

Twin Ponds HOA Board of Directors Meeting Minutes

July 28, 2018

Board of Directors present: Andrea Ward, Donna Formby, Mary Gore, & Brenda Haire.

Kirby Management Group present: Danny Hayes

Members present: Tom Vieth, Johnny Haire

The meeting was called to order by President, Andrea Ward at 9:08 A.M.

All Board of Director members were present. A quorum was established.

Meeting Definitions – Andrea discussed the difference between BOD and members meetings. It was explained that the members would vote on items where applicable during the annual meeting (example: crime insurance policy s.720.3033(5) F.S.) and that the BOD would vote on HOA business (example: maintenance to the entrances). Brenda asked, “What happens if there is a tie vote”? Tom replied, No action can be taken”. Brenda shared concerns that the BOD consists of 4 members and a 5th member is needed to break a tie vote. Subsequently, Andrea stated that in the past we have been able to vote on matters without issues after discussion was held. After much debate, it was decided Danny will ask his attorney if Tom can be added to the BOD. If he can be added Danny will obtain a cost to add Tom to the insurance policy.

June 2, 2018 meeting minutes were discussed and will not be revised.

Committee Reports

Grounds – Tom requested a need for approval to spend a small amount of money for items such as the backflow test required by the Town of Havana to have the water turned on at the entrance signs. A quote has been obtained to have the backflow test, however Danny thinks Tall Timbers Plumbing will perform the test for a lesser amount. Danny will call Monday, July 30th to obtain a quote and email Tom and Johnny the amount. Johnny will coordinate with the TOH and the plumber to have the test done. Johnny will check the irrigation controller and run tests to determine what is required to get the irrigation system in working order. If the controllers have to be replaced an estimate for the replacement is \$150 each for a total of \$300.00. A request was made and granted to have a water faucet installed at each entrance for a total of two faucets.

Landscape quotes for the entrance signs: Bainbridge Landscape Contractor appx \$12,000, Swanson Horticultural \$5,168 + \$685 for selective pruning behind the signs. Daniel’s Lawn Care \$900 to remove existing junipers. Heinz Nurseries \$5,116.81. Committee will ask if this quote includes soil and amenities. Quote is for 60 days and 1/3 down is required at the time the contract is signed. Andrea stated that the quotes obtained are not comparable quotes, the scope of work is not the same and that on Jan. 27, 2018 the grounds committee was approved to obtain 3 quotes for a plan design for the entrances that was not submitted. Tom stated that although a plan was not submitted, a plan was discussed verbally

with the contractors to get comparable quotes. The TP HOA budget was reviewed and it was determined there were ample funds for this much needed project that has been in the discussion stages for over a year. The BOD unanimously approved the quote from Heinz Nurseries for \$5,116.81 + additional dollars bringing the approval for the Grounds Committee to an amount of \$5,617.00 including irrigation expenses. The grounds committee was requested to resolve the water issues at the entrances before Heinz Nurseries begins the work.

Mowing – Tom will continue to mow lots as time allows. With the amount of rain recently, the lots are growing faster than he can keep up with. Danny will send names and mailing addresses of vacant lot owners to Tom so that he can contact each lot owner to determine if they want him to mow their lot. If so, Tom will bill them for his services.

Architectural – Work has started on the Swain's foundation.

Vieth Construction is moving along with building a spec house on Lot 2B.

Bowden lot has been cleared.

Tom has requested a variance on the \$1,500 deposit required to build each spec home. He plans to start another spec and his own personal home soon. The BOD unanimously approved Vieth Construction would only be required to have two \$1,500 deposits at any one time.

Tom is in the process of combining Lot 14 and 15, Block C, a survey has been completed and the buyer is expected to close soon and start construction.

Mary Moore has contacted Tom and is interested in starting their home soon.

Tom is combining three lots for his personal use and will pay the HOA fees when the lots are placed in his and Susan's name prior to construction starting.

Managers' – Current checking = \$27,304.27. Statement of Cash Flow Construction Deposit item will be corrected from \$1,500 to \$4,500 (Veith spec house, Swain and Bowden). One property owner owes back dues. The BOD determined to move forward with an attorney to collect the back dues. Danny knows an attorney who will send the letter and collect the attorney fees from the property owner. This will allow the HOA to receive all dues and late fees owed. Late fees reminder letters will be sent again. A compliance letter will be followed up on as the owner has not taken action as requested in the initial letter. Another compliance letter will be drafted for the same concern to another homeowner. Future compliance letters will be sent to all BOD members and Tom for review prior to being sent out.

The BOD unanimously approved a literature box for HOA information to be placed at both entrances. Danny will investigate what type of literature container is available like the one Susan is currently using at the entrances. The HOA literature will be accessible for anyone looking in the TP neighborhood. Danny will keep the literature box stocked. Danny will ask his attorney if BOD can vote by email.

Insurance Crime Policy – Florida Statute requires the HOA to consider a crime policy for the BOD. Tom will call Angie to obtain a cost to add the coverage to the HOA's current policy. The statute requires a vote by the HOA if the policy isn't purchased. This item will be discussed at the December HOA members meeting.

Legal – 3rd Amendment by Declarant – The voting rights has changed back to 75%. Tom's attorney stated one amendment document may contain multiple amendments.

Meeting frequency was agreed to two BOD and one annual meeting per year.

2018 HOA Member Meeting– 9:30 A. M. Saturday, December 1, 2018, Havana Community Center. This will be the annual HOA members meeting. BOD vacancies will be voted on. The 2019 budget will be on the agenda.

Meeting adjourned by President Andrea Ward 10:59 A.M.