

**Lake Ridge Villas North at Fleming Island Plantation
Condominium Association, Inc.
Board of Directors Meeting
Splash Park
1510 Calming Water Drive
Fleming Island, Florida
April 15, 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
Mike Patterson Wayne Automatic Fire Sprinkler Systems
Several Residents

1. CALL TO ORDER & CERTIFY A QUORUM

Ms. Joyce called the meeting to order at 5:05 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 mailbox kiosks and the website.

3. APPROVAL OF MINUTES – MARCH 18, 2010 MINUTES

The minutes were tabled until the May meeting.

4. MANAGER'S REPORT/FINANCIALS

Ms. Joyce read the Manager's report.

March 2010 Financials

Total Income: \$ 51,671.10
Total Expenses: \$ 62,830.43
Net Loss: \$(11,159.33)

2010 Year to Date Financials

Total Income: \$154,654.61
Total Expenses: \$173,244.52
Net Loss: \$(18,589.91)

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The net loss was due to the pressure washing and termite bond. Ms. Joyce referred the BOD to the Financing Department if they had any questions regarding the way the finances were handled. The State requires the accrual method of accounting.

- **Delinquencies**

A Delinquency Report was provided to the BOD for review. There were 93 delinquencies totaling \$201,875.20, which was \$3,997.37 less than February's total. Amnesty letters were mailed to the owners who were late in paying their assessments.

- **Preliminary Draft Audit**

The Preliminary Draft Audit was provided to the BOD for approval.

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

- **Termite Bond Charges**

The termite bond charges on the financials are reported using the accrual method. The charges are spread over three months and amortized. The invoices were checked and found to be correct.

- **Landscape**

The following was reported:

- Two members of the BOD and STS met with Austin Outdoor to walk the community and have landscape concerns addressed.
- The overcharge of \$2,460 will be taken directly off of the billing for the month of May.
- Sod was replaced at Association expense around the ends of the driveways where the turf had damage from tires. Letters were sent to residents at those units to inform them that future replacement to the sod and irrigation heads would be at their expense. One of the responses that STS received from owners who received the letters was a concern about not enough dirt at the edge of the driveway when the sod was replaced. The sod was placed in a hole and the rain may make it worse. They do not want to be charged if it is not their fault.
- Austin has supplied a list of dead plants they observed in the community. A quote is forthcoming.
 - Ms. Joyce will check with Austin as to why there were no annuals at the front entrance.

- **CDD/Common Area**

The issue with the CDD and LRN common area property is still being researched. The BOD will be updated as soon as further information is available.

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Mr. Herzberg reported that there is a question about who owns the property by the sign. The CDD has been mowing it, but believes that the HOA should be moving it.

- **REC Committee**

The REC met for an organizational meeting on Monday May 12 but there was no quorum. The meeting will be rescheduled and notice will be posed in advance.

- **Owner Concerns**

The following was reported:

- STS was contacted about the gates being open for too long and too often. Upon further research it was discovered that the gates need to be reset because they were not closing at 7:00 P.M. This was corrected.
- It was reported to STS that the sprinklers in one zone were not coming on when they were scheduled nor were they working properly. Austin was contacted and the issues were corrected.
- A unit owner reported a street light not functioning properly. Clay Electric was contacted and the repair was made.
- It has been reported that a couple of owners have pit bulls, which are not allowed in LRN. STS received a report that one of the dogs tried to attack another unit owner's dog. Letters were sent to the owners. There was no response and a second letter will be sent.
- A vehicle was towed because it sat for several weeks in one spot and had a flat tire. The unit owner who owned the vehicle contacted STS and a member of the Board to request reimbursement.
 - Mr. Herzberg noticed the vehicle parked in the same spot for a period of time. The vehicle was stickered and subsequently towed because it was in a guest spot. It was only after the vehicle was towed, that the unit owner took action. According to the covenants, the BOD has the right to tow any vehicles. Signs are also posted.
 - There was BOD consensus to deny reimbursement.

The following was addressed by the BOD:

- Mr. Herzberg noted that parking was addressed at every meeting in one form or another and the BOD has been lenient in allowing residents to park commercial vehicles in their driveways. Garages should not be used for parking and not storage. Guest parking should not be used by residents.
- Ms. Isley questioned whether there was a policy in their documents for towing.
 - Ms. Joyce explained that the BOD implemented parking rules and regulations. All residents were informed about the parking guidelines several times.

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- Mr. Herzberg questioned the period of time between when the sticker is placed and when the car was towed.
 - Ms. Isley recalls Wednesday through Monday. Usually the vehicle is moved over the weekend.
- Mr. Herzberg wants to have a method to enforce parking.
- A resident noted that Clay County has a procedure for abandoned vehicles.
- Ms. Isley noted that the LRN and Fleming Island Plantation covenants state that vehicles cannot be worked on, but there was nothing about the amount of time a disabled vehicle can be parked. This should be revisited at a later time.

A motion was made by Donna Isley, seconded by Sharon Tillis to deny the request for reimbursement; with all in favor, the motion carried.

- STS was contacted by a builder that a Realtor's vehicle had been towed when it was parked in front of new units they were selling. The towing bill was sent to STS.
 - Mr. Herzberg questioned whether the realtor worked for the builder. Ms. Joyce confirmed that the realtor did not work for the builder. According to the covenants, the BOD has the right to tow any vehicles. Signs are also posted. In addition, there were open parking spaces by the units that he could have used.

A motion was made by John Herzberg, seconded by Donna Isley to deny the request for reimbursement; with all in favor, the motion carried.

- **Neighborhood Watch**

The Sheriff's Department has been contacted several times regarding the Neighborhood Watch program. Prior to this meeting, they finally returned the call and they are going to drop off information at the Amenity Center. Once Ms. Joyce receives this information, she will forward to the BOD and place on the agenda for the next meeting.

- **Graffiti**

Graffiti had to be cleaned off of the newsletter box, signs and an electrical box last month. This occurred on two different occasions.

- **Pedestrian Crossing Sign**

The pedestrian crossing sign became loose from the post and is in the process of being repaired. Due to the fact that the sign is laminated over the top of the bolts, it may be impossible repair it and it may have to be replaced. This is the sign by the park. Mr. Herzberg noticed someone taking down the sign. Ms. Joyce noted that it is in the process of being repaired, but may need a new face.

- **AT&T Box Repair**

AT&T was contacted to fill in the hole located at their fiber optic switching station in front of Building 16. They filled in the hole with rocks/gravel.

5. DIRECTOR OLD BUSINESS

- **Landscaping**

Mr. Herzberg addressed the following:

- He walked the property last month with Ashley Stonecipher and Blaine Peterson from Austin Outdoor and showed them locations where there were weed problems, where plants had died and dead grass.
- He and Ms. Isley expressed their displeasure about how they have been handling the property and provided photos of areas of concern. Austin understood their concerns and promised to improve the condition of the property.
- Austin has been spraying more frequently and replaced some sod, but it may not be enough.
- They listed areas where there was dead sod where they plan to replace with St. Augustine.
- Austin is working with the builders on the sprinkler system to make sure all of the buildings are connected properly.
- He has opened the lines of communication with Ms. Stonecipher and Mr. Peterson via email regarding landscaping around the area that needs to be addressed.
- The area has more green since the weather has changed.

Ms. Isley addressed the following:

- Noted that the gates were still going to be locked.
- It was mentioned last month that the HOA was being charged \$123 for an extra building. They will be reimbursed \$2,400.

6. DIRECTOR NEW BUSINESS

Ms. Joyce introduced Mike Patterson from Wayne Automatic Fire Sprinkler Systems regarding a wireless monitoring system.

Mr. Patterson addressed the following:

- Any new buildings will have fire sprinkler systems that will have to be monitored offsite.
 - Ms. Joyce explained that the two car garage buildings currently have a telephone system.
 - The wireless system will replace the telephone lines. In the current system, if the fire system were to activate, it will send a signal through telephone lines to a monitoring center who will dispatch the Fire Department.
- There will be a control panel on the side of the building in an environmentally controlled cabinet.

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- They will be monitored by a code.
- This is a radio frequency transmission system that replaces the phone line. The code requires two paths of communication. They tested the radio signals at the building and they receive good signals. All they need are the specifications for the signal transmission.
- There is a mesh network system where there are several units around Jacksonville with a repeater that will hold up to eight paths in a routing table.
- This is faster, more reliable and less expensive than what they pay now for the monitoring plus two phone lines. Currently, two phone lines and a monitoring account run around \$160 per month and this can be cut down to \$75 to \$80 per month.
- There is no installation cost or maintenance because the subscription for the service is all inclusive.

Mr. Herzberg asked Mr. Patterson the following questions:

- Is there a monitoring system on each building?
 - *There is a master control panel inside of a cabinet. As buildings are added to the system, there is an underground communication loop that goes between each building. There are small electronic monitors on each flow switch and control valves.*
- How many units can the system handle?
 - *There is no limit. The current control panel has limitations on it. It will take the data that is sent out over the control panel's phone lines. The current control panel will require two modules per building.*
- Is the new system for the two car garage units only?
 - *Yes. If they require a fire sprinkler system, they will have to be monitored.*
 - *Ms. Joyce recalled the developer saying that they did not need to need to be monitored.*
 - *The current code for the new buildings may not require a fire sprinkler system.*
- Who is the new builder?
 - *Ms. Joyce confirmed that the new builder was POZ Investments.*
- Is Phase II part of the Association?
 - *Ms. Joyce did not know if it was turned over to the Association. Ms. Donahue may know because she has been spending time with the builder.*

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- He believes this is a great idea, but wants to make sure the Association is not doing something special for one building.
 - *This will not be the case because all you are doing is saving money on the current buildings. As additional buildings are built, they will be added to the monitoring module.*

- Is there a battery backup?
 - *Yes. We are required to meet the minimum requirements, but it can probably last for weeks.*

- How many units can the system handle?
 - *There is no limit. The current control panel has limitations on it. It will take the data that is sent out over the control panel's phone lines. The current control panel will require two modules per building. If there is a power failure, the control panel will transmit to the monitoring center.*

- Did we have a monitoring contract for one building and two independent phone lines for the sprinkler system?
 - *Yes.*

- If we switch to this, do we need to have a different monitoring contract?
 - *We will have you sign a new monitoring agreement. You would pay for the existing monitoring through September and by the time the new agreement is effective, you will be credited for the balance.*

- Is there a cost difference for the monitoring contract?
 - *Ms. Joyce did not have the exact figure, but estimated it at \$100 less.*
 - *Normally a monitoring contract is \$30 per month. With the phone lines is an extra \$100. We are going to maintain and install the equipment at no cost to you. Your monthly monitoring is \$75 per month.*

- Is the cost per unit or per building?
 - *The monitoring control can be for one building or 24 buildings.*

A motion was made by John Herzberg, seconded by Sharon Tillis to obtain a quote from Wayne Automatic Fire Sprinkler Systems for a wireless monitoring sprinkler system to compare to the current fire sprinkler monitoring system; with all in favor, the motion carried.

Ms. Tillis questioned whether Austin was authorized to order materials based on the walk through. Mr. Herzberg explained that he only requested a list of dead plants so the BOD could decide whether to replace them. Ms. Joyce was expecting to receive the quote from Austin shortly. She suggested to Austin that they switch the plantings to something that related to the current plant palate.

7. OPEN FORUM

The following was addressed by residents:

- A resident suggested more doggy stations behind buildings 28 and 29 and the open area as residents are not picking up after their dogs.
 - Ms. Joyce will obtain quotes for two doggie stations that will conform with the current doggie stations.
 - Mr. Herzberg reminded everyone that HOA owned the land behind the buildings but not land belonging to POZ.
 - A resident questioned why anyone from LRVN would not be part of the HOA. Mr. Herzberg clarified that the HOA only controls the building, but the undeveloped area belonged to POZ.
 - The resident suggested obtaining one near the YMCA.

A motion was made by John Herzberg, seconded by Donna Isley to obtain quotes to purchase two doggie stations, one between buildings 28 and 29 and the other near the YMCA; with all in favor, the motion carried.

- A resident questioned whether developers were held to a design standard as to what they can and cannot build as far as continuity.
 - Mr. Herzberg explained that the developers have a right to build what they want, but they have to be approved by the County and have to adhere to their footprint on what they are permitted to build on, which was purchased by Centex.
- A resident asked if the builder has to submit their building plans to the BOD.
 - Mr. Herzberg explained that they have to submit to the Fleming Island Plantation Master Association, but not to the BOD.
 - The resident expressed concern that if the builder was left uncontrolled, they could build something that hurts the overall appeal of the community.
 - Mr. Herzberg agreed, but noted that the HOA does not have any control, although the builder stated that they planned to match the current style and color scheme.
 - Ms. Joyce believed that they were adhering to the standard that Centex adhered to. However, she would further research this.
- A resident requested flowers at the front gate.
 - Ms. Joyce will obtain a quote from Austin Outdoor.
- A resident questioned whether investors were paying HOA fees.
 - Mr. Herzberg explained that every unit owner was paying HOA fees. However, due to the economy, some unit owners were not paying. The BOD set up an amnesty program where STS contacted delinquent unit owners saying that they would not be charged late fees if they paid their assessments.
 - Ms. Joyce believed that this was working because they received \$3,998 last month.

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- A resident noted that she received a letter stating that she owed \$10 from last May.
 - Ms. Joyce noted that anything that the Finance Department sent letters to anyone who owed more than the price of postage.
- A resident questioned what happens to owners who foreclose on their homes.
 - Mr. Herzberg explained that the Association has the option to place a lien on their home, which will not be paid until the home is sold.
 - Ms. Joyce noted that this is shown as a cloud on the title.
 - Mr. Herzberg noted that there is a line item in the budget for write-offs, but their reserves are suffering because of the delinquencies.
- A resident questioned who STS was.
 - Mr. Herzberg explained that STS was the management company.
- A resident questioned whether they could pay their assessments online.
 - Mr. Herzberg believed this was case. In December, STS sends out coupons and envelopes to the residents and giving multiple options to pay.
- A resident questioned how long they would be paying their assessment.
 - Mr. Herzberg noted that there was a 30 year bond. When that time is up, the bonds could be refinanced.
- A resident questioned whether they had to pay to use the facilities.
 - It was noted that all residents receive a guest punch card and guests needed to pay if they exceeded 12 guests per year.
 - Ms. Tillis explained that photo ID's were required to enter the pool and tennis facilities.
- A resident questioned whether the golf course was part of the HOA.
 - Mr. Herzberg noted that it was an independent business.
- A resident questioned whether the plants removed at his building will be replaced.
 - Mr. Herzberg explained that the BOD had a desire to put plants in all of the beds, but due to financial reasons, they could not do so. They requested that Austin remove all dead or dying plans and replace with mulch.
- A resident questioned whether they were taking volunteers for the Violations Committee.
 - Ms. Joyce noted that anyone current on their dues could join.
 - Frank Alamia from Unit 201 and Don Gillespie from Unit 4603 volunteered to serve on the REC Committee.
- A resident questioned whether they were caulking the buildings.
 - Ms. Joyce has a quote from Gary Franco.

A motion was made by John Herzberg, seconded by Donna Isley to approve the quote from Gary Franco for \$1,350 to caulk the cracks on all buildings; with all in favor, the motion carried.

8. NEXT BOARD MEETING

The next meeting was scheduled for Thursday, May 20, 2010 at 5:00 P.M. at the Splash Park.

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 6:35 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