

**MARGARET'S WALK
HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING**

June 18, 2009

@ 7:00 P.M.

**FLEMING ISLAND PLANTATION AMENITY CENTER
2300 Town Center Blvd.**

CALL TO ORDER AND CERTIFY A QUORUM

Mr. Ferguson called the meeting to order at 7:00 p.m.

Present:

Danny Kane, President

Bill Korn, Vice President

Andrea Pressley, Secretary

Don Christofoli, Treasurer

Keith Johnson, Director

Jim Ferguson, Community Association Manager, Severn Trent Services

Holly Donahue, Severn Trent Services

Several Residents

Attendance was taken and a quorum was established.

PROOF OF NOTICE OF THE MEETING

Notice of the meeting was posted 48 hours in advance.

OWNERS FORUM:

Owners addressed the following:

- Mailbox numbers: Questioned why there was no uniformity and suggested sending a letter to the residents with the proper procedure for obtaining and affixing house numbers to their mailbox.
 - Mr. Christofoli indicated that residents were instructed by the Master HOA to obtain the house numbers from Logo Express for \$5/for four numbers.
 - Ms. Donahue recommended that the numbers be affixed to both sides of the mailbox, but since each community had their own standard, she recommended that each BOD look at the mailboxes in their neighborhood.
 - Mr. Kane requested this item be placed on the action item list for further action. Ms. Donahue will email the Master HOA letter to the BOD.

Severn Trent Management Services

- Questioned whether ‘*net income*’ was considered a profit since HOAs could incur profit/income.
 - Mr. Ferguson noted that ‘*net income*’ was used so the HOA would not have to pay taxes. It was accumulated to the end of the year and put into the reserve or the capital accounts.
 - Mr. Kane requested ‘*net income*’ to be considered ‘*net surplus*’.
 - Mr. Ferguson explained that it would not be considered ‘*net surplus*’ until the end of the year as reflected in the 2008 Audit.
- Mr. Christofoli noted that Ms. Madelyn Christofoli was not listed on the agenda and should be included on future agendas. Mr. Ferguson indicated that her report was not listed since she was not going to be at this meeting, but will be included on future agendas as part of the resident forum.

REPORTS

A. PRESIDENT:

Severn Trent Management Representation to Margaret’s Walk

Mr. Kane reported the following:

- He met with Ms. Donahue on June 5 to discuss Board concerns regarding management services and whether Severn Trent was a good fit for Margaret’s Walk in terms of compatibility, accuracy, reasonableness and warranted violations.
- The BOD wants their management company to deal with citations and enforcement of the rules. The results so far have been less than desirable.
- Ms. Donahue listed the following strategy going forward:
 - Having Ms. Carol Young as the Community Association Manager (CAM) with Mr. Ferguson and Ms. Donahue working in the background.
 - Using the violation process in a different way similar to the Master HOA.
- Ms. Young will be handling the violation process with Ms. Donahue as well as any management issues while Mr. Ferguson continues handling the roads, gates and lighting and other major projects.

Severn Trent Management Services

- Mr. Christofoli expressed concern that Ms. Donahue sent out the violation letters for his neighborhood without BOD discussion.
- Mr. Korn was in favor of proceeding with Ms. Donahue's suggestions.
- Mr. Kane requested Ms. Young to be the lead CAM and report to Ms. Donahue.
- There was consensus from the BOD to have Ms. Young serve as CAM during the next budget cycle starting in September.
- Mr. Kane requested a meeting with Ms. Young, Ms. Donahue and Mr. Johnson to discuss the transition and any action items.
- Mr. Johnson requested weekly or bi-weekly Violation Reports. Ms. Donahue expressed concern over the accuracy of the reports due to the number of violations.
- Mr. Korn requested the Violation Report be sorted by date rather than by street.

BOD Appointment of Chair and Members of the ARB

Mr. Kane reported the following:

- There is a standing ARB Committee.
- Their intent is to review violation letters for accuracy, validity and specific to the covenants. Severn Trent cannot assist with ARB submittals. Ms. Donahue clarified that Severn Trent can assist with the process.
- The current members are Steve Cottone, Cindi DeHart and Keith Johnson. No decision has been made by the Committee in regards to the appointment of the Chair.
- Mr. Ferguson indicated that the members of the ARB Committee are appointed by the BOD.
- Ms. Donahue requested BOD approval to accept the appointments of Steve Cottone, Kathie Johnson and Cindi DeHart.

A motion was made by Don Christofoli, seconded by Bill Korn to accept the appointments of Steve Cottone, Kathie Johnson and Cindi DeHart to the ARB Committee; with all in favor, the motion carried.

BOD Appointment of Chairman and Members of the REC

Severn Trent Management Services

Mr. Kane reported the following:

- Their intent is for non-BOD members to serve as a forum for residents and render decisions on whether violations were properly administered.
- There were no current members, but one resident volunteered to serve.
- Mr. Korn volunteered to send an email blast to the residents to generate volunteers.
- Ms. Donahue suggested a date be set for the REC to meet. Mr. Kane requested this date be close to the date of the BOD meetings.
- Mr. Ferguson suggested the second Thursday, but this date is predicated on when the first, second and intent to fine letters are sent.
- There was BOD consensus to hold REC meetings once a month and cancel if necessary.

ARB COMMITTEE

Mr. Kane addressed the following:

- One paint application was submitted. Mr. Ferguson approved the form of the denial letter, which will be sent to the applicant.
- A request was made for a screen enclosure in an entranceway, but was denied as it did not meet the aesthetics of the neighborhood.
- Ms. Donahue questioned the status of Mr. Santiago's landscaping request as he contacted her several times by Mr. Santiago regarding his landscaping. Mr. Kane indicated that Mr. Santiago needs to submit a plan for the live trees he removed. Severn Trent was supposed to send a letter citing the tree ordinances for Clay County and Fleming Island Plantation. Ms. Donahue requested that Mr. Santiago provide a survey. Mr. Ferguson will send a letter to Mr. Santiago listing the documentation he needs to provide as well as the guidelines to follow. He will also request a tree plan from the landscaper.

The record will reflect that Mr. Kane left the meeting.

PROPERTY MANAGER REPORT

BOD Approval – 2008 Audit Report

Severn Trent Management Services

Mr. Ferguson addressed the following:

- The draft audit was posted on the website.

Report on April 30, 2009 Financial Statements

Report on May 31, 2009 Financial Statements

- Mr. Christofoli questioned whether the net income of \$4,143.89 could be used for the gate repairs.
- Mr. Ferguson explained that the gate was already paid for out of reserves and there was an accounting of the \$4,142.89 on the General Ledger. A commitment to the reserve is made each month and the current total amount for the year was \$10,000. He suggested having a Reserve Study done next year for the roads and fences.
- According to the Auditor, the reserves were slightly under funded as there should be reserves allocated for paving, fencing and sidewalks. There were 12 instances where the sidewalk was raised due to roots.
- There may be minor insurance, electric and water increases next year. Gate maintenance may decrease. There will not be any legal or professional expenses except for collections.

For the Month of April 2009

Total Income:	\$9,562.42
Total Expenses	\$8,488.34
Net Income	\$1,074.08

For the Month of May 2009

Total Income	\$4,543.13
Total Expenses	\$5,258.89
Net Income	\$- 715.76

Year to Date May 31, 2009

Total Income:	\$42,111.85
Total Expenses	\$37,967.96
Net Income	\$ 4,143.89

Mr. Christofoli motioned approval of the 2008 Audit, the April and May Financial Reports, seconded by Mr. Korn, carried.

VICE PRESIDENT

There not being any, the next item followed.

SECRETARY:

**Approval of the May 21, 2009 BOD Agenda
Approval of the April 2, 2009 BOD Minutes**

The following changes were made:

- Mr. Christofoli commented that the minutes were better than minutes they received before and were professional.
- On Page 9, “Pentas and Satellite Dishes” should be “Penta – Satellite Dish”.

A motion was made by Don Christofoli, seconded by Bill Korn to approve the May 21, 2009 meeting minutes as amended; with all in favor, the motion carried.

Approval of the June 18, 2009 BOD Agenda

A motion was made by Don Christofoli, seconded by Andrea Pressley to approve the June 18, 2009 agenda; with all in favor, the motion carried.

Project Status Reports:

Mr. Ferguson reported the following:

- Replacement of Entrance Gates: The wiring for the gate was completed. In the old gate, the wiring in the conduits had deteriorated and was exposed. As a result, new wiring had to be drawn to every location. They discovered the gate was pushed in by a car. Rivets were placed into the sides so the bolts cannot slip. The gate is now operating and reading all codes. Mr. Johnson had problems with his scanner, but this was since been resolved
 - Ms. Pressley questioned who to contact if the electricity to the gate was off or their code was not working. Mr. Ferguson indicated he had a key to the gate, but inside of the dial-in box there was a double loop wire that could be cut to manually open the gate. In the event of a power outage, there was enough backup power to open the gate. Mr. Ferguson will provide the key to Mr. Korn and offered to show the BOD how to operate the gate in the event of a power outage.

Severn Trent Management Services

- Property CCTV System: Inexpensive systems can be purchased, such as one the County uses to identify cars dumping trash into their dumpsters.
 - Mr. Korn questioned the cost for this system. Mr. Ferguson confirmed that three bids were provided to the BOD, with the least expensive one costing \$9,000. The majority of the cost was for the DVD box. The cameras were relatively inexpensive.
 - Mr. Christofoli was in favor of informing the community about what the BOD was trying to do and the cost. Ms. Donahue suggested including this item in the budget.
 - There was BOD consensus to table this matter until the budget for next year was considered.
- Decorative and Landscape Lighting: The low voltage transformer for the lights in the middle island need to be replaced and several of lights needed to be removed. A number of lights at the front gate were broken and causing safety hazards from the broken lenses as the electric was still attached, these lights must also be removed. Mr. Ferguson submitted a proposal for \$2,500 to replace place two lights at the bottom of the columns by the gates and Four low voltage bollards lights will also be purchased; two for the front island off of 17 and two for the new island. This expenditure would be paid out of the Repair and Maintenance line item.
 - Mr. Korn questioned whether this price included a new transformer. Mr. Ferguson confirmed a new transformer would be included.
 - Mr. Christofoli questioned whether they would finish the island and install the new plants. Mr. Ferguson confirmed there new irrigation line and the limerock was to be removed and replaced with dirt and a ground cover like Jasmine would be installed on the island.. They were installing Jasmine, a low growing ground cover plants to avoid annual replacement plants and expenses.
 - Mr. Christofoli questioned whether there would be a pole for the sign. Mr. Ferguson indicated a white sign would be placed on the light bollard at the front of the island along with a new sign saying “PRIVATE PROPERTY-NO SOLICITING”. He suggested installing a speed limit sign on the other bollard. Mr. Korn agreed.

A motion was made by Don Christofoli, seconded by Bill Korn to spend \$2,500 to repair the low voltage lighting at the front gate and pay out of the Repair and Maintenance line item; with all in favor, the motion carried.

- Roads: Mr. Ferguson will have the pothole in front of lot 167 in Grand Oaks filled in.
 - Mr. Johnson expressed concern over the condition of the pothole as it was filled with slimy green water. Mr. Ferguson believes the water may be coming from the back of the property.
 - Mr. Christofoli believes the water may be coming from a broken storm drain pipe around the corner from the Penta property.
 - Mr. Ferguson indicated that Clay County inspected the roads in Grand Oaks and did not locate any leaks.
- Duval Asphalt provided a proposal of \$50,000 for the resurfacing of five different roads and \$15,000 to color and paint the asphalt at the entrance. Mr. Ferguson did not recommend the resurfacing because mobilization was 50% of the asphalt cost.
 - Mr. Johnson requested to know the details of the Polymer. Mr. Ferguson explained that the current entrance area surfaces were coated with the same Polymer, which the BOD was not happy with.
 - The BOD requested Mr. Ferguson obtain additional bids.
- Pavement Front Entrance: Mr. Ferguson was in the process of obtaining a bid from the Contractor who did the pavers at Riverhill Reserve to place pavers through a strip of asphalt at the passenger lane and place a small circle paver around the visitor's entrance and another strip of pavers going out. The Contractor can do this work by lifting the asphalt and using the same base.
- Associated Project-Completed-Repairs to the Entrance Structure and Pressure Cleaning: Mr. Christofoli requested that Mr. Ferguson obtain bids to pressure wash the bridge. Mr. Ferguson will ask the Contractor to perform this work. He does not believe they would charge more than \$100.
- Questioned where he could obtain new bar codes. Mr. Ferguson instructed the resident to call 940-6044.

Severn Trent Management Services

- Questioned how the closed gate schedule was set. Mr. Ferguson confirmed that the closed gate times had not changed, which was 5:30 a.m. to 6:00 p.m. and on Saturday and Sunday. The resident requested that the gates remain open until 7:00 p.m. as there was a great deal of traffic between 6:00 p.m. and 7:00 p.m. creating wear and tear on the gate.

ARB COMMITTEE:

This item was discussed above.

REC COMMITTEE:

This item was discussed above.

SOCIAL COMMITTEE:

Ms. Pressley reported the following:

- Heather requested to have an adult summer party in early August, a fall festival and an early Christmas party for the kids.
 - Mr. Christofoli questioned what was budgeted for community events. Mr. Ferguson confirmed \$3,800 is budgeted for community activity functions.

➤ There was BOD consensus for Heather to schedule these events.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

ADJOURNMENT:

With there being no further business to come before the Board,

A motion was made by Don Christofoli, seconded by Andrea Pressley to adjourn the meeting at 8:53 p.m.; with all in favor, the motion carried.

Severn Trent Management Services



James E. Ferguson
Community Association Management
Severn Trent Management Services
For Margaret's Walk