. It was seconded by Jodi Thomas and motion carried.

#### **NEW BUSINESS:**

**Updated Building Assignments** – Katherine distributed list of new building assignments based on the new Board members as follows: (Because the Officers are so busy with other responsibilities, each Officer has one building only.)

Linda Heppler – Bldgs. 1291, 1293, 1295

Joann Cahoon – Bldgs. 1289, 1315, 1333

Theresa Reimer – Bldgs. 1329, 1337, 1341

Sharleen Marshall – Bldgs. 1283, 1285, 1287

Kathy Kennedy – Bldgs. 1317, 1321, 1325

Katherine Call – Bldg. 1309

Jodi Thomas – Bldg. 1281

Jackie Higgins – Bldg. 1305

Katherine also distributed a color-coded map. Those units in pink represent rentals. Those in green represent owners. The orange color represents either part-time or not sure of status. If a board member is aware of any that are renters or owners and it is not depicted correctly on the map, please advise Katherine.

**Monthly Board Meetings** – It was determined that IRC has not charged us for 2019 or for 2020. Secretary has contacted Darlissa at IRC and requested invoices, but to date, has not received any. President and/or Secretary will follow-up with Darlissa and get this matter resolved.

**Miscellaneous New Business** – Katherine distributed a copy of a State Bill and briefly summarized it. She requested that all Board members read it and reported that the new law will not supersede what was allowed prior to it, specifically in reference to the unit currently in foreclosure – 1281-B. It appears that it has been grandfathered in. Katherine will follow-up with our attorney with questions we may have after reading it.

**Sympathy cards** for Jane Jurca (John passed on 2-1-20 and Rich Steiner (Lena passed on 1-18-20) were distributed and signed by Board members. Since John had served on the Board of Directors for 15+ years, a personal donation was taken by the Board members. (For the record, Joe and Sharon Doyle added a donation and their signatures on the card.)

**Unit 1285-G** – Sharleen reported that she spoke with Richard and Loretta Mickam, owners of Unit 1285-I, about some real concerns coming from Unit 1285-G. Renters live on the property (1285-G) and they have a German shepherd who is in the house all day and who barks continuously. This could very well be an animal abuse situation. Apparently, there are also three cats in the unit. The front blinds are pretty much torn apart in places and it looks pretty bad. Also, the back yard is in bad shape and it is very difficult for anyone to get through the back yard. President suggested that Loretta Mickam put her concerns on paper and give them to Katherine. Then, Katherine will send a letter to the owners, Cerebus SFR Holdings, and she will add Loretta's letter as well. Katherine will seek to find out who their property manager is. Katherine will also do research on state and county laws regarding rental property inspections and bring her findings back to the Board at the March BOD meeting. Richard Mickam also mentioned that adjoining fences are a problem. If a homeowner wants their lawn mowed, homeowner needs to unlock the gate.

Joann Cahoon made motion to approve New Business. Motion seconded by Samantha Marshall. Motion carried.

**CORRESPONDENCE: None**

**ADJOURNMENT:** Motion made by Theresa Reimer and seconded by Joann Cahoon to adjourn meeting. Motion carried unanimously. Meeting adjourned at 8:40 PM.

Jackie Higgins  
Secretary, Meadows South HOA