

CLUB HILL ESTATES HOMEOWNER'S ASSOCIATION
Board of Directors Meeting Minutes - April 11, 2016

1. Meeting was called to order at 7:37 pm. Members present were Brian Frederick, Sara Giles, Marianne Hoggard, Ana Patton, Debra Mulligan, Kelly Lyle, and Melanie Peter.
2. Quorum discussion - group discussed whether HOA bylaws were signed by Clerk of Courts. **Kelly to call COC to obtain all documents on file.**
3. Secretary's Report - all members reviewed previous meeting minutes. Minutes were approved as written.
4. Treasurer's Report
 1. Group discussed budget; the fiscal year is from January to December. The board agreed that the 2017 budget meeting should be held in September 2016.
 2. There is one outstanding assessment for Michael Clanton's property.
 3. The board discussed the \$615 charge for Repairs & Maintenance in January 2016. \$250 was for fence pressure washing and \$365 was to repair the light at subdivision entrance. No one knows for sure why the light keeps getting broken. Kenny has always repaired items without prior approval and prices; going forward we need to ensure the entire community is being represented when items are repaired.
5. Committee Reports
 1. ARB Report - ARB will approve aesthetics, additions, remodels, etc.
6. Unfinished Business - none at this time.
7. New Business
 1. Board Member Certification Form - **Brian and Sara to send their completed forms to Kelly. Kelly will send forms to Denise and maintain original hard copies.**
 2. Parking on Street and Vacant Lots - Management company drives around subdivision 1x/month. The question was asked what can be done about parking in the road. Sara suggested writing a reminder in HOA newsletter. Board agreed that overnight parking is longer than short-term stays. Brian stated in his previous subdivision, homeowners were notified about the infraction and were given 2 options: they could send e-mail to Board proving the issue had been rectified or they could appear before the Board and state their case. Board decided that before we can move forward we need to determine criteria management company is using for current inspections. **Melanie will request letters and criteria from Denise.** Question was asked who gives Denise approval to send letters; this was tabled for next meeting.
 3. Insurance Deductible and policy review - HOA has 2 insurance policies, one for general liability and one for fence and signs. Both policies end August 2016. General liability policy does not cover damage to signs or fence. Board is uncertain whether or not we should keep fence/sign policy because the coverage is low and premium/deductibles are high. **Sara to contact LaShawn regarding her opinion of our policies; item is tabled until next meeting.**
 4. Speeding within the community - Sara to include in newsletter.
 5. Dogs on leashes - HOA restrictions states that owners should maintain control of animals at all times so this is an item the Board can address/enforce with homeowners.
 6. Pressure washing of fence and sidewalks
 1. Funds and scope of services need to be approved by Board prior to work being performed. Company performing washing services need to have general liability and workers compensation policies.

2. If work is under contract, bids are not necessary. If work is not under contract we need minimum of two bids. This item will be on agenda in future before work is to be performed.
7. Entrance Lighting Issues - there is one broken light at subdivision entrance. The lights are very old and inefficient. Lighting is leased from Lakeland Electric and we may be eligible for street light upgrades. **Debbie to draft scope with lights to be replaced and upgraded.**
8. Vendor bids with scope of services - we will review language on percentage rule for obtaining new bids. We will need to obtain 2 bids for any non-contractual work.
9. Flower beds at entrance - no discussion at this time.
10. Newsletter - Sara to draft newsletter and Melanie will help review.
11. Community yard sale and other subdivision events/maintenance will be discussed during scheduling meeting. Scheduling meeting date TBD.
12. Community block party - tabled
13. Christmas decorations - Melanie to have LaShawn bring over any remaining Christmas decorations. Board will determine future decorations at a later date.
14. Entrance Signage - existing sign is in bad shape. **Brian to call sign company to review sign and provide cost and feasibility of repair.**
15. Vendor Invoicing Approval and Payment Processing - A previous paper-copy invoice submitted by Kenny's Lawn Maintenance was not received in previous month and a \$25 late fee was assessed on next month's invoice. \$25 late fee was paid. To avoid this from happening again in the future the Board discussed having all vendor invoices be submitted electronically. After the discussion Board decided to wait and see if there are any additional issues with invoicing before requiring all vendors to submit e-invoices. However, burden of proof will be on business to prove it submitted invoice.
16. Lawn Maintenance Contract - existing contract was signed in 2008 and renews automatically unless notified by HOA President and is terminated through cause only. Sara stated Kenny is lowering his monthly lawn maintenance price to \$600; Kenny will need to provide addendum to his contract with new pricing. Brian stated lawn maintenance in his previous subdivision was \$1300/year. Board needs to ensure Kenny is competitive with other lawn care businesses. **Brian to draft scope for lawn care (scope will clearly define areas of work, outline experience required, and be same as what we've been paying for) and Board will accept bids for future work.**
8. Meeting was adjourned at 10:10 pm. Next meeting will be held May 16 at 6 pm at 202 Doris Drive, Suite 103, Lakeland, FL 33813.