

CLUB HILL ESTATES HOMEOWNER'S ASSOCIATION
Board of Directors Meeting Minutes
July 10, 2017

1. Call to Order
Meeting was called to order by Acting President, Sara Giles at 7:10 pm.
2. Verification of Quorum
Present: Acting President, Sara Giles; Director, Roger Dennis, Elizabeth Jewell from Garrison Property Services. 1 homeowner was present
3. Board Vacancies and Member Requirements/Duties
The attorney, Robert Tankel, was contacted via landline to discuss the situation with board members that resigned. He provided guidance to the 2 remaining directors. After discussion and explanation of duties, John Mulligan (present) and Selina Rohde (via landline) volunteered to serve on the Board of Directors.
4. Approval of Minutes
Sara made a motion to approve the minutes from June 5, 2017, Roger seconded. All in favor.
5. Treasurer's Report
 - a. Review Financials – Sara motioned to accept the financials, Roger seconded. All in favor
 - b. Delinquent Accounts w/Attorney – There is 1 active account with the attorney on a payment plan.
 - c. Owners Owing Interest – Late statements will be mailed to these owners.
6. Architectural Applications
 - a. 5586 Pebble Beach Drive – Gate – Approved
 - b. 5437 Pebble Beach Drive – Painting – Approved
 - c. 5478 Pebble Beach Drive – New House Construction – Approved
 - d. 5555 Pebble Beach Drive – Painting – Approved
7. Old Business
 - a. Approve Association By-Laws
Roger made a motion to approve the by-laws as prepared by the attorney, John seconded. All in favor.
 - b. Violation Procedures
Numerous attempts have been made to fill the fines review committee with volunteers. Sara made a motion to send violations to the attorney per statue as no one has volunteered. Roger seconded. All in favor.
 - c. Retention Ponds
Retention ponds are in compliance until next inspection.
 - d. Street Lighting District
No updated information or discussion. Tabled
 - e. Cross Cut Lawn Maintenance
 - a. Palm Tree Maintenance – The palms are being maintained and have no disease
 - b. Fertilization (plants and grass) – Fertilization is being completed per the contract.The Board would like to replace the flowers with shrubs because they are not surviving in the heat and do not consistently look good year round. Board requested to check with Crosscut on cost for shrubs.

f. Management Contract Renewal
Roger made a motion to renew and accept the contract as presented, John seconded. All in favor.

g. Trespassing Signs
Board discussed the expense of installing the signs and agreed that it is to protect them against liability claims. Request to check if the proposal included the post. Tabled

6. New Business

a. Trees planted in retention area
Sara made a motion to send a certified letter with the violation shown per SWFWMD's terms with the HOA to give owner one last opportunity prior to moving forward giving owner 14 days to remove the trees, John seconded. All in favor. If trees are not removed, Board will decide on removing and billing owner or sending to attorney for mediation.

b. Home Violation, County Code Enforcement
Home has been brought into compliance

c. 2018 Budget

i. Bids and Contract Renewals

John motioned to continue the contract with Crosscut for lawn maintenance, Roger seconded. All in favor

The insurance agent will update the insurance policy for re-bidding.

ii. Additional Items

There were no additional items to place on the budget

iii. Funding the reserve account

Discussion on reserve funds and Board agreed that any excess income at the end of the year, would be transferred to the reserve account for contingencies.

7. Business from the Floor

a. John mentioned that a general letter should still be sent to the owners explaining the consequences of not having an operational Board of Directors for the association.

b. Entrance Light Timers – The lights are still staying on during daylight hours. Roger stated he would check them and take care of the timers

c. Christmas Lights – The lights are currently being stored at Kelly's which she agreed to keep them until December 2017. Garrison will store the lights after the holiday season for the association.

8. Meetings

a. Special Board Meeting – July 17, 2017 at 6:30 pm

b. Budget Meeting Date – August 14, 2017 at 6:30 pm

c. Annual Meeting Date – September 26, 2017 at 6:30 pm

9. Adjournment

Meeting was adjourned at 8:21 pm