

CREEKSIDE

HOMEOWNERS ASSOCIATION, INC. OF HILLSBOROUGH COUNTY

Board of Directors Meeting
May 21, 2020 at 6:30 PM
Virtual *Go To Meeting* Used Due to Covid-19

Meeting Minutes

1. Call to Order - Certifying of Quorum: The meeting was called to order by Taryn Doyle at 6:30PM. It was confirmed that timely meeting notice occurred by the Transition Notice mailed with meeting notice information, with an affidavit on file, in addition to posting on message board and community website. Board members Marcilene Harlee, Zebe Alfano, Tiffany Brasel and Melissa Watermolen were present. It was determined that a quorum was established. Doug Pinner, Pamela Pinner and Kelly Mauzy represented McNeil Management. Five (5) Homeowners were in attendance for the meeting.

2. Approval of Minutes: The reading of April meeting minutes was waived.

On Motion: Duly made by Taryn Doyle, second by Melissa Watermolen and carried unanimously.

Resolve: To approve the previous meeting minutes as presented.

3. Management Reports

Previous management reports have not been received as of the meeting; therefore, the April Financials were unable to be reviewed and discussed.

Management reviewed the current vendor contracts with the Board:

- Appleton & Reiss, Association's Law Firm
- Meryman Environmental, Inc., Pond Maintenance
- Turner's Edge, Inc., Landscaping Common Areas
- Express Towing LLC, Towing

Management went over the following policies with the Board. The documents were reviewed prior to the meeting by the association's attorney for approval.

- Uniform Collection Policy
- Estoppel Policy

On Motion: Duly made by Tiffany Brasel, second by Taryn Doyle and carried unanimously.

Resolve: To approve the uniform collection policy and the estoppel policy as presented.

To be discussed further with Management with additional oversight from the Attorney.

- Parking Enforcement Policy
- Violation Policy

4. Committee Reports

Architectural Committee: Further review of the Policies and Procedures for the Architectural Control Committee will need to be reviewed with the attorney for clarification. A new alteration request form will be available on the website for homeowners to download and submit their alteration request.

Approved Exterior Color List: The Board will review with the manager the current palate available for possible revision.

CREEKSIDE

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5. Unfinished Business

Mulch for Playground and Common Areas: Quote received from American Mulch and Ground Cover. Board would like another proposal. Manager to provide an additional quote to Board.

On Motion: Duly made by Taryn Doyle, second by Tiffany Brasel and carried unanimously.

Resolve: To approve mulch for the playground area, at a cost not to exceed \$2000.00. Board to select vendor based on responses to follow up questions.

Rock for Common Areas: Manager to provide proposals to Board for refreshing the rocks at the sidewalk entrance to playground area and areas at and near the front entrance gate.

Newsletter/ Website/ Mailchimp: The Board will continue to work on updating the community through newsletters. Homeowners can receive this information by email when they sign up on the community website. The website is continuously being updated as information becomes available, there are some system limitations that limit what can be done with the website. The Board has tabled outsourcing of the website until next year. The Board is looking to use Mailchimp in the future for communication to Homeowners.

Quarterly Janitorial Service: Manager is obtaining proposals for a yearly contract for cleaning of the following areas, at a minimum of twice per year:

- Guard house
- Entrance Area
- Common Area Sidewalks
- Playground
- Pavilion Structure
- Picket Fencing at Entrance

Trail Bridges: Manager is obtaining additional proposals for the removal of the bridges. The Board is also considering if the trail's location can be changed. Further discussion with the attorney will be considered.

Security Camera at Gate: Proposal from A-1 Security Alarms, Inc. for work on the license plate security camera.

Sidewalks: The Board is reviewing proposals from vendors for the replacement of damaged sidewalk slabs. The manager to provide additional proposals for review.

6. New Business

McNeil Management Process: Manager provided a summary of management processes and answered questions from Board members.

Attorney Communication: The Board has agreed that President Taryn Doyle will be point of contact for communications with the Attorney. Board members and the Manager will be aware before contact is made and cc'd on any questions sent to the attorney.

Entryway & Common Area Landscaping: Manager to provide proposals to Board for updating landscaping at the entrance area. Melissa to send list of specifications for plant installs/ removal.

Reserve Study: The Board will review proposals at an upcoming meeting. The Board would like to review the previous reserve study completed in 2013. Manager to provide a copy of the previous study.

CREEKSIDE

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Entry Gate: Maintenance Proposal reviewed from American Access Controls to provide four (4) inspections of the gate with routine maintenance as stated in proposal.

On Motion: Duly made by Taryn Doyle, second by Melissa Watermolen and carried unanimously.

Resolve: To approve the American Access Controls proposal as presented.

Meeting Dates for 2020: Proposed meeting dates

- August 20, 2020 Board of Directors Meeting
- October 1, 2020 Budget Meeting to Approve the Proposed 2021 Budget
- November 19, 2020 Annual Membership Meeting

7. **Director/ Homeowner Comments** None

8. **Adjournment**

On Motion: Duly made by Tiffany Brasel, second by Melissa Watermolen and carried unanimously.

Resolve: To adjourn the meeting at 8:51 PM.

BOD Approved 7/13/2020 at Virtual BOD Meeting

Prepared by Manager on behalf of Secretary