

SUMMER TREES HOMEOWNERS ASSOCIATION, INC.

Regular Board Meeting - Tuesday, September 13, 2016 at 6:00 – 7:46pm MINUTES

Meeting held at “GoodWill.” Located at Dunlawton Ave, called to order by John Lyon, rollcall: Absent Dennis and Paul. 25 people in attendance. August 9, 2016 minutes accepted, no changes, decisions ratified and approved. (ROR invoked. If no objections, minutes are read.)

**President Report:** John Lyon

- New owners / Association members: 143ML, 164ML, 118HL and 3ST.
- Legal report 152 ML – court system process exhausted. Judge ordered resolution.
- Status report for (dba filing) name “Summer Trees West.” Local posting in news over. Name Summer Trees West is now official and filed in Fla Business records.
- Reported that Dennis Towne, Architectural director resigned.
- Opened nomination for replacement of director. Leslie Tucker, 56CP, was nominated and seconded. Discussion followed by an affirmative five ayes. Took seat at bod table.

**Vice President Report:** Frank Hart

- Keys for pool and compound in “good shape.”
- Compound area is now in better shape. Mowed, and parking working better.
- Due to medical reasons (family) will resign effective at end of business meeting tonight. Secretary will work to reassign key process for compound and pool.

**Treasurer Report:** Paul Hallett absent (on vacation). Secretary read report.

- Reported that the balance sheet as of 8/31/16 combined checking and savings, a total of \$81,871.94. TD Bank Reserve CD, a total of \$53,234.99.

**Secretary Report:** Bill Roberts

- Secretary reported that the items in sections 27 and 29 of HOA Operations manual are in final draft stages. Final drafts of each (policy, procedure, tighter guideline or resolution) will be delivered to each board member for review and final edit. Then over time to be presented at future bod meetings.
  - (General “items” in draft,
    - Tree removal policy with guidelines and city permit process, monthly planning calendar with checklist, welcome package which includes updated “items”, Lien and foreclosure checklist, and rental intercept process.
    - Owner to renter application, new census process and proposed fine committee are approaching rough draft phase.
- Discussion on letters and/or complaints received by secretary from several members. Parking issues, posting of minutes to bulletin boards issue, permission granted for Mr. Springer, 33ST, to audio tape bod meeting by following the 15’ barrier from board member’s policy. Owners of ML160 and 162 filed another complaint against Summer Trees III over grounds issues.
- Future minutes will not be read, will be distributed to board and audience using “Order of Roberts, if there are no objections, minutes are approved.”
- A complaint of a tree removed at 110HL without permit was noted. Kelly Nixon would like to see that “Gayle’s” has a permit on hand before tree is cut. Discussion included the recent report that reviewed the process of when we welcome new residents. Welcome process was taking a few months. Changes implemented and in testing phase. This should reduce welcome handshake down to 5 to 10 days. In addition, C&R is clear on tree removal, but as part of the welcome process a tree removal insert will define clearly the owner’s responsibility of tree removal. This packet will also define role of Grounds Director, Bod’s oversight and assigned vendor. (\*)
- Debra Pope presented for her neighbor a condition on common sidewalk of needles and an overhang of bushes.
- Question received about paying assessment on-line using ACMAC website process. No to using. Banking not set up yet. TBD.

#### Committee reports: Water flow and Election

- Boy Scouts have accepted ST west and will arrange a meeting through Betty to layout their plans. Note: Eagle Scout will construct plan using their procedure. HOA not supervise, rather interface with their supervisor.
- Election – Linda Pelle reported that VFW has been secured for 2016 and 2017 annual meeting. Betty and Linda will prepare an overview for how the election process works for the Jan 2017 meeting. (using last year's method as a sample...)

#### **Grounds Report:** Joe Richotte

- Reported the replacement by the new vendor, of three critical sidewalks at 33CP, 17ST and 54 CP.
- Concrete sidewalk future plans... Director presented we might consider a monthly assessment similar to Betty's approach for washout due to erosion at Cypress Pond.
- Joe and Bill planning a meeting with City to discuss the damage done in cul-de-sacs by waste and garbage collection vehicles.
- Grounds contract up for renewal and/or bids for new vendor. Motion presented to extend current vendor for one year with raise of \$2,000, discussion opened...
  - Kelly feels strongly, during discussion and in two previous reports that the tree removal permitting process, residential and commercial is not being followed properly, (Point of order - Kelly's point has been noted and is being addressed. Secretary has in reports on section 27, new business below and complaint (above) in secretary's report, (\*), led to a draft policy, written by Kelly, which better defines the tree removal permitting).
  - Discussion also cited as a general comparison the landscape vendor ST III, which reportedly has a contract for of about \$72k and their vendor has requested an increase to about \$80k.
  - Debra Pope presented for her neighbor a condition on common sidewalk of needles and an overhang of bushes.
  - More discussion points; vendor and director have worked out schedule for cutting less in exchange for trimming, less mulching, raking, weed spraying and delivery of debris to pool area for city collection. In general, more green grass is now visible and no complaints over last few months.
- Vote called and approved (5 yes and 1 no) to extend Gayle's for one year with an increase of \$2,000 and 1 week vacation in Dec.

#### **Architectural Review Report:** ~~Dennis Towne~~ / Bill Roberts

- Reported Status report for hiring contractor to do exterior repairs for 136ST (rental) and 17ST (Owner, non-resident). Resource not applied to locate contractor. Secretary directed to send out next letters. Tabled until Oct 2016 bod meeting. Research will be done to a) determine if Code Enforcement can be called in to take over citing owner for external violations and b) method of notification when owner does not accept nor acknowledge notices.
- Assessment presented for the addition to common ground of a patio (flat pavers 8' x 12') for unit 149ML. Tabled until Sept. ROR suspended on discussion. In the absence of a letter to HOA from owners in which owners would assume liability for any addition to common ground. Motion to deny this addition with unanimous vote.

#### **Newsletter Report: (and Added role of Pool Chair)** Kelly Nixon

- Newsletters distributed to "Information Boxes." Kelly reported on expense and income for publication.
- Bill and John gave final report of transition to Kelly. Pool vendors were invited in to review and provide an estimate of repairs needed, immediate, short-term and long-term to total pool site. In brief, pool has a leak, filter tank has plaster falling off wall and causing damage to filters, one pool light is burned out, grounding system needs upgrade, key system is suspect, bathroom mirrors need replacement, sinks in bathrooms are leaking, leach fields damaged which means septic tank is overloaded, solar panel are failing and in need of repair or upgrade and deck cleaning proposal.

- Kelly presented brief overview of future plans. More to follow in future bod meetings.

### **Old Business or Unfinished Business**

- Rebate status report as of Aug. 10, final day to file claim. CPA received 27 claims. Three did not meet guidelines. Twenty-four did meet guidelines. Rebate amount is \$3,418. Ken Sipes, CPA presented invoice in amount of \$910. Total cost is \$4,258.
- Motion(s) presented, discussion took place and with unanimous consent were approved to pay Ken Sipes, CPA and to pay 24 owners \$3,418.00.
- 136ST is due a rebate. However, repairs not done to fence. Explore options, such as renter intercept, to see if rebate can be held until repairs made or use money for repairs and refund difference. Secretary will present findings. Did check Renter intercept cannot be applied.
- From August bod meeting, John Lyon presented a plan from Ladies Club (Myra) for a matching amount of \$400 for new chairs. Motion advanced to explore, approved and discussed. Motion stands to explore and receive input from new pool chair and liaison with Myra. Tabled for Sept 13. No report given.

### **New Business**

- Three foreclosure notifications were presented, discussed and motions presented.
  - 198 ML. Owner paid lien amount. No motion presented
  - 119 CP. Discussion addressed the bank foreclosure, amount of institutional loans and the standing of this Hoa lien. Motion approved to table foreclosure.
  - 107 CP. Motion presented and seconded to authorize FWB to proceed with foreclosure process for 107 Cypress Pond. Discussion opened. Vote called and with unanimous consent motion was approved to authorize the foreclosure process recommended by FWB.
- Secretary reported on progress of board's "Information and operations manual." Assignment was to review section 27 (issues in need of policy and procedures) and 29 (planning calendar). A report was given to bod's for review and oversight. Task is to edit and place into final draft
  - the planning calendar,
  - tree removal process and authorization, (Kelly draft and if adopted, inclusion into welcome packet and process.)
  - renter intercept process (Kelly and Secretary), parking guidelines (to be modified if and when Fine Committee resolution is approved).
  - Owner application for renter
  - Long-term is a draft with specific terms to define a nuisance policy.
  - A lien check list (including all items such as interest and other costs)
  - A foreclosure checklist.
  - Maintenance and repair 7 a) – f) is to be addressed in annual data base questionnaire. Draft in early stage.
  - Draft resolution with attorney input for adoption of fine committee using FS 720 and 617.
- Brief discussion on census and master roster with instructions to secretary to prepare draft process.

### **Questions as well as concerns from the floor were addressed.**

Meeting adjourned. (at 7:48 pm)

Next meeting will be Oct 11, 2016 at 6:00PM — Good Will

William Roberts – Secretary 2016