

MEADOWS SOUTH ASSOCIATION, INC.

September 17, 2020

A Corporation Not-for-Profit

Meadows South – Unit 1321-D

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

ROLL CALL: Present: Katherine Call, Jackie Higgins, Linda Heppler, Joann Cahoon, Sharleen Marshall, Kathy Kennedy. **Secretary confirmed quorum.** Excused due to illness: Jodi Thomas, Theresa Reimer

Guests present: Clayton Humphrey (1285-H) and Homeowner: Laura Whitney (1337-H)

SECRETARY'S REPORT: Motion made by Kathy Kennedy and seconded by Joann Cahoon to accept February 20, 2020 BOD Minutes. Motion carried.

Prior to the Secretary's Report, a vote was placed before the Board regarding a unit that was not in compliance and the issue was a permanent clothesline in their backyard. A letter was sent to the homeowner and the clothesline was removed. The poles are still in the ground and the vote was whether to take the poles down or allow the homeowner to leave them up. It was unanimously passed to take the poles down. The President will follow-up with homeowner.

TREASURER'S REPORT: Katherine Call, President and Acting Treasurer, distributed replacements for the April and June Profit and Loss Statements. They were revised/updated copies. Other than that, all other financial reports covering the months of February through August 31, 2020 were emailed to all Board Members prior to the meeting so that they could be reviewed in advance of the meeting. The monthly reports included: The Meadows South A/R Aging Summary through 8/31/20, Balance Sheet through 8/31/20, and Profit and Loss as of 8/31/20. President noted that owners are paying their maintenance dues in a timely fashion. Some owners prepay their maintenance fees and that reflects our Profit and Loss Statement to the good. Our Balance Sheet reflects our total liabilities and equity in the amount of \$145,551.89. Katherine Call made a motion to approve the February 2020 Financial Statements through August 31, 2020. Linda Heppler seconded the motion. Motion carried.

Clayton Humphrey, a guest at the meeting and a resident in the community, asked if the Treasurer would provide a Year-to-Date Profit and Loss summary every month, to be included with the other monthly reports she provides. There was a short discussion and Joann made a motion to add a Monthly Year-to Date Profit and Loss report each month. Sharleen seconded the motion. Secretary made comment that those reports are included in the Annual Homeowner Packets for all the homeowners to review and didn't think it was necessary to do it every single month. Vote was taken to provide a monthly Year-to-Date Profit and Loss statement and was approved by majority.

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

PRESIDENT'S REPORT: During the Covid Shutdown, President received 3 invoices from our attorneys that required payment. Our legal fees were as follows: April - \$600, July - \$2,775.00, August - \$174.

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

ROLL CALL: Present: Katherine Call, Jackie Higgins, Linda Hepler, Joann Calton, Shaheen Marshall, Kathy Kennedy. Secretary confirmed quorum. Excused due to illness: Jodi Thomas, Theresa Reimer

Guests present: Clayton Humphrey (1282-H) and Homeowner: Laura Whitney (1337-H)

SECRETARY'S REPORT: Motion made by Kathy Kennedy and seconded by Joann Calton to accept February 20, 2020 BOD Minutes. Motion carried.

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

PRESIDENT'S REPORT: During the Covid Shutdown, President received 3 invoices from our attorneys that required payment. Our legal fees were as follows: April - \$600, July - \$2,775.00, August - \$174.

President reviewed the invoices and they were legitimate and accurate and largely covered the revised/updated HOA By-laws. Invoices were paid. We also have 2 more invoices concerning analyzing the amendments and researching the governing documents in the amount of \$337.00 in August and \$530.00 in September. Joann made a motion that we pay the 2 outstanding bills for August and September, totaling \$867.50. Kennedy Kennedy seconded the motion. Motion carried.

Some general discussion ensued. President reported that the owner of Unit 1309-J was finally caught up with her past due maintenance fees, as well as accompanying legal fees.

1281-B is the unit in foreclosure. Mr. Humphrey expressed an interest, but he was told that we have someone who came to us first and we hope to honor his request first. The Meadows HOA will not be able to sell the unit for a profit, but any outstanding bills, liens or fines will have to be paid by new purchasing owner. President said we will cross that bridge when we get to it. (Secretary is keeping a list of persons expressing an interest in purchasing the unit, in order of priority by date of expressed interest.)

Road Report – President has been in contact with three (3) road repair companies to get bids for the road in front of Building 1281 and the road in front of 1283 and 1285. She is waiting for the bids to come in and they will be brought up at the January 2021 Annual Homeowners Meeting for discussion by the General Membership. She is also procuring another bid to resurface all the roads to eliminate tripping hazards. The HOA would have to vote on that. President is trying to get the bids by November so that they can be included in the annual homeowner packets and communicated to the homeowners before the 2021 General Membership Annual Meeting.

OLD BUSINESS: Status of Irrigation and Maintenance Work (Kevin Wright) – President reported that Kevin is doing a good job. We need to decide as a Board if we are willing to take down 2 large shade trees on common property if they are healthy. There are 2 specific trees located in front of Bldg. 1289 that are in question. Katherine made a motion to keep the trees as is. No second motion. Discussion ensued. Board decided that Board members would look at the trees themselves and vote at the next Board meeting as to whether or not they should be left “as is” or cut down. As far as the Board understands, the tree roots are not causing any damage to surrounding units.

Short Walls and Exterior Unit letters – President reported that Directors are reporting units that have non-compliant issues (according to HOA By-laws) and Secretary has been sending out letters # 1 and #2, as directed by President and appropriate Building Director. The majority of homeowners who received a letter are responding positively and overall, the community is improving in appearance and uniformity.

Status of Dumpsters – Dumpsters fill up quickly. People need to break down cardboard boxes. Residents also need to bag their trash and place it in the dumpster. As a reminder, President stated that no plastic bags should go into the recycle bins. It was noted that the lid of the dumpster on Entrance 1 is broken off. President will follow-up on this issue with the City of Titusville. (Note: City replaced lid first week in October.) Also, President reported that the fence behind the dumpster on Entrance 2 will be replaced by the City of Titusville. It was also mentioned that people come from outside our community and use our dumpsters. We do have a standing No Trespassing order in place.

Katherine Call made a motion to approve Old Business. Linda Heppler seconded motion. Motion carried.

NEW BUSINESS:

1. President reviewed the responsibilities of a Building Director and reminded Directors to continue to monitor their assigned buildings for new non-compliance issues and advise her, Vice President, and Secretary of those issues. Also, reminded Directors to make sure to follow-up on their already reported non-compliance issues to make sure owners have complied.
2. Copies of the newly Revised By-laws completed by our attorneys were distributed to the Board. President is required to sign the Certificate of Amendment with required witnesses. Also, Secretary and President need to sign before a Notary and return to attorneys with a check in the amount of \$81.50. These items will be addressed and completed this week. (President signed in the presence of Linda Heppler, Jackie Higgins, Kathy Kennedy, Sharleen Marshall, Joann Cahoon and Clayton Humphrey. Notary Mary Harvey notarized President's and Secretary's signatures, as well.)
3. There was also Board discussion on the revision of two additional amendments being added to the Revised Meadows South HOA By-laws. The Board agreed that the following two (2) proposed By-law revisions be included in the Annual HOA packet that will be mailed to all homeowners so that homeowners can cast their vote:

Jackie Higgins made motion, seconded by Linda Heppler, to include the following proposed amended By-law to read:

AS IS CURRENTLY WRITTEN: ARTICLE 3: MEMBERSHIP AND VOTING – All persons hereafter owning a vested interest in the fee title of any one of the lots in the development and which interest is evidenced by the recordation of a proper instrument in the Public Records of Brevard County, Florida, shall automatically be members of the Association and their membership shall automatically terminate when they no longer own such interest. The owner or owners of each lot shall be entitled to cast one vote per lot.

PROPOSED CHANGE: ARTICLE 3: MEMBERSHIP AND VOTING – All persons hereafter owning a vested interest in the fee title of any one of the lots in the development and which interest is evidenced by the recordation of a proper instrument in the Public Records of Brevard County, Florida, shall automatically be members of the Association and their membership shall automatically terminate when they no longer own such interest. There will be one (1) vote per owner, regardless of the number of units they own.

Motion unanimously carried.

Kathy Kennedy made motion, seconded by Katherine Call, to include the following proposed amended By-law to read:

AS IS CURRENTLY WRITTEN: SECTION 6: ROOFS: Replacement of roof shingles is the owner's responsibility. The shingles must be three (3) Tab asphalt, color Beachwood Sand (Owen Corning) or equal.

PROPOSED CHANGE: SECTION 6: ROOFS: Replacement of roof shingles is the owner's responsibility. The shingles must be three (3) Tab asphalt, color Beachwood Sand (Owen Corning) or equal. Roofs may be upgraded from the (3) Tab asphalt requirement to architectural shingles, but they must be asphalt shingle roofs and uniform in color according to the By-laws of the Meadows South Association.

Motion unanimously carried.

1. President reviewed the responsibilities of a Building Director and reminded Directors to continue to monitor their assigned buildings for new non-compliance issues and advise that Vice President and Secretary of those issues. Also, reminded Directors to make sure to follow-up on their already reported non-compliance issues to make sure owners have complied.

2. Copies of the newly Revised By-laws completed by our attorneys were distributed to the Board. President is required to sign the Certificate of Amendment with required witnesses. Also, Secretary and President need to sign before a Notary and return to attorneys with a check in the amount of \$81.50. These items will be addressed and completed this week. (President signed in the presence of Linda Hepler, Jackie Higgins, Kathy Kennedy, Sharon Marshall, Joan Carson and Clayton Humphrey. Notary Mary Harvey notarized President's and Secretary's signatures, as well.)

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PROPOSED CHANGE: ARTICLE 3: MEMBERSHIP AND VOTING – All persons hereafter owning a vested interest in the fee title of any one of the lots in the development and which interest is evidenced by the recording of a proper instrument in the Public Records of Brevard County, Florida, shall automatically be members of the Association and their membership shall automatically terminate when they no longer own such interest. There will be one (1) vote per owner, regardless of the number of units they own.

Motion unanimously carried.

Kathy Kennedy made motion, seconded by Katherine Call, to include the following proposed amended By-law to read:

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Motion unanimously carried.

4. Secretary reported on future deadline dates in regard to the Fall Newsletter, Nomination Forms and Return Deadline Date, Annual Homeowner Packet and the preliminary information to be included with the deadline mailing date, date of Annual Homeowner Meeting (1/23/21), etc. Secretary had list of deadline dates and JoAnn volunteered to scan it and send it to Board Directors so that everyone is aware of dates. Secretary will be having surgery on 12/14/20 and the HOA annual packet must be mailed no later than 12/19/20.
5. Clayton Humphrey brought up some non-compliance issues he's observed in Bldg. 1281 and 1305. He volunteered to report on Bldg. 1281 since Jodi Thomas is having some medical issues and is unable to do it at this time. He will report his findings to the President, Vice President and Secretary. (Note: This was done by Elaine Humphrey and where applicable, non-compliance letters were sent accordingly.)

Katherine Call made motion to approve New Business. JoAnn Cahoon seconded motion. Motion carried.

CORRESPONDENCE: Some miscellaneous correspondence from owners advising compliance to the Board's letter advising of non-compliance issues.

ADJOURNMENT: Motion made by Katherine Call and seconded by Kathy Kennedy to adjourn meeting. Motion carried unanimously. Meeting adjourned at 8:00 PM.

Jackie Higgins
Secretary, Meadows South HOA