

MARTIN'S GARDENS

HOMEOWNERS ASSOCIATION, INC.

Board of Directors Meeting January 31, 2018 Bloomingdale Regional Library Meeting Minutes

1. Call to Order-Certifying of Quorum

The meeting was called to order at 6:33 p.m. by Doug Pinner with McNeil Management. Board members Roberto Vega, Susan Fritzler and Gail Wallace were in attendance; therefore, a quorum was established. It was confirmed that the meeting notice was timely posted at least 48 hours in advance. Doug Pinner represented McNeil Management.

2. Reading of Unapproved Minutes

The Board reviewed prior minutes dated November 16, 2017 as prepared by the Secretary.

On Motion: Duly made by Susan Fritzler second by Gail Wallace and carried unanimously.

Resolve: To waive reading of the prior meeting minutes and approve them as presented.

3. Reports

Manager recreated 2017 financial information to assist in the creation the 2017 annual report as required by Florida Statutes. The board received a copy of this report. The December financial package completed by Melrose was forwarded to the board prior to the meeting. Assessment refunds identified per the audit are valid as they appear to represent over collection from 2014 home closings. The Association will send notices to these owners urging them to apply the credit balances toward the remaining 2018 assessment. If not, owners can receive a reimbursement as funds become available. There are a few homeowners who have not submitted the January assessment payment. Delinquency letters will be mailed to owners on February 7, 2018.

4. Business

BOD Contact Sheet: Board updated contact information sheet.

Estoppel Resolution: Manager explained legislative requirement for board approval.

On Motion: Duly made by Susan Fritzler second by Gail Wallace and carried unanimously.

Resolve: To approve the estoppel resolution prepared by attorney, presented by manager.

Uniform Collection Policy: Board reviewed policy presented by manager and agreed to \$25.00 assessment late fee.

On Motion: Duly made by Susan Fritzler second by Gail Wallace and carried unanimously.

Resolve: To approved the uniform collection policy including a \$25.00 assessment late fee.

Attorney Representation Agreement: Board reviewed and approved for collection matters.

On Motion: Duly made by Susan Fritzler second by Gail Wallace and carried unanimously.

Resolve: To approve and sign the attorney agreement relating to collection matters.

Website: Board reviewed website options with traditional feel or mobile friendly versions. Manager will send documents and forms to webmaster selected by Board. The board and/or owners can provide content as they wish.

On Motion: Duly made by Susan Fritzler second by Gail Wallace and carried unanimously.

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Resolve: To approve webmaster DeHart Web Design with address martinsgardens.com or martinsgardenshoa.com as available.

Architectural Process & Standards: Standards created by community must align with the Declaration and are generally used to enhance and define for the community. Discussion regarding earth tones from PP&G being the currently approved color palette. Manager has sent notices regarding basketball hoops in view not being actively used and was asked to hold off sending additional notices until standards can be developed. Discussion regarding document language indicating latitude exists to define "in use". Manager indicated that at the point standards are ready for board approval, owners must receive 14-day written notice that standards are being considered at a board meeting. Owner in attendance asked when he would receive his approval and the committee indicated they had already reviewed and approved his 4 applications. Manager will request committee forward signed applications for sending to homeowner.

Gate Programming Contract: Board requested manager cancel contract with Accurate Electronics. Manager requested to contact American Access for annual preventative maintenance contract on gate and electronic parts. Board additionally requested assistance on pedestrian walking gate, ability to have individual codes and gate power supply being secured as it is installed by pump station outside of community. In the next homeowner mailing, the board would like to alert owners to a master gate code change.

Insurance: Board reviewed quote from insurance agent obtained by Manager for identical coverages compared to current policies. Approximately \$4,000 in savings can be realized.

On Motion: Duly made by Susan Fritzler second by Gail Wallace and carried unanimously.

Resolve: To cancel current insurance policies and have them written through new agent, Community Insurance Group including property, package and directors & officers coverages.

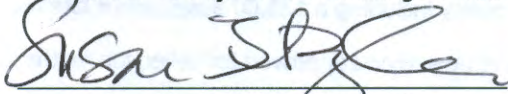
Vendor Contracts: Board would like proposals on landscape contract and waterway maintenance. Manager requested landscape specifications be developed by board/committee to ensure all bids are comparable in scope. Board additionally discussed adding low-voltage LED lights at the exterior entrance as the community entryway is very dark.

5. Adjournment

Board requested next meeting date on Wednesday, March 21/28 or April 4. Manager will check availability with library and confirm meeting date with board.

On Motion: Duly made by Susan Fritzler second by Roberto Vega and carried unanimously.

Resolve: To adjourn the meeting at 8:12 p.m.



Prepared by Manager on behalf of Secretary