

CLUB HILL ESTATES HOMEOWNER'S ASSOCIATION
Board of Directors Meeting Minutes
January 9, 2017

1. Call to Order

Meeting was called to order by President, Melanie Peter at 6:30 pm

2. Verification of Quorum

Present: President, Melanie Peter; Vice President, Sara Giles; Treasurer, Kelly Lyle; Secretary, Debbie Mulligan; Director, Ken Monahan and Elizabeth Jewell, LCAM from Garrison Property Services. Absent: Director, Derek Brous. 8 homeowners present.

3. Treasurer's Report

Kelly reported the December financials. No questions were asked.

5404 Pebble Beach Payment Plan – Kelly made a motion to accept the payment plan offered by 5404, Melanie seconded. All in favor.

5496 Pebble Beach Waiving of Interest & Late fees – Melanie made a motion to not approve the waiving of interest and late fees for 5496, Kelly seconded. Debbie and Sara agreed, Kenny voted against. Motion passed.

4. Old Business

a. Board Vacancy

4 homeowners nominated themselves to the Board. After much discussion, 2 removed their nominations except Roger Dennis and Rob Peter. The Board voted 4 for Roger, 2 for Rob. Board accepted Roger to the Board to fill the remaining term of Marianne Hoggard.

b. 2017 Budget & Assessment Due Date

The Board announced the approval of the budget for fiscal year January 1, 2017 to December 31, 2017. Assessments are due January 1, 2017 and late after January 30, 2017. The Board will work with owners that have hardships and should contact the management company to make payment arrangements.

c. Christmas Lights and Storage

The lights were removed by Debbie and to be in very poor condition. Kelly has offered to store them in her garage and recommends that the community maintain the lights. Board agreed to re-address this in September for budget.

d. Retention Pond Drainage Repairs

Sara motion to have both repairs completed which were cleaning of drains and repairing dip at \$470, there was no second on the motion. Discussion on motion and motion was dropped. Kenny made a motion to have all the drains cleaned, Melanie seconded. All in favor. Dip issue will be tabled and re-evaluated.

e. Street Lighting District Petition

Until the Board obtains more information, Sara motioned to table, Melanie seconded. All in favor.

5. New Business

a. Association By-Laws

Presented the Board with a set of by-laws drawn up by the association attorney. The Board will review the documents and advise via email of any corrections or additions.

b. ARB Process

Explained that any exterior additions, improvements or modifications require pre-approval including behind residences with fences.

5586 submitted an application for extension and pavers. Pavers are approved. Extension is pending approval with submittal of county permit.

c. Violations – Fines Committee

The association is still in need of volunteers for this committee. There is one home, 5528, ready for fines due to garbage can violation. Kenny volunteered to move owner's garbage cans.

d. Newsletter – Sara will be working on the next newsletter. Board members are asked to give her items to be placed in there. It was mentioned about the ARB process, assessments due date, payment arrangements.

6. Set Next Board Meeting

The next board meeting was set for April 10, 2017 at 6:30 pm. The Board would like to continue holding the meetings at the Sheriff's substation.

7. Open Forum for Owners Present

- Board Training – Advised new board members that they will need to take a certification class or sign the acknowledgement form that they have read all the association documents and Florida Statutes. I will get the next class information available to the Board members for those that want to attend.
- Assessments – Owners present were concerned with the due date of the assessments. Kelly explained the fiscal year of January through December and that the dues were for 2017. The Board discussed sending a letter to owners explained fiscal year and providing the option to make payment arrangements.
- Future coupons should be sent out in November and specify the late date.
- Four wheelers continue to drive through the community. Owners were advised to contact law enforcement.
- Just as information, an owner had a package stolen from his front porch. Owners need to be aware and possibly make arrangements for deliveries if they are not going to be home.
- There were concerns with increase in landscaping fees. It was explained that the new landscaper was all inclusive.
- Entrance Lights – Concerns with the entrance still being dark. Elizabeth will investigate options and contact Lakeland Electric to request new light at entrance or 2 decorate pillars on island with triples.

8. Adjournment

Meeting was adjourned at 8:30 pm