

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

September 14, 2009

@ 6:00 P.M.

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

I. CALLING OF ROLL AND CERTIFYING A QUORUM

Ms. Donahue called the meeting to order at 6:10 p.m.

Present:

Danny Kane, President

Bill Korn, Vice President

Don Christofoli, Treasurer

Keith Johnson, Director

Holly Donahue, Community Association Manager, Severn Trent Services

Attendance was taken and a quorum was established. There is a vacancy due to the Resignation of Andrea Pressley.

II. PROOF OF NOTICE OF MEETING

Notice of the meeting was posted 48 hours in advance.

III. OWNERS FORUM:

- **Presentation by M. Christofoli**

None.

- **Open to All Owners**

A resident, Mr. Allen, noted that there were minutes missing from the website. Ms. Donahue will post the August minutes.

Mr. Korn received an email from Ms. Honey Granger regarding replacement of the existing signs with the type of signs in Fleming Island Plantation. Ms. Donahue indicated the BOD can pay for this expenditure through the capital funds and will find out the cost for the FIP stop signs.

Ms. Bonnie Helm sent an email to Mr. Korn offering to serve on the ARB or REC Committees. Ms. Kane reported that the ARB Committee had three people, but did not know if any volunteers were needed for the REC Committee. Ms. Donahue reported that Ms. Judy Wilgard offered to serve on the REC Committee. The Board declined Ms. Wilgard's assistance since the Board already accepted her resignation and replaced her with Bonnie Helm. However, Mr. Doug Lloyd expressed interest in serving, but since he had not heard from anyone, he assumed he was not needed. Mr. Lloyd supported repainting the pavers due to the current economic conditions and using the money saved for the roads. The residents reacted favorably to the gates.

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The members of the REC Committee are Ms. Fran Eisert, Mr. Doug Lloyd and Ms. Bonnie Helm. The members of the ARB Committee are Ms. Cyndy DeHart, Ms. Kathie Johnson and Ms. Mary Kane. Mr. Korn requested these names be added to the website.

IV. APPROVAL OF MINUTES FOR AUGUST 20, 2009

The following changes were made:

- “*Fran Eiser*” should be “*Fran Eisert*”.
- Mr. Ferguson was not in attendance.
- “*Judy Welguard*” should be “*Judy Wilgard*”.
- On Page 4, STMS was supposed to find out the cost for the pavers. Mr. Ferguson was supposed to provide options for not having to install full pavers.
- On Page 6, Mr. Johnson did not recall a BOD saying they took a picture of the commercial vehicle at Lot 67.

A motion was made by Don Christofoli, seconded by Keith Johnson to approve the August 20, 2009 meeting minutes as amended; with all in favor, the motion carried.

V. MANAGER’S REPORTS/APPROVAL OF FINANCIAL REPORT

- **Report on August 31, 2009 Financial Statements**

Ms. Donahue provided the August financials to the BOD.

For the Month of August 2009

Total Income:	\$6,020.94
Total Expenses	\$3,760.90
Net Income	\$2,260.85

Year to Date August 31, 2009

Total Income:	\$58,773.47
Total Expenses	\$53,191.13
Net Income	\$ 5,582.34

- **Certificate of Deposits**

Ms. Donahue reported that the CD at 5/3 Bank matures on May 24, 2010. There is \$80,677.82 in reserve funds in an operating account at Compass Bank. She recommends that \$50,000 be placed in tiered CDs with Community Association Bank, which provides more security and no penalties. A rate sheet for area banks and some recommendations were provided to the BOD.

Mr. Christofoli questioned why two checks were written from an account at Compass Bank. Ms. Donahue explained these were reserve monies that Mr. Ferguson had allocated for the gates.

Mr. Christofoli discussed that all monies be transferred from Compass Bank to Mutual of Omaha and half of the money be placed into a CD. Ms. Donahue noted that the District Accountant recommended tiered CDs at Community Association Bank with \$50,000 being placed in a 13 month fixed rate CD at 2.10% APR, \$20,000 in a seven month fixed rate CD with 1.6% APR, a 90 day fixed rate CD for the \$5,000 at .9% APR with the remaining cash deposited to a reserve money market account. The CDs will be tracked on the balance sheet.

A motion was made by Don Christofoli, seconded by Bill Korn to transfer the monies from Compass Bank to Mutual of Omaha; with all in favor, the motion carried.

- **Mailbox Information**

Ms. Donahue reported that many mailboxes now have numbers and are much easier to read and addresses are easier to locate. The Master HOA would like all single family home mailboxes to have the standard FIP numbers per the BAR Guidelines of the Plantation. Some violation letters were sent to residents living on Sentry Oak, and the mailboxes look great. Severn Trent can send more letters. Mrs. Kane recalled the BOD saying at the last meeting that they did not want to send out violation letters. Ms. Donahue indicated they were supposed to send out “friendly” letters, but first notice violation letters were actually sent reminding some of the owners to paint their mailboxes as well. Mr. Korn clarified that BOD members originally had only wanted residents to affix numbers if they had to replace their mailbox. The BOD supported sending out reminder letters to all residents. Ms. Donahue will send mailbox reminder letters on behalf of the Master HOA; and will point out in the letter that the condition of the mailboxes is important. Owners need to understand that it is proactive to have legible numbers on their homes and mailboxes for emergency management purposes and their safety. Currently, it is difficult to see the numbers on the mailboxes, especially at night. Ambulances and fire trucks expect numbers on the houses and mailboxes. Many of the homes have trees and bushes hiding their house numbers. The Board asked that the Manager note on the Violations Report which violations were from the Master HOA versus the MWHO.

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

- **Violations**

Ms. Donahue reported that a list of current active violations was provided in the BOD working package. Inspections were not performed last week due to the Labor Day holiday, but they will be performing inspections this week. The list of violations will be updated after the inspection.

Mr. Johnson requested that the management company be consistent with commercial vehicle violations. In Ms. Donahue’s opinion the owner of Lot 76, Cataldo was not in violation because they are making an effort to conceal their commercial vehicle from public view. The BOD requested that Ms. Donahue send another letter to the Cataldos reminding them that they stated they would replace their grass by the end of September.

A motion was made by Danny Kane, seconded by Keith Johnson to be consistent with issuing violations for commercial vehicles; with all in favor, the motion carried.

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Mr. Johnson asked Ms. Donahue to follow up on the lots fined at the February 5, 2009 REC meeting, with the exception of the following:

- Lot 6 – 1772 Margaret’s Walk Road: In foreclosure
- Lot 14 – 1842 Sentry Oak Court: In compliance
- Lot 38 – 1697 Margaret’s Walk Road: No ARB filed
- Lot 67 – 1884 Sentry Oak Court: Fees waived
- Lot 86 – 1819 Sentry Oak Court – Ruhl: In compliance

- **Delinquencies**

Ms. Donahue reported that there were 20 delinquent accounts totaling \$4,602.76. Of these delinquencies, ten were for miscellaneous fines.

Mr. Johnson expressed concern over the number of owners who were overdue on their violation fines and the HOA not being able to legally place a lien on a house. Ms. Donahue clarified that liens could be placed for delinquent assessments, but not fines.

Mr. Kane suggested sending out a letter on behalf of the BOD listing the homeowners who have not paid their assessments. Ms. Donahue indicated that according to the law, there is a 45 day window, which the management company follows when sending out letters to the owners on the Delinquency Status Report. After that point, an Intent to Lien letter is sent by the Attorney. The minor fees are not forwarded to the Attorney as it costs more to have the Attorney handle them than the amount of the delinquency. If a lien is imposed when the homeowner sells their home, they can only collect up to one year of fees, with the remaining amount being written off as bad debt.

VIII. DIRECTOR’S OLD BUSINESS

- **Gate Information for Board and Owners**

Ms. Donahue was in the process of compiling gate operation information so the BOA members were knowledgeable about the gate operations in the case of an emergency. She provided information on the gate motor from DoorKing and indicated that Mr. Korn has a key.

- **Pressure Washing of Bridge**

The pressure washing was completed last Wednesday by Barrett’s Pressure Cleaning. Ms. Donahue received two bids; one for \$200 from Barrett’s Pressure Cleaning and from Bel Air Cleaning in the amount of \$275 to pressure wash the railing, columns and sidewalks on the bridge. The BOD was pleased with the outcome.

- **Signs for Entrance**

Mr. Korn took pictures of the current signage. The post with the camera sign will be replaced with a 15 mph speed limit sign and the visitor and resident signs will be posted on a 10 foot lamp

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post by the call box with vines placed around it. Ms. Donahue will look for alternative locations to move the lamp post.

- **Drainage**

Mr. Christofoli reported that the CDD approved hiring an engineering company to evaluate MW drainage. A meeting has been set for Tuesday of next week to discuss the matter further. Mr. Roger Helm has the original blueprint of the neighborhood. The BOD decided to wait for the Engineer's Report before proceeding further.

- **Front Entrance Pavers**

The BOD requested design ideas for putting pavers in the high traffic area. Mr. Christofoli suggested using thicker pavers.

XI. COMMITTEES

None.

XII. ARCHITECTURAL REVIEW BOARD

Only one request was received this month.

Mr. Kane received an email from Ms. DeHart expressing her displeasure over the MWHO A 1 Board moving their meetings to Monday at 6:00 P.M.

IX. NEW BUSINESS

- **2010 Budget Discussion and Work Package**

Ms. Donahue provided the 2010 proposed operating budget to the BOD. The proposed assessment for 2010 is \$430.55, with the exception of two lots, which pay \$645.82. The following changes were made to the budget:

General and Administrative Expenses

- *A Bad Debt Expense* of \$2,300 was added.
- *Management Contract* was increased by 3%.
- *Architectural Review* decreased from \$750 to \$400.
- *Insurance* increased slightly. Ms. Donahue recommended obtaining better D&O Insurance.
- *Community Functions* decreased from \$5,000 to \$3,000.
- \$2,500 was budgeted for *Reserve Study*. Ms. Donahue will obtain bids.

General Maintenance

- For *Entry Gate Maintenance & Repairs*, the BOD wants to paint the posts and hardware on the gate.
- *Lighting Maintenance & Repairs* decreased from \$3,000 to \$2,500.

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- *Capital Improvements* decreased from \$3,000 to \$2,000.
- Replacement Fund Transfer was budgeted at \$11,000

Mr. Kane requested the Board consider what percentage of funds to roll into the reserve before the end of the year for road repairs.

Mr. Christofoli supported negotiating the 3% increase in management services.

The BOD will hold the public hearing on the budget on October 12, 2009. Mr. Kane thanked Ms. Donahue for her hard work on the budget.

X. NEXT BOARD MEETING

The next BOD meeting is scheduled for October 12, 2009 at 6:00 P.M. Posting will be on the website and at the message center.

X. ADJOURNMENT

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

A motion was made by Bill Korn, seconded by Don Christofoli to adjourn the meeting; with all in favor, the motion carried.

Holly A. Donahue, LCAM, CMCA
Severn Trent Property Management
For Margaret's Walk HOA