

MEADOWS SOUTH ASSOCIATION, INC.

November 19, 2020

**A Corporation Not-for-Profit
Meadows South – Unit 1305-F**

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, Kathy Kennedy, Elaine Humphrey, Sharleen Marshall. **Excused:** Joann Cahoon. Quorum Confirmed.

Guests present: Rich Mickam (1285-I) and Clayton Humphrey (1285-H)

SECRETARY'S REPORT: Motion made by Katherine Call and seconded by Kathy Kennedy to accept October 15, 2020 BOD Minutes. Motion carried.

TREASURER'S REPORT: Katherine Call, President and Acting Treasurer, distributed financial reports through October 31, 2020. The monthly reports included: The Meadows South A/R Aging Summary through 10/31/20, Balance Sheet through 10/31/20, and Profit and Loss for October 2020. Our Profit and Loss report reflects a net income this month in the amount of \$34.00. Jackie Higgins made a motion to approve Financial Reports and Jodi Thomas seconded the motion. Motion carried.

Katherine reported the receipt of two invoices from our attorneys, Clayton and McCulloh, one in the amount of \$58.28 and one in the amount of \$41.40. The invoice covered legal fees related to recording of our new By-laws, postage, and communication expenses. Entire Board of Directors unanimously approved invoices for payment.

PRESIDENT'S REPORT: Discussion of two specific units that are approximately \$800 behind in late fees and moving forward with those two units. Katherine asked our attorneys about one unit in particular where there was some confusion because the owner passed away and the Board was trying to find out the status of the unit. Because the heir of the deceased is renting the unit, our attorneys advised Katherine that the account (for late maintenance fees) can be submitted for collection. Secretary will send letter to heirs of unit advising them that maintenance fees are due no later than 12/5/20 and if payment is not received, we will turn account over to our attorneys. The other unit with the high maintenance fees due has been turned over to our attorneys.

Katherine brought up information she received on the unit that is in foreclosure – 1281-B. Katherine reported that our attorneys advised her that we can sell it for market value and it will not violate our LLC status. Katherine needs to sign an affidavit before a notary and will do so. There was some discussion about monies owed (assets, interest, late charges) and we should be able to recoup \$7,680.87 which is due from 1/1/16 through 11/16/20. President will get further clarification on administration fees and advise Board accordingly.

Katherine brought up a situation where a resident was asking that we waive a late fee on her maintenance fees due to the fact that they are self-employed and have been impacted financially due to the pandemic.

They are showing a good faith effort in paying larger chunks of monthly fees each time in order to catch up. Kathy Kennedy made motion to waive late fees. Elaine Humphrey seconded motion. Motion carried.

Jackie Higgins made motion to accept President's Report. Elaine Humphrey seconded motion. Motion carried.

OLD BUSINESS:

Secretary collected any nominations form that needed to be turned in by members on the Board who are running for re-election on the Board.

President followed up a unit that appears to have more than 4 people living in it. It is in Bldg. 1325 and Kathy Kennedy is the Building Director. General discussion ensued. Kathy will follow-up in one month and if necessary, a letter will be written advising owner that, per our By-laws, no more than four (4) tenants are permitted to dwell in a rental unit. Kathy will follow-up at December 17th BOD meeting.

It was reported that the Secretary will be excused from the December 17th BOD meeting. Elaine Humphrey will voluntarily take the Minutes at that meeting for Jackie.

Secretary gave summary of the 2021 Annual Homeowner Meeting Packet; Everything is on track and moving forward. Many have volunteered to help get the packets ready where there is a need.

President gave short summary on FPL lights that are out. She has contacted FPL again on 11/17/20 and asked them to fix every light in this community that is out. She was given a work order number and will follow-up to confirm that they take care of it in a reasonable time frame.

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

NEW BUSINESS:

President distributed a draft of a proposed 2021 Budget where she had collected information from the prior year and based her figures on both fixed and changing expenses. A Proposed By-law Committee was formed consisting of Katherine Call, Kathy Kennedy and Clayton Humphrey. They have scheduled a meeting for Friday, November 27, 2021 at 3 pm. (Note: The 2021 Budget must be ready as soon as possible to be included in the mailing of the 2021 Annual Homeowner Packet, along with a Profit and Loss Statement covering period 1/1/2020 through 11/30/2020.)

Vice President, Jodi Thomas, distributed spread sheets to all building directors on the most updated information she has received regarding the status of the compliance issues in the Board's efforts to maintain the appearance of the community and complying with the by-laws. President reminded Building Directors to follow up on a monthly basis and report back to Jodi what the status is. Jodi asked that Directors don't start a thread of emails, but simply give the unit number and status of whether the homeowner has complied or not.

President asked Sharleen to follow-up on a pick-up truck that is parked in front of 1285-F. Sharleen was asked to check the status of the vehicle tag and let President know.

Clayton Humphrey asked for the floor to present an idea he had concerning a safer and more effective way to move forward with keeping track of our complaint/non-compliant units. The objective is twofold:

1. To provide an improved means of contact to the Board of Directors for association members, while protecting personal information,
2. Develop a process that is uniform and consistent in observing and reporting violations which preserves a safe environment for all parties.

The process would generally be as follows:

- Provide (publish) a cell phone contact number with voice mail to all association members. Messages to be monitored once daily by an Officer and responded to in a timely manner. A call log will be maintained.
- All email communications directed to a Meadows South email address which will also be monitored by an Officer with appropriate response.
- Each month, two (2) Directors will walk the property and inspect the community and report compliance issues to Board Officers. On the 2nd month, one Director will drop off and one will continue for another month. That process will continue. It will be a rotation system, but in order to keep uniformity and conformity, each Director will be part of a 2-man team for 2 months. (Will clarify at next Board Meeting.)
- Change the term "Building Director" to "Property Director."
- Delete wording on letters: "It has been brought to our attention" to the words: "Your property at the above address is in violation of _____ By-law."

Overall, it sounds like a good proposal and ultimately should lead to a much smoother flow, without issues falling through the cracks, and still safeguarding the privacy of the Board Members. The Board will follow-up at the December Board Meeting.

Jodi also asked that we start directing people to the website. She puts a lot of good information on the website and it is a great resource for what's going on in our community, meetings, financial reports, Minutes of Board Meetings, etc.

Katherine Call made motion to approve New Business. Elaine Humphrey seconded motion. Motion carried.

CORRESPONDENCE: None

ADJOURNMENT: Motion made by Katherine Call and seconded by Linda Heppler to adjourn meeting. Motion carried unanimously. Meeting adjourned at 8:35 PM.

Jackie Higgins
Secretary, Meadows South HOA