

**MARGARET'S WALK
HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
January 14, 2009
@ 6:30 P.M.
FLEMING ISLAND PLANTATION AMENITY CENTER
2300 Town Center Blvd.**

Present:

Frank McCarthy
Keith Johnson
Andrea Pressley

Absent:

Adam Mercer

Also Present:

Jim Ferguson, Community Association Manager, Severn Trent Services

Call to Order:

Jim Ferguson called the meeting to order at 6:38 p.m.
Attendance was taken and a quorum was established.
Notice of the meeting was posted 48 hours in advance.

Presidents Report:

Keith Johnson, acting as chairman in the absence of President Mercer gave the Presidents' report.

A motion was made to appoint Danny Kane to complete the term for the vacancy on the board that was created when Vice President Danny Kane resigned earlier in the year by Keith Johnson, seconded by Andrea Pressley; the motion carried.

Danny joined in the meeting as a VP/Director to complete the current term for the vacancy and was listed as present for the meeting.

A motion was made to appoint VP Danny Kane as Chairman, ARB, the chairmanship being the same he held at the time of his resignation Mrs. Helms acting ARB Chairman was instructed to turn over all ARB request and materials to Danny Kane by Keith Johnson, seconded by Andrea Pressley; the motion carried.

Approval of the October 27, 2008 Minutes:

A motion was made to approve the minutes for the October 27, 2008 BOD Budget Meeting by Andrea Pressley, seconded by Frank McCarthy; the motion carried .

Approval of the September 22, 2008 Agenda:

A motion was made to approve January 14, 2009 Agenda by Frank McCarthy, seconded by Danny Kane; motion carried.

Vice Presidents Report:

None

Managers Report:

Jim Ferguson Presented the Property Manager's Report as of January 14, 2009

Financial Report

A motion was made to confirm the BOD approval of the 2009 Budget with revisions to account for lots 145 and 147 by Keith Johnson, seconded by Frank McCarthy; the motion carried.

Financials to Date: Official Financial Statements were presented for October and November 2008

Estimated Financial Report for Year Ending December 31, 2008 (estimated) (STM) has not received December Bank Statements from Regions Bank for MW and can not complete the December Financial until the bank account are received and reconciled. Following are STM estimates.

STM Estimated Financial Results

STM Unofficial Results

For the Month of December 2008

YEAR TO DATE 12/31/09

Total Income \$6,333.77

Total Income \$76,379.23

Total Expenses \$4,537.38

Total Expense \$59,054.41

Net Income \$1,796.39

Net Income \$17,324.82

Delinquencies

There are 11 delinquent owner accounts in the total amount of \$ 844.48. The foreclosure of Smith of 1772 Margaret's Walk Road owes \$728.76 and this unit is in foreclosure. Report attached.

Motion was made to approve the financial report as presented by Keith Johnson, seconded by Andrea Pressley; with all in favor the motion carried.

OLD BUSINESS:

Management Contract STM and Margaret's Walk FY 2009.

Original Home Owners Association Management Services Agreement - included in the BOD Working Papers

The addendum modifies and extends the period of the contract and the compensation paid to STM as follows;

1. The terms of the original agreement is changed to a one year agreement (see Paragraph 2, page 1).
2. Compensation to STM (see Paragraph 6, page 2) the initial contract price is changed from \$3.50 per door to \$5.50 per door or \$984.50 per month with an annual total of \$11,814. The annual management fee was recognized and approved in the FY 2009 MW Budget. STM would like to note that our level of services have been essential in the development of good management practices and procedure that have been used extensively to compensate for the lack of a formal management program by the previous property management companies.

A motion was made to approve the addendum to the Severn Trent Management Contract for the period January 1, 2009, to December 31, 2009 by Keith Johnson, seconded by Frank McCarthy; the motion carried.

Landscape

STM recommends that the annual contract presented Austin Outdoor be approved by the BOD. There were two other bids, covering the scope of services and within the range of the Austin Contract. STM feels that with all the additional projects that are lining up, that a change of landscaping contractors would not be in the best interest of MW at this time.

STM recommends the proposed contract from Austin Outdoor which offers a wide range in scope of services be approved by the BOD. The annual contract is for all services listed under scope of service at \$1880 per month. This amount was anticipated and approved in the 2009 Budget.

Motion was made to table the consideration of the Landscape Contract pending receipt of all bids and a complete review of the entire package by the BOD. The bid package along with a recommendation by the property manager can be emailed to BOD for consideration prior to any action being taken. The BOD can approve the selected contractor with approval by email. The motion was made by Frank McCarthy, seconded by Danny Kane; with all in favor the motion carried.

Roadway and Drainage

The project expanded from the original three (3) sink holes by the storm drains to five (5) sink holes, one of which required the removal and replacement of concrete curbing and flange. All repairs were completed in accordance with BOD approval. This was a longstanding problem in the community that has been resolved.

Electrical Repairs to the Entrance and Bridge Light

Marco Electric has repaired damaged lights at the entrance and the bridge. Jim Ferguson reported that there are still lights out and at this time can only recommend complete replacement because of the water and physical damage to the fixtures. Since the MW Entrance is fairly well illuminated at night with the present set-up Jim recommends a complete study of the entire system to develop a long range plan for the lights.

The board would like to see a study and complete proposals from several landscaping lighting contractor for a new lighting scheme and the possible use of solar powered lights in the entrance areas before any action is taken.

Entrance Gate Repairs and Operations

The exit gate damage from the CC Fire Engine during the holidays has been repaired. The repair cost was covered by Clay County Risk Management.

Director Frank McCarthy asked for discussion of the agenda item for concerning the entrance gate operations including hours and maintenance repair cost.

After much discussion as to the value of keeping the entrance gates, their impact on MW property values; the constant repairs and irregular hour; the concerns for the security the gates provide from vehicle traffic into MW it was the consensus of the board that new and better equipment is required and that the gate system must be redesigned for the convenience and ease of use for owners and other essential traffic.

Motion was made to retain the gates and maintaining in operable condition, while looking at replacement equipment for gate arm controllers, location of entrance and exit activation devices and improvement of communications to the gate equipment. Additionally, the entrance is projects will include the gate, the video surveillance system and lighting at the entrance. The motion also directed Jim Ferguson property manager to obtain proposals, recommendations and design concepts and incorporate all information received into a study package for board consideration. In the mean time the gate will be maintained in an operable condition and remain open for hours established by the board – 5:30 a.m. until 6:00 p.m. by Frank McCarthy, seconded by Keith Johnson; with all in favor the motion carried.

CDD Pedestrian Walkway

The pedestrian gate leading to the park is the responsibility of MW. Jim The gate has not been maintained in an operator friendly condition and is currently being held in place with plastic twist ties.

Motion was made to direct Jim Ferguson to have the necessary repairs made to the gate to insure the gate is operating safely. By Danny Kane, seconded by Frank McCarthy; with all in favor the motion carried

Austin Outdoor has trimmed back any branches that present a safety issue on the walkway but the debris has not been removed. According to someone they are not allowed to clean the Conservation Area (Jim Ferguson reported that he did not believe that the area between the gate and the bridge is a conservation area) per the permits; only trees that present a safety issue can be removed and this will be determined by the CDD.

Jim Ferguson noted that the areas in question around both the entrance and exit area should be positively identified as there is considerable danger to MW residents and other FIP owners visiting the park via the gate entrance from failing branches and debris and the areas need extensive maintenance for safety and appearance sake. Definite boundaries should be identified by survey so responsibilities can be defined so that clean-up or maintenance or what or when to cut down a dead tree or remove trash shouldn't be left to the whim of "guess work".

Motion made to request the FIP CDD conduct a property survey to positively identify and map what property is owned by the CDD and what property belongs to other HOA's at FIP by Keith Johnson, seconded by Danny Kane; motion carried.

NEW BUSINESS:

Violations – Rules Enforcement Committee

Included in the BOD working package is a compiled listing of all violations that are recorded in STM files for Margaret's Walk.

Working closely with Director Keith Johnson, STM has prepared letters for violations approved by the BOD. 2nd Letters and Notice of Intent to Fine several home owners for repeat violation of CC&R's, and Bylaws MW. A summary of open violations and appropriate letters are included and in the board packet. STM will send these letters by certified mail after approval by the board. The violation letters list previous violations history and notify owners in violation of the 'Intent to Fine'. Letters are prepared in compliance with all Margaret's Walk Covenants, Bylaws and applicable Florida Statutes. The Rules Enforcement Committee "REC" will meet on February 5th, 2008, at 6:30 PM at the FIP Amenity Center to hear any owner on appeal to the violations and proposal to impose fines. Owners are also afforded the opportunity to appeal any decision to the MW BOD.

With this mailing, Severn Trent will have fully complied with the administrative and prior approval by the board before mailing, this is the procedure directed by the board. All violations and administrative processing of violation letters after board approval will be handled by Severn Trent Management as part of their Scope of Services.

The MW board directions are for STM property managers to make the inspection and report the violations to the MW board. The board review each violation letter and will give final approve as to which violation letter are issued to which owner and then approve all letter to be sent to the owners by STM. All 2nd Notices and intent to fine letter will be handled in same manner. STM will get an actual approval notice from the board via return email prior to any violation letters being sent.

Architectural Review Board

STM has provided all known owner ARB request to the ARB Committee. STM now has no assigned task or responsibilities except for receiving and processing of MW ARB request to the Chairman of the ARB Committee. At the boards direction the ARB committee now manages all ARB submissions, reviews and has assumed full responsibility to manage record keeping requirement for the ARB process. STM will continue to report known ARB rules infraction discovered during inspection visits. All ARB records and documents related to the MW ARB process have been returned to the Chairman of the ARB Committee. ARB forms are available to owners on the MW HOA web site.

Property Manager Project Review and Recommendations:

PROJECTS RECOMMENDED BY STM FOR MW BOD CONSIDERATION

Project: Entrance Gates - Determine if it is economically feasible to continue to repair or (recommended) completely replace the Mechanical Operations of the Front Gate System.

Property Security System - Determine at what level of cost and effect the existing camera security system should reach before it is overhauled, updated or (recommended) totally replaced.

Decorative and Landscape Lighting - Continue to repair or replace or repair of broken and damaged lights at the MW entrance – (recommended) it's time to considering replacing the complete lighting system and scheme for the MW entrance with other types of lights, especially LED and lights that are solar powered for the entire lighting system. Going Green can save money in the long run and I would like to see MW in the lead for conservation for the FIP Community.

Northern Border Fencing - Border fencing along the Northern boundary of the property – determines who is responsible for the fence and security, the association or lot owners? Replacement fencing must be uniformed (alternative types of fencing could be used) and in compliance with ARB Rules and MW Covenants. I suggest that all board members take a ride down Florida Avenue to see the problem first hand. Residents located along the Northern Boundary with Floyd Road are well aware of the total lack of security for

them and other owners in MW. The current condition of the border fence would indicate (recommended) the need to totally replace, not patch the fence.

Same questions for the wood fences on the walkway leading to the park at the main entrance.

Trees - Many of the Older Oak Trees need to be removed (recommended) because they are becoming a safety threat to both homes and individuals and a major safety problem within the community. – This is quickly becoming a major problem and is prevalent throughout the community. Where safety is concerned the immediate removal of the tree(s) is the only recommended course of action or practical solution to the problem.

Stains and Mold - Resurfacing of Roads – after looking at each street, in the opinion of STM that the street will be serviceable for at least another year, possibly more. . An Engineering Study on the roadways is required to allow time to plan this major project.

Curb Appeal - Pressure cleaning, entrance, bridge and drainage gutters on all roads. The cleaning of the street drainage gutters would improve the curb appeal at MW 100%.

Homes and Roofs - Homes and Roofs are aging to the stage where pressure washing, cleaning and replacing roofs has become a neighborhood problem. The enforcement of a strict maintenance program will definitely require direction from the BOD and strict enforcement by the REC.

Jim Ferguson noted that these are but a few of the problem projects MW owners will be facing in the near future. There will be other, and emergencies will arise. Recognizing that all the projected and facing the cost associated with improvements and having a preventative maintenance program is that ounce of prevention which is worth the timely efforts needed to consider these projects and having a solid plan on the table to take MW into the future. STM recommends a complete review of the MW Reserve Study and that future reserve contribution be adjusted to these projects are essential to having a quality maintenance program for MW and to necessary to assuring that property values are maintained at the highest levels possible.

The need for early decisions and the urgency to complete theses capital project will become more obvious as MW gracefully ages and loss of curb appeal becomes more of issue in retaining market values, especially in today's market.

A motion was made to direct the property manager to develop a project list with priorities and cost estimates for the next board meeting. All project listed above to be place on priority list by Frank McCarthy, seconded by Andrea Pressley; with all in favor the motion carried

STMS recommends the MW BOD establish a Long Range Planning Committee charged with the development of a Strategic Plan for MW which is tied to the annual reserve contributions.

There will be other project and property situations that will need to be faced, there always are, that will arise but to get a plan of action on the table to move MW forward is essential and is the total responsibility of the BOD.

ANNUAL MEETING AND ELECTION OF DIRECTORS

DATE: Sunday, April 26, 2009

TIME: 2:00 – 5:00 P.M.

PLACE: Fleming Island Amenity Center

Motion to approve the date, time and place listed above made by Keith Johnson, seconded by Danny Kane; motion carried.

Adjournment:

A motion was made to adjourn the meeting at 9:38 P.M. by Danny Kane, seconded by Keith Johnson, motion carried.

With no further business to come before the Board, the meeting was adjourned.

Open Forum: Mr. Jimbo Granger addressed the board concerning the correction he had made to the plans for his home to meet the ARB requirements and noted that his plans were back in the hands of the ARB Committee and he is waiting for final ARB approval.

Mr. Al Allen addressed the board concerning several matter including the conditions on the property, communication of the 2009 Budget process and posting of notices of meetings.

James E. Ferguson, CAM
Severn Trent Property Management
For Margaret's Walk