

February 2, 2017

Summer Trees West, dba - Homeowner's Association Board Meeting

Thursday, Jan 12, 2017 at VFW from 6:00 - 8:06 pm

Calltoorder

- Pledge of allegiance
- Proof of Notice

Rollcall:

- Present: Joe Richotte, John Lyon, Linda Pelle, Kelly Nixon, Leslie Tucker and Bill Roberts
- 29 association members in attendance and one non-member (refused to leave).

Hits

- Dec 27, 2016 minutes accepted as written and unanimously approved.

President Report: John Lyon / Bill Roberts

Rules of order- Overview of tonight's meeting. Summary of the hurricane cleanup from Phase I to current.

- Recognized new owners at 141ML to community.
- Report on 17ST. Contact made with owner to ask that property including damaged roof be addressed.
- report from Oversight Committee. Highlights: (Rod, Amber and Bob).
 - ST West did not have a disaster relief and restoration cleanup in place. Nor a contracts guideline established a restoration company to be hired. Recommend creation before next season.
 - Grounds Director was given role of creating a verbal contract and hire contractor. He filled that role. BOD's processed storm into four phases with dollar caps on each phase.
 - Gay/es Cone had a 2016 "Lawn Maintenance Contract" with HOA was hired based on his experience and on-site equipment. Time and materials method used. Normal contract work days are Monday and Tuesday. Normal work suspended until cleanup is done. However, contract written to provide added pay if work is done on work days. Equipment rental of Bobcat will be \$250 per day when used. Rate seemed a little high, however no comparison base.
 - Phase four capped at \$14k. Cap exceeded by \$1,250. Recommend not paying the unauthorized overrun. (Or justify, added by board after report).
 - Recommendations.
 - In future, must have written contract and recovery plan.
 - Cost method to be revisited for future.
 - Do not pay \$1,250 spent above cap.
- Board assigned to the "guidelines and procedures committee" the task of creating a disaster relief plan, a contracts basis for restoration, a policy on removal of trees and stumps damaged due to hurricane damage and a broad guideline for costing. Consideration for having contract ready to be on contract prior to or right after hurricane eye passes our (FEMA) zone. Oversight and bod's will edit and approve. Terry is working on tree removal and contracts.
- Two independent reviews were by Officers Roberts and Lyon. Yes, cap was exceeded. Yes, work was done. Namely, rake up leaves with large amount of debris mixed into leaves due to wind damage from Matthew.

(!) Vice President Report: No Report

- Kelly went over our planning calendar as a task checklist.

Treasurer Report: Leslie Tucker --- Balance sheet as of

12/31/16:

- combined checking and savings, a total of \$56,252.70.
- TD Bank Reserve CD, a total of \$53,234.99.
- Budget estimate vs actual is even. Note: Must have a Special assessment for restoration and cleanup cost of

hurricane. Secretary Report: Bill Roberts [Letters and Committee reports]

- Read excerpts from several letters. Dog poop not picked up, dogs not on leashes. Common area between ST3 and West in need of discussion with ST3 again.
- Committee Reports - Bill Roberts
 - Boy scouts. Plan on hold until Scout district approves. Perhaps Feb time frame.

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- > Census — Sue and Kathleen, now have data base. Plan to mail out with assessment letter,
- > Cable — Betty, no report
- > Oversight internal Roderick — Hurricane cleanup. Excellent, concise and future recommendations.
- > Election. Four openings. 4 applications. Proxy explained.
- > Water— No report.
- > Appointed Bill Davis as Pool Chairman to replace Kelly Nixon.
- > Appointed Kelly Nixon to head up committee to work on guidelines and

procedures. **Grounds Report:** Joe Richotte

- Hurricane cleanup. Cleanup is almost complete. Mainly 16 hanging limbs, (\$1,600) 70 stumps (\$1,000) near walking paths and several large areas to rake with debris. (If done on off hours, \$325 per day).

Architectural Review Report: —Linda Pelle

- Results — Team will provide a Preliminary report of survey to bod's next quarter.

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

- Pool report
 - o Need to prepare a short and long term plan for pool repairs.
 - o Brief of pool repairs (CD) to Owners in 2017 Feb

meeting. Old Business or Unfinished Business

- John Lyon gave status report on obtaining up to three quotes for HOA insurance.
- Ridge vent at clubhouse replaced by Joe Richotte.
- Red top boxes in need of replacing.

New Business

- Board of Directions recommendation:
 - o Motion for one-time assessment tab had at Dec 27, 2016 was aimed and replaced with.
 - o Motion for one-time assessment of \$100 for each unit was opened (Leslie) (Roberts) second and after discussion unanimously passed with effective date of Feb 1, 2017.
 - Replacement of operating funds used for hurricane Matthew cleanup cost.
 - \$23,700 to be collected in two installments, March 31 and June 30, 2017
 - \$19,750 to be placed into operating funds. \$3,950 into new Catastrophic fund
 - Work effort was done in four phases: phases 1, (\$3k), 2 (\$3k), Phase 3 (\$41 and phase 4 (\$419. Remng Kok during Jan 2017: Raking (\$1,250), grind 70 stumps (\$14, remove Oh camber 17 hanging kits or bee tops (\$1,600) (Total \$17,650). If needed (\$1,900) For total of up to \$19,750.

In general, 156 trees were on the ground, 9 trees landed on homes, 2 on automobiles, 55 acres of heavy debris mixed in with leaves, 7 trees down in compound, screen panels at pool, ridge vent and gutter blown away from club house, several hundred truckloads of damaged wood taken to land fill and 48 work days with crew. (\$411 per day average). Method of contract Verbal MI, time and material and cost plus on normal workdays. Note: From oversight report recommendations. (\$14K motion closed. This motion addresses the full cost recovery of \$23,281 and will establish beginning of catastrophic fund for future. Oversight recommendation review and pay above cap will be discussed by board at Feb 9 meeting. Future raking will be done under normal grounds contract at no cost plus (!). At end of meeting Terry requested that motion and minutes be detailed to reflect a more detailed historical view. Noted and done.

Meeting adjourned at 8:06 pm.

- o Next board of directors meeting be Thursday, Mar 9, 2017 at 6 —84xn at VFW.
- o Annual Owners meeting will be Feb 25, 2017 at VFW.

William Roberts -Secretary 201 6-2317