

St. Andrews Estates Homeowners Association, Inc. (SAE HOA)

Board of Directors Monthly Meeting Minutes

October 23, 2017 - Armstrong Room - 6:00 P.M.

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Pledge of Allegiance - led by Gill.

Roll Call - A quorum as all Directors present as follows: Denise Gill (President), Terrell Dossey (V.P.), Barbara Gocek (Treasurer), Maureen Coviello, John Clarkin, Joanne Kerr and Linda Clapp (Secretary).

Meeting Called To Order - At 6:03 P.M.

President Report - Thanks to Joanne and all potluck helpers. Hope to add a few social events every year so always new, exciting things happening. May move potluck a few weeks later to have cooler weather and more people back. Main goal is pleasant looking neighborhood and welcoming people to have comfortable, friendly, family environment. Open to suggestions to improve aesthetics and social events. Want things simple and stress free for everyone. If questions or concerns, e-mail, mail or stop to discuss if see Gill in yard. Annual Meeting, December 10th, is members' time to attend and get involved. Will include election results and a nice lunch. Notify Gill beforehand of specific topics desired for discussion as certain topics must be on the Agenda.

Secretary Report - Clapp asked if Board reviewed September 17, 2017 monthly Meeting Minutes and if any corrections or additions. **Resulting from discussion, Gill requested motion to approve Minutes after correcting as follows:**

. **Treasurer's Report: Balance of \$6833.69.**

. **Estoppel - changing from 15 days to 10 business days because it's being mandated by Florida Statutes.**

Gocek motioned to approve corrected Minutes; motion passed unanimously.

Treasurer's Report - December 31, 2016 Balance \$10,688.60, Total Income \$3,335.00, new Balance \$14,023.60. Total

Expenses \$7,595.16. Checkbook Balance now \$6,428.44. Extra reports here for viewing. Report is not accepted until

after year end Audit is done. The Treasurer's Anticipated Budget For 2018 shows 2017 Expenses, Estimated 2018

Expenses, Dues will remain \$35.00 for 2018. We are not over budget as November to November figures are used

in order to present Budget at Annual Meeting. Lighting Expense of \$2438 for 2017 is one-time. The 2018 estimate

shows \$1,000 "Unforeseen" for possible sprinkler installation or any other expenses like recording fee if Bylaws are

approved at Annual Meeting. **Kerr motioned to accept 2018 Budget; motion approved (Dossey declined).**

Old Business -

Front Entrance: Need irrigation system to apply for Grant as County won't give if no watering system for new plants.

Irrigation is noted in "Unforeseen" on 2018 Budget. Plumber estimate will be brought to Board to discuss/approve.

Denise will finish right side planting when cooler weather. New lawn care person, Ramon Hernandez, is reliable,

doing wonderful job. working monthlv. paid after work is done. No contract means he's gone if not

doing job. No

license needed since only does yard work no landscaping. One-time \$600.00 expenditure to Ramon was for all work (overgrown trees trimming, poison oak clearing, sidewalk edging, etc.) prior contractor (Felipe) didn't do.

Bylaws Committee: After September meeting call to form Committee, Jim Kerr, Gloria Clarkin, Gill (as President oversees Committee) attended first meeting (Barry and Evelyn Neste unable to attend). Kerr was acting as the Nomination Committee Chairperson so Clarkin agreed to act as Bylaws Committee Chairperson until approval by Board at October meeting. November BOD meeting is on the 12th; Annual Meeting is December 10th, so one goal is to amend Bylaws to allow more time to get all tasks (Bylaws changes, nominations, printing letters and ballots, mailing, etc.) done without rushing. Dossey objected indicating the Bylaws Committee should have been called for as requested at the June 26th meeting but Gill indicated was too early and put off to August ... then no meeting actually held again until September. Gill requested motion to accept Gloria Clarkin as Chairperson (committee members don't need approval). Coviello made motion; motion passed (Dossey declined).

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Committee discusses what Bylaws need work, writes changes, then is sent to members to vote. If members want to be involved before, need to volunteer for the Committee. Clapp stated, since Committee consists of volunteers, elected Board Directors should see suggested changes and approve what is sent out for voting. Gill said nothing in our Bylaws (and can't find in Robert's Rules) to indicate Board needs to approve before mailed to membership.

Moving Meetings To Monday Nights: Some meetings cancelled since hard to get four Directors here. Lots of requests to change to Monday. Dossey objected noting prior years' Monday meetings were hard for members using golf carts especially at night in winter months. Members are welcome but meetings are scheduled to accommodate Board. Members needing a ride can contact the Board. Gill asked for motion to change to 6:00 PM Mondays starting in January. Coviello motioned; motion passed (Gocek abstained; Clapp and Dossey voted no).

Election Committee: Nothing done yet. The Bylaws indicate three association members shall be appointed by BOD in October of each year. Only Jim Kerr, Gloria Clarkin and Don Johnson volunteered. Was determined Don not able to serve since his spouse, Jean Johnson, has been nominated (and agreed) to run for election to the 2018 Board. Michael Walsh and Karen Ryan then volunteered to be on Election Committee. Gill requested motion to approve James (Jim) Kerr as Chairperson. John Clarkin motioned; motion passed (Dossey voted no).

Website: Dossey was asked to run it: said he knew how: but keeping it updated has been a problem for

months. At

last two meetings, Gill requested pin and password be turned over to Jim Kerr who volunteered to take over. Gill

called (*inaudible*) and was told website (www.saehoa.org) belongs to us and is paid for from 2016 to April 2018

but Dossey opened website domain, has it private protected, and has pin need to get in. Dossey responded: he

is domain name registered owner, he was using it to support this community, website is now up to date, agreed

he was reimbursed \$55.48 but it was for 2016, he has proof of his payment to 2018, and said if want to start

another web page he will redirect data to it. Since it would cost \$55.00 to open a new domain plus cost \$150.00

to change web information on our sign and Dossey will not turn over pin, suggestion was "go around him". Gill

asked for motion to let her to go to the company with paperwork showing she is President and ask to

be given the pin to get in the website. Coviello made the motion; motion passed (Clapp abstained).

New Business -

Election Of Three 2018 Directors: Nominations for three seats are needed from the Election Committee. Coviello

and Gill are up for re-election. The third seat is for Clapp who read a letter indicating she is resigning effective

December 18, 2017 so the vacant seat can be voted on at the Annual Meeting for election of 2018 Directors

but, at the same time, cause no real hardship by the vacancy for the last few days of 2017. Any member may

nominate someone by hand-delivering the nomination to Secretary (Clapp) no later than November 10, 2017.

Neighborhood Address and Mailing List: Is needed for the election.

Ballots Mail Procedure: Same as last year. Ballots mailed out. Members, using stamped envelope provided, mail

back in time for December 10, 2017 meeting or bring it to meeting. Returned ballots kept, unopened, in box

that will be taken to meeting for election helpers to open them, check off addresses, and count each as part of

vote. If address is checked off as voted by mail, member can't vote at actual meeting. Mailed in ballots count

towards Quorum so members need to vote by mail, or attend, so we have valid meeting and election. Letter

about 2018 dues amount, and how to pay, will be sent with packet mailed out.

Committee Reports:

Welcoming & Social (Joanne Kerr) - Eighteen homes had yard sales; next one will be in March. About 60 people, at potluck (lots of new faces). Greeted three new neighbors. New neighbors here today, Debra and Terry Keen,

will be officially greeted soon. Contact Joanne if want to decorate golf cart to enter in HOA category of Holiday

Golf Cart Parade on December 9th (Movie Magic theme; have cash prizes). Eight foot alligator strolled down

Stoneham Dr three days ago; stopped in yards; was picked up by Fish & Game people (video on Facebook).

Architectural Review (Chuck Fleming, absent) - Gill said just a couple of yard complaints but have been handled.

She thanks Chuck for good job of handling issues and immediately checking things for Estoppels completion.

Bylaws (Gloria Clarkin) - Have had two meetings. Made some changes; some just to tweak or clarify things; all

will be sent out for voting. One change example to vote on is: approving wording allowing the Board to make

grammatical errors corrections without requiring a members vote beforehand. Letter, explaining each change,

will be included in packet members receive.

Election (Jim Kerr) - Will contact committee members to have first meeting. Will have to get names of nominees

Secretary gets (up to November 10th) to put on ballot. He'll get returned ballots from Post Office twice weekly

and highlight them on the updated list he has of all the addresses.

Alleged Violations: Dossey stated: Board is in violation of Bylaws 5.1 b. since, he (as Vice President) is not being told of

everything so he can take over duties of President if necessary; this has happened many times; the Board is often left

not knowing what is happening; when Treasurer was out of town, he received TECO and bank statements; reviewed

bank statements and saw that checks were not signed by two of three authorized signatures (*see Bylaws 7.2*) and, in

10 months as Vice President, he has never signed a check. He stated he is not accusing Treasurer of stealing; just

trying to make sure the Board is following the Bylaws. Gill advised she has never signed a check and questioned if a

check is a withdrawal. Gocek stated no checks have ever been signed by two people. Clapp suggested that all agree

that, going forward, checks will have two signatures as Bylaws show.

Adjournment - Gill requested motion. Gocek motioned; passed unanimously. Meeting adjourned at 7:40 P.M.

Door Prize = Walgreens \$20.00 gift card was won by Paul Slater

Next Board of Directors Meeting = November 12, 2017; Armstrong Room; 1:30 P.M.

