

**Lake Ridge Villas North at Fleming Island Plantation
Condominium Association, Inc.
Board of Directors Meeting
Splash Park
1510 Calming Water Drive
Orange Park, Florida
March 18, 2010 – 5:00 P.M.**

Present:

President	John Herzberg
Vice President	Donna Isley
Secretary/Treasurer	Sharon Tillis

Also Present:

Gwen Joyce	Community Association Manager, Severn Trent Services
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1. CALL TO ORDER & CERTIFY A QUORUM

Ms. Donahue called the meeting to order at 4:05 p.m.
Attendance was taken and a quorum was established.

2. PROOF OF NOTICE OF THE MEETING

The notice of the meeting was posted on the community message board.

3. APPROVAL OF MINUTES – FEBRUARY 18, 2010 MINUTES

Ms. Isley noted she, not Ms. Tillis, questioned under item 6 that whether Severn Trent used the same CPA and Attorney for their other HOA's.

A motion was made by John Herzberg, seconded by Donna Isley to approve the February 18, 2010 minutes as amended; with all in favor, the motion carried.

4. MANAGER'S REPORT/FINANCIALS

Ms. Joyce read the Manager's report.

February 2010 Financials

Total Income: \$51,311.88
Total Expenses: \$56,133.88
Net Loss: \$ (4,822.32)

2010 Year to Date Financials

Total Income: \$102,983.51
Total Expenses: \$110,414.09
Net Loss: \$ (7,430.58)

The net loss was due to the pressure washing and termite bond. Even though the financial statement looks like a checkbook register with the actual cash on hand, it is actually the accrual method of accounting, which reports income when earned and expenses when incurred. The accrual method is what the State requires.

Ms. Isley requested clarification on the termite bond. Ms. Joyce explained that the termite bond is paid quarterly. They do one set of buildings and then send the invoices and do another set of buildings and send those invoices. Ms. Isley noticed that they billed for 46 buildings instead of 45 buildings. Mr. Herzberg questioned whether there was an area that had an extra building. Ms. Joyce will further clarify this with the Accountant.

• **Delinquencies**

A Delinquency Report was provided to the BOD for review. The BOD needs to decide if they want to start placing liens for delinquencies over 60 days. Only the Attorney can place the lien.

Mr. Herzberg questioned the following:

- Who would pay the Attorney's fee.
 - *Ms. Joyce indicated that the HOA would be charged upfront and then the HOA would charge the individual unit.*
 - Ms. Tillis believes that it would take years to recoup the money because they would have to wait until the property was sold. Ms. Joyce confirmed that it would be a cloud on the title.

- Whether the bank would be paying on the ones in foreclosure.
 - *Ms. Joyce explained that the bank should be paying the fees, but they take their time doing so because they know that they only have to pay back within a certain amount of time by State Law. Severn Trent recommends placing the liens.*
 - Mr. Herzberg believed that they should be pushing the banks on the real estate owned properties.
 - Ms. Joyce noted that they cannot do anything about the ones that are in the foreclosure process, but they can definitely demand them to pay for the ones they own free and clear.

- Other options, than placing liens, the BOD has at its discretion.
 - *Ms. Joyce indicated there are companies that do collections for associations. She was told their payment does not come from the association, but from a third party. She believes that this may be too good to be true.*

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- A resident questioned why a delinquency on the Delinquency List was dismissed. *Ms. Joyce explained that the foreclosure was dismissed and was forwarded to the Attorney to send an Intent to Lien Letter.*
- Suggested offering an amnesty program with a payment plan as this was a good time to do it. The remaining BOD members agreed.

Ms. Isley addressed the following:

- Questioned whether residents on the Delinquency List were aware that they were less than \$10 past due.
 - Mr. Herzberg suggested that the owners be contacted for any delinquency less than \$100.
- Separated the liens, foreclosures and past due amounts and estimated that 72% out of the 98% of delinquencies, owed \$181.79 or \$14,906. If this was divided by the 269 units, they could receive \$52.
 - Mr. Herzberg noted that this money should be placed into reserves as they were currently inadequate.
- Questioned how the Attorney was paid for issuing the Intent to Lien Letters.
 - *Ms. Joyce explained that the Attorney bills for each letter they send and the homeowner's account is charged. The Attorney already sent an Intent to Lien Letter for the property listed on Line 26.*

John Herzberg MOVED to send letters to each delinquent owner offering them an amnesty program with a payment plan for outstanding delinquencies and Ms. Tillis seconded the motion.

Ms. Isley questioned the process they used in the past for outstanding delinquencies. Ms. Joyce will check, but acknowledged that the Finance Department had a good system in place. The BOD requested that Ms. Joyce provide the procedure that the Finance Department follows.

On VOICE VOTE with all in favor, the prior motion to send letters to each delinquent owner offering them an amnesty program with a payment plan for outstanding delinquencies was approved and the motion carried.

Ms. Isley addressed the following:

- Requested clarification on what a division fee was.
 - *Ms. Joyce believed that this was a fee that all Condominium Associations were required to pay to keep the FHA qualification current. She will verify this.*
- Questioned if the Management Company charged for extra meetings.
 - *Ms. Joyce explained that they do not charge extra for meetings*

Severn Trent Management Services
Approved 5/20/2010

- Ms. Isley pointed out that January's management fee was \$6,186 but February was only \$5,340.
- *Ms. Joyce noted that this may have to do with the way the accounting is processed. The Accountant divides the fee by 12 months. She will check on this. She recommended that the BOD and residents contact Iris at the Finance Department if they have any questions*

- **Landscape**

A landscape report from Austin Outdoor was provided to the BOD. The mulching has been completed. Ms. Joyce heard concerns from the BOD about the way the mulch was spread around the community and the weed issues. She spoke with Ashley Stonecipher and Blaine Peterson from Austin Outdoor who are in the process of scheduling a walk through. Ms. Joyce offered to attend if she was available.

The following was addressed by the BOD:

- Ms. Isley questioned whether they should look at other landscaping companies since they are getting the same results as last year.
 - Ms. Joyce noted that they just had a hard freeze.
 - Mr. Herzberg believed that they should know exactly what they want before going out for bids. Even if they went out for bids, Austin would still be on the job until they hired someone else.
- Mr. Herzberg agreed that Austin did not do anything with the weeds, but the February weather was not great. He suggested that Austin have a set specific task list.
- Ms. Tillis suggested raking out the old mulch and pulling the weeds before installing new mulch.
- Mr. Herzberg noticed some mulch with mold. He did not know whether the BOD's expectations were met by Austin's contract and whether they contract addressed removing old mulch.
- Ms. Isley recalled the contract saying "install two inches of mulch throughout and weed and feed twice a year". If the weed and feed does not work, they need to work out a better solution.
- Mr. Herzberg noted that on the February report, Austin reported the following:
 - Detailing was kept to a minimum this month. They did not recommend cutting any plant material due to the temperatures as it could do more damage than good. Mowing will resume in March with the warmer temperatures. The Crepe Myrtles were trimmed around all buildings as it is common practice to trim in February before they put on new growth for the Spring. Currently the Crepes look like a bunch of branches, but in a couple of months they will be in full bloom.

Severn Trent Management Services
Approved 5/20/2010

- In the first week, the Fertilization/Chemical team treated for broadleaf weeds in all common areas with Basogran, Quicksilver, Eliminate D and Lesco Wet. They are using a blue colored dye to assist with keeping track of treated areas. They will continue to monitor and treat all weeds during their bi-weekly visits. They also completed a 19-3-7 turf fertilization with pre-emergent throughout the property. Due to the cooler weather, it was harder for the chemicals to activate, but as they temperatures warm up, they will have more success.
 - The freezing temperatures turned lawns brown, but this is a normal part of the winter dormancy. Cold days have continued through the month of February. It may still be necessary to water weekly depending on the weather. They have been mowing most areas, but when they resume regular mowing, they will cut the grass at the highest recommended height so it can recover from freeze damage.
 - The irrigation was running during the month of February once a week unless it was turned off due to freezing temperatures or heavy rain. The turf is showing signs of life and starting to green up slowly. Once the weather warms up, they should be seeing the green much quicker.
 - One proposal was submitted this month. When the weather warms up, they will fix all of the corners of the driveways with excess dirt and sod. All irrigation heads at this time are working and are expected to be completed by mid-March weather permitting. Mulch was completed throughout the property, which will help the aesthetic look from the road as well as the weed growth.
- Ms. Isley does not believe there was weed monitoring or treating during the month of February. The January report said they were going to spot treat all turf areas for weeks.
- Mr. Herzberg was not concerned if they missed one or two areas, but they have been negligent in the past month on treating the weeds. He does not want to baby-sit them, but there needs to be better communications or start calling them every day. It may take emailing them pictures of four foot weeds. If they are here bi-weekly like they are reporting, no weeds should be four feet tall.
- Ms. Tillis believes that paying them \$5,535 per month was a lot for people to be dissatisfied with their service.
- Mr. Herzberg noted that they were on-site today and will be returning on April 1.
- Ms. Tillis wants to know the next time they will be on-site so they can monitor them.

Donna Isley MOVED to go out for landscaping bids and Ms. Tillis seconded the motion.

Mr. Herzberg questioned what happened with the bids they received in the last RFP. Ms. Joyce indicated that she had them on file. She suggested before the BOD go out for bids, they look at their current landscaping plan to see if there is something they want to add or remove. All

Austin has in their contract was to install mulch. If the BOD wants them to remove the mulch and install new mulch, this should be in the contract. She will provide a copy of the existing landscaping contract to the BOD.

The BOD discussed adding the following to the landscaping plan:

- Mulch twice a year.
- Remove old mulch before installing new mulch.
- Throw mulch into the bushes.

Ms. Joyce was told by Ms. Stonecipher that if the mulch looks bad, they will remove it before replacing it.

Mr. Herzberg noted that any company they consider should have experience with commercial properties and apartment complexes; a high traffic environment. He suggested making a wish list before going out for bids.

On VOICE VOTE with all in favor, the prior motion was tabled until the next meeting.

Ms. Tillis commented in the meantime, she hopes that Austin improves.

Mr. Herzberg wants Austin Outdoor to come to a meeting to discuss the issues. A resident offered to meet with a representative of Austin Outdoor. Ms. Joyce suggested that the residents form a Landscape Committee.

Ms. Tillis questioned how long it would take to get bids. Ms. Joyce explained that it will take a week or two at the most to obtain three bids. Ms. Tillis suggested holding a workshop in two weeks, at which time the landscaping bids will be presented. *There was consensus from the BOD.*

- **Pressure Washing**

Mr. Gary Franco completed pressure washing the community and it looks very nice.

A resident noted that he did not pressure wash the sidewalk in front of his unit. Ms. Joyce will ask Mr. Franco to pressure walk the sidewalk in front of Unit 4603.

- **Property Inspection**

Ms. Donahue and Ms. Joyce walked the property recently, concentrating on the property behind the condos. During the inspection, the units with trash and animal droppings were noted and letters were sent to the affected units directing them to clean up the mess. It was also noted that several units had structures and other items that are not allowed. Those units were sent letters as well. Satellite dishes were recorded and are being added to the matrix.

The “No Parking Sign” has been moved further away from the street.

Mr. Herzberg questioned whether there were any candidates for the Fining Committee. Ms. Tillis was able to get four candidates. Ms. Joyce was waiting for Elaine Meyer to contact her regarding her interest in serving on the Fining Committee. The members are Scott Heath, Jackie Shephard, Jose Murente and Elaine Meyer.

A resident questioned whether the Fining Committee can do anything about a neighbor two doors down from him who has a satellite dish. Mr. Herzberg noted that this was the reason for establishing the Fining Committee.

A motion was made by John Herzberg, seconded by Donna Isley to establish a Fining Committee with the following members: Scott Heath, Jackie Shepherd, Jose Murente and Elaine Meyer; with all in favor, the motion carried.

Mr. Herzberg requested that they meet prior to the April meeting. Ms. Joyce will provide a draft of the fining schedule to the BOD for approval.

ACE Property Cleaning Services has taken an inventory of the damaged light fixtures throughout the complex. Ms. Audrey Bigilin did a great job. Mr. Herzberg questioned whether there was a recommendation for replacement fixtures and electrical service. Ms. Joyce will add instructions to the website on where residents can purchase replacement lights.

- **Website Update**

Ms. Joyce has been in contact with Mr. Randy Benton, the Webmaster about the website. The domain name <http://lakeridgevillasnorth.com> has been secured and is ready to go online upon approval of the Board. Ms. Joyce will add the Clay County emergency number to the website. The BOD was happy with the website.

A motion was made by John Herzberg, seconded by Donna Isley to approve the website; with all in favor, the motion carried.

5. DIRECTOR OLD BUSINESS

A. New Community Website

These items were discussed above.

6. DIRECTOR NEW BUSINESS

A. Condo Declaration for New Construction

Ms. Tillis requested this item for the agenda. Ms. Tillis acknowledged that she wanted a copy of the new condo declaration placed on the website. Ms. Joyce noted that the document has not been notarized.

7. OPEN FORUM

Severn Trent Management Services
Approved 5/20/2010

The following was addressed by residents:

- Tony Diaz from Unit 2403 reported that owners were allowing their dogs to use the grass in back of his building and kids causing mischief.
 - Ms. Joyce confirmed that she sent letters to the responsible owners and she was in the process of sending second letters. It was reported that this land is owned by Dreamfinders.
 - Mr. Herzberg did not believe that the BOD could do anything to stop this as the HOA did not own the property, but suggested that he contact the Sheriff's Department.
 - Ms. Joyce suggested that the residents form a Neighborhood Watch.
 - Mr. Herzberg requested that a Sheriff come to the next meeting to discuss forming a Neighborhood Watch.
 - Ms. Joyce will post a notice on the message board.

- A resident suggested purchasing a metal sign that can be placed in the ground to advertise meetings.
 - Ms. Joyce is currently looking for a sign.
 - Mr. Diaz offered to provide a plastic sign from his business.
 - Mr. Herzberg suggested putting the website address on the sign to draw traffic to the website.

- A resident from Unit 4302 reported that last weekend there was a disturbance where the police were called. There was a hit and run cause by underage kids who were drinking and using drugs. There is a leased unit next door where kids are doing pot and having friends over all the time. They also have a pit bull.
 - Ms. Joyce acknowledged that there were problems with this particular owner and the police were monitoring the situation. She was also sending letters to the owner and reading the covenants to see if they can be evicted.
 - Mr. Herzberg believes that they can be evicted. The resident recalls the owners being evicted from another building.

- A resident noted that other residents were using their garages for storage units.
 - Ms. Joyce will send letters to these owners.

- A resident suggested calling the owners instead of sending letters.
 - Ms. Joyce acknowledged that they need written documentation in order for the HOA to be able to enforce these rules.

- A resident questioned why the gates were being left open for construction vehicles.
 - Ms. Tillis recalled there being a timeframe from when they can build from 7:00 A.M. until 7:00 P.M.
 - Ms. Joyce acknowledged that the management company was concerned that the construction vehicles would damage the gates if they were opening and closing them.

Severn Trent Management Services
Approved 5/20/2010

- A resident reported someone playing with the buttons on the gate and requested speed bumps.
 - Ms. Joyce acknowledged that speed humps were more effective than speed bumps.
 - Mr. Herzberg admitted that speed humps do not slow cars down.

- A resident questioned whether the financials could be posted on the website.
 - Ms. Joyce did not wish to post personal information, but offered to provide them to any unit owner who requests them.

- A resident questioned whether the roof of the buildings could be repaired.
 - Ms. Joyce noted that Mr. Franco does not repair roofs, but he may know someone.
 - Mr. Herzberg questioned whether they want to have Mr. Franco on a retainer. Ms. Joyce suggested hiring him as an employee. Mr. Herzberg requested that Ms. Joyce review the jobs he has performed for the HOA and setting up an arrangement like a preventative maintenance agreement.
 - Ms. Joyce suggested getting proposals for a Reserve Study.

- A resident questioned whether the camera by the garbage was working.
 - Mr. Herzberg believes that the camera is working and they can pull the video

- A resident reported vandalism on the pavilion side.

8. NEXT BOARD MEETING

The next meeting was scheduled for Thursday, April 18, 2010 at 5:00 P.M. at the Splash Park. Future meetings will be scheduled on the third Thursday of each month at 5:00 P.M.

9. ADJOURNMENT

With there being no further business to come before the Board,

On MOTION by Sharon Tillis seconded by Donna Isley to adjourn the meeting at 6:50 P.M.; with all in favor, the motion carried.

Gwen Joyce, Community Association Manager
Severn Trent Property Management
For Lake Ridge Villas North Condominium Association