

MEADOWS SOUTH ASSOCIATION, INC.

February 18, 2021

**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, Joann Cahoon. Quorum Confirmed.

Guests present: Lisa Brague (1281-A) and Yvonne Duengel (1287-E)

SECRETARY'S REPORT: Motion made by Linda Heppler and seconded by Joann Cahoon to accept December 17, 2020 BOD Minutes. Motion carried.

TREASURER'S REPORT: Katherine Call, President and Acting Treasurer, distributed financial reports through January 31, 2021. The monthly reports included: The Meadows South A/R Aging Summary through 01/31/21, Balance Sheet through 01/31/21, and Profit and Loss for January 2021. Our Profit and Loss report reflects a net income this month in the amount of \$2,590.67. General discussion on Aging Report, as well as financial reports. For the record, President will follow-up with our attorney on Unit 1289-C. (Owner deceased and maintenance payments are not being made.) President will also follow-up on the unit in foreclosure – 1281-B. President reported that another invoice in the amount of \$600 to set up notice of hearing on final judgment for Unit 1281-B was received. Motion made by Joann Cahoon to approve \$600 invoice. Jodi Thomas seconded motion. Motion carried. President will contact our attorney and request a detailed accounting on what we have spent on this foreclosure. Hopefully, we will be able to recoup some of our monies spent for legal fees. Jackie Higgins made a motion to approve Treasurer's Report and Kathy Kennedy seconded the motion. Motion carried.

PRESIDENT'S REPORT: President reported a short summary on the Annual HOA meeting held on January 23, 2021. President, and entire Board, were disappointed at the turn-out. We needed 32 people to meet the quorum and that is exactly what our attendance was. Short discussion on how to motivate homeowners to get involved.

Katherine is working on Spring (April) Newsletter and handed out drafts to all board members. She asked everyone to read the Newsletter and give her any feedback or ideas to add to the Newsletter.

Kathy Kennedy made motion to accept President's Report. Joann Cahoon seconded motion. Motion carried.

OLD BUSINESS:

Follow-Up on number of tenants living in one unit - Kathy Kennedy reported on unit in Bldg. 1325 that has more than four people residing there. Because one of the residents is a student in her class, she is not comfortable getting in the middle of that situation. President reported that they are not the only unit that has

more than four tenants. President will put a notice in the Spring Newsletter advising homeowners of the Rules and Regulations regarding number of tenants permitted to reside in a unit.

Spring Newsletter (April) – Board agreed that this will be the last time that the Newsletters will be delivered by the Building Directors, as they will also include the magnet with the new HOA cell phone number for all homeowners and residents. This is all part of our new inbound/outbound correspondence process. The Board decided that both homeowners and residents on the property will get a copy of the Newsletter. Newsletters will be emailed to homeowners who do not live on the property. If we do not have an email address, we will send the Newsletter by hard copy mail.

Status on Inbound/Outbound Communication Process - Rotation process has begun. Katherine Call and Linda Heppler did a walk-through in February. Katherine Call and Lisa Brague (new Bldg. Director) will do the walk-through in March. Notes will be made on any non-compliance issues and given to Jodi Thomas. Jodi will keep an updated spreadsheet on units with non-compliant issues. Katherine and Jackie Higgins will revamp the non-compliance letter to be sent to homeowners. Jodi will get copies from Jackie of all non-compliance letters that have been sent to date. Katherine is in charge of the new cell phone and will turn it over to Jackie in March. The process is moving forward.

Katherine Call made a motion to approve Old Business. Joann Cahoon seconded motion. Motion carried.

NEW BUSINESS:

By-law Roof Upgrade - Secretary brought up the approved by-law to upgrade roofs that was approved and passed at the January 23, 2021 Annual Homeowners Meeting. She distributed copies of the new by-law and stressed the importance of making sure it is included with our new, updated by-laws (September 2020), both on the website, as well as any hard copies distributed by any board member. For now, it is a separate sheet, but should be included with the by-laws so that homeowners are aware of it when they read the by-laws. In the meantime, President will send notice of by-law change to our attorneys to have them include it in our by-laws. (Note: President should also send proposed 2020 by-law change that passed at the 2020 Annual HOA Annual Meeting updating requirements of owners who rent their units to tenants. The passed by-law was inadvertently left off the printing of the new updated By-laws and needs to be included since it was voted on and passed by the General Membership.)

Status – Annual Terminix Inspection Reports – Secretary reported that all units in all buildings are clear of any termite activity. President will make a note in the Spring Newsletter so that homeowners are aware of the final inspection, as well as suggestions made by Terminix advising prevention techniques in eliminating termites, rodents and other unwanted critters. (putting screens on soffits, not putting wood mulch up against the house, etc.)

Signs – President suggested new signs for the Meadows South property and there was general discussion on proposed purchase of the signs, as well as costs. Proposed signs included 3 Speed Limit signs – 10 MPH at \$19.34 each, and 3 No Soliciting/No Trespassing Signs at \$20.05 each to be placed at each of the three entrances. Signs to be placed on poles. Board also discussed purchasing 3 signs – Watch for Children at \$59.45 each. Board also agreed on purchasing 9 signs – No Parking (to be placed on grassy common areas) for a total of \$165.33 for all 9 signs. Total cost of all signs is approximately between \$300 - \$400. Kevin Wright will do the labor and put the signs up on metal poles. A vote was taken and all members of the Board

approved the purchase and installation of the above-discussed signs. Discussion of replacing Stop Signs was also discussed. They are no longer reflective and might be a good idea to get some new Stop Signs as well.

HOA Cell Phone - The Board also took a vote and agreed that President go ahead and pay all future monthly cell phone bills (which will now be used in our new communication process between residents and Officers on the Board of Directors) and available to all homeowners should they have questions, issues, or areas of concern.

HOA Maintenance Drop Box - Jackie Higgins made a motion that we purchase a new HOA maintenance drop box since the current box is very old and very rusty. Joann Cahoon seconded the motion. Motion carried. President will look into prices and order a new drop box.

Directors – President reminded Directors of the main responsibilities of Director position:

1. Attend monthly board meetings.
2. Conduct monthly walk-around complex approximately twice a year, noting any non-compliance issues or courtesy suggestions to prevent a non-compliance issue.
3. Report monthly findings to Vice President Jodi Thomas.
4. Reminder that Directors are permitted a \$15.00 per month deduction in their monthly maintenance fee.
5. Reminder that new Directors must be certified with the State within 90 days of becoming a Board Member. Secretary can assist in explaining that process – either by taking a class offered by our attorneys free of charge or signing an official form from Department of Professional Development stating that Director has read all of the Meadows South governing documents (By-laws, Articles of Incorporation, and Deed Restrictions, as well as Florida Statutes 720.) Secretary can provide form to be signed and Secretary will keep updated records on file for all Board members.
6. If anyone on the Board of Directors misses two (2) consecutive unexcused board meetings, they will be let go from the Board.
7. Reminder that there are no official Board Meetings in the months of July and August, per our By-laws.

New Directors – Lisa Brague, Unit 1281-A, volunteered to become a Director. She was voted in and all welcomed her. Yvonne Duengel stated that she will come to our March Board Meeting and let us know if she has decided to be a Director on the Board.

Jackie Higgins made motion to approve New Business. Joann Cahoon seconded motion. Motion carried.

CORRESPONDENCE: None

ADJOURNMENT: Motion made by Linda Heppler and seconded by Joann Cahoon to adjourn meeting. Motion carried unanimously. Meeting adjourned at 8:12 PM.

Jackie Higgins
Secretary, Meadows South HOA