

Club Hill Estates Homeowner's Association
Board of Director's Meeting Minutes - May 16, 2016 6:00 PM

1. Meeting was called to order at 6:05 pm. Members present were Brian Frederick, Sara Giles, Marianne Hoggard, Debra Mulligan, Kelly Lyle, and Melanie Peter.
2. Secretary's Report - Kelly read meeting minutes from April 11, 2016 meeting; minutes were approved as written.
3. Treasurer's Report
 1. Board has not received the April treasurer's report from the management company. If management company's resignation holds, Brian will meet with Ana and Kelly to determine what needs to be completed to transition from the management company.
 2. Ana asked Debbie to obtain bids from other management companies and the rates were higher than what we've been paying.
4. Unfinished Business
 1. Melanie contacted Denise with management company and was informed they drive through 1 time/month during regular business hours. She then sends the Board the inspection report and the Board directs her on which letters to send. Denise said our rules do not allow for fining but Brian noted the Florida Statutes take precedence over HOA bylaws and allow for fining of homeowners who are not in compliance. **Brian requested Melanie ask Denise for a list of violations dating back approximately one year along with a copy of the non-compliance letter the management company sends out.**
 2. Lighting issues - Debbie contacted several electric companies to inquire about replacing lights in the subdivision. Per Lakeland Electric we are not currently under contract and do not have a maintenance contract for the existing lighting. **Debbie will work to form a scope and obtain bids from vendors; Board will examine bids during next regular meeting.**
 3. Entrance sign - **Brian to call sign company to review and provide cost and feasibility of repair.**
5. New Business
 1. Board Member Certification Form - **Brian to send his form to Kelly.**
 2. Polk County Official Records Search - Kelly went on Clerk of Courts website and obtained Covenants and Restrictions as filed with Clerk of Courts. The signature page for Articles of Incorporation was left blank and the Restrictions are categorized as "Incomplete Legal" on the website; **Melanie to call and determine what this means.** Debbie recommended contacting attorney Robert Stanz if legal assistance is needed.
 3. Management Company Termination
 1. Current management company has 30 days from date of resignation to complete current contract; the end date is June 2, 2016.
 2. It was noted that some Board members would like to continue with management company. **Brian to call Denise to ask where certified letter was mailed and also to determine if she will consider continuing with current contract. Brian will also request copy of \$200 check to Ken's Lawn Maintenance to determine date invoice was paid. If check was issued after date of request for prior approval we will document in meeting minutes and all corresponding e-mails will be attached. If management company continues, Melanie will draft letter to management company outlining any disciplinary action/future expectations required of the management company. If management company does not continue we will need to obtain a new banking account, checks, banking**

- resolution, etc. to switch community oversight from management company to the Board.**
3. **Brian to contact Ana to determine if she has decided to stay or leave her position as Treasurer on the Board.**
 4. HOA/BOD Contact Method - Brian stated that no one should contact a vendor and make decisions without Board approval. All Board members should be copied on correspondences when making decisions affecting community and/or individual homeowners.
 5. Formation of ARB - the Board will act as the ARB Committee to approve additions/remodels of homes in the association. Homeowners need to read the HOA rules and submit permission to the Board prior to making any exterior changes to homes.
 1. Property Inspection Frequency and Procedures - Need to determine if management company is doing enough to address the Board's concerns about existing problems. Board can supplement letters with issues not seen by management company.
 2. Violation Correspondence and Progressive Correspondence - Tabled
 6. Insurance Deductible and Review of Policy - tabled indefinitely
 7. Newsletter - Sara to hold off on sending until we determine if management company will stay.
 8. Lawn Maintenance Scope of Services - **Brian to draft scope of services in order for Board to solicit bids.**
 9. Community Yard Sales scheduled for September 10, 2016 and April 1, 2017.
 10. **Kelly to determine whether Board has P.O. Box.**
 11. **Inspection of retention areas should be done every 2-3 years. Board is unsure if inspections have been completed.**
6. Meeting was adjourned at 9:10 pm.