

**Lake Ridge Villas North at Fleming Island Plantation
Condominium Association, Inc.
Board of Directors Meeting
Splash Park
1510 Calming Water Drive
Fleming Island, Florida
May 20, 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
Several Residents	

1. CALL TO ORDER & CERTIFY A QUORUM

Ms. Joyce called the meeting to order at 5:00 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. SPEAKER: ERIC ROSE FROM AR RESOURCES, INC.

Mr. Rose discussed the following regarding assessment collections:

- AR Resources, Inc. is a collection agency formed in 2001.
- They started with 27 delinquencies in 2007 and were down to four in 2010, two of which are in foreclosure.
- They are involved in 15 to 20 Associations and have been fairly successful in assessment collections. They had a 40% foreclosure rate last year.
- They take a fee if they collect money. If the home goes into foreclosure, they do not get paid.
- This is an open contract, but has a 30 day termination with written notice.
- They work on a contingent basis of 25%; however the cost of collections offset the fees.

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- In the event of a lawsuit, there is a hold harmless clause in the contract to protect the agency if the Association is at fault, but if the agency is at fault the Association is held harmless.
- Ms. Tillis expressed concern over letting someone go many years without paying their maintenance fees. Mr. Rose explained that some residents do not pay their fees due to not having the money or having a grievance against the Association. It usually takes a third party to coerce the resident to pay. Ms. Tillis questioned why they did not follow up with phone calls every two months. Mr. Rose explained that this decision is made by the Property Manager and the BOD.
- Ms. Isley questioned whether they were permitted to place a lien on the property after the delinquency was six months past due. Mr. Herzberg noted that placing a lien on a property involves Attorney's fees. Mr. Rose acknowledged that lien fees in Jacksonville cost between \$110 to \$140 per property.
- Ms. Isley questioned whether they could garnish wages once a judgement was entered into. Mr. Rose admitted that garnishing wages in the State of Florida was virtually impossible to do. Ms. Joyce acknowledged that they were required to follow the State Statute of collections for condominiums.
- A resident claimed that she had prepaid assessments and never received an amnesty letter and their assessments were five months overdue.
- Ms. Isley never received a 2010 coupon book.
- Ms. Joyce will provide these comments to the Finance Department.

4. APPROVAL OF MINUTES – MARCH 18, 2010 AND APRIL 15, 2010 MINUTES

March 18, 2010 Minutes

A motion was made by John Herzberg, seconded by Sharon Tillis to approve the March 18, 2010 minutes; with all in favor, the motion carried.

A motion was made by John Herzberg, seconded by Sharon Tillis to approve the April 15, 2010 minutes; with all in favor, the motion carried.

8. OPEN FORUM

The following was addressed by residents:

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- Megan Roberts from Unit 1603 reported that her van was towed without notice and questioned whether this was a random tow or a Clay County law.
 - Mr. Herzberg explained that they had issues with parking and they changed the policy to issue stickers to cars that were abandoned or commercial vehicles parked in a designated parking spot. The towing company tows all cars with stickers.
 - Ms. Roberts noted that her car did not receive a sticker.
 - Ms. Joyce will find out if a photo was taken of Ms. Roberts van. She believed that the van received a sticker, but by the time the tow truck towed the car, the sticker was missing. They had no way of knowing that the car belonged to an owner.

Discussion ensued with regard to County and Association Law regarding parking. Ms. Joyce acknowledged that the Board has the right to create rules and regulations and parking signs were clearly posted as well as notice sent to the owners.

As a result of the discussion, the following actions will take place:

- Ms. Joyce will locate the picture of Ms. Roberts van and provide to Mr. Herzberg.
- Ms. Roberts will provide a copy of the towing invoice to Ms. Joyce.
- STMS will write the violation on the sticker with STMS contact information. The sticker will have adhesive on the outside and be strong enough so the only way to remove it is with a razor.
- The parking guidelines will be clarified further at the June meeting.

Donna Isley MOVED to reimburse Megan Roberts for all towing charges and Sharon Isley seconded the motion.

Ms. Roberts requested that a credit be added to her Association account. There was BOD consensus to credit Ms. Roberts Association account.

On VOICE VOTE the prior motion was amended to reflect that Ms. Roberts Association account will be credited with the towing charges; with all in favor, the motion carried.

- A unit owner questioned whether he had to register with the Association or obtain a sticker for a car parked in a driveway.
 - Mr. Herzberg indicated that they prefer residents to park vehicles in their garage, but if they cannot, they need to park in a designated parking spot.
- It was reported that Unit 2306 was not following the by-laws. They are renters who installed landscape lights, hanging baskets and do not pick up after their pets.
 - Ms. Tillis explained that the owner of the unit was supposed to provide the guidelines to the renters.
 - Ms. Joyce noted that any violation letters would go to the renter and owner.
 - A resident requested that credit checks be done on new tenants.
 - Mr. Herzberg noted that they do not have the authority to do credit checks and all the new tenants were required to do was to agree to the terms.

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- Ms. Tillis noted that they will consider providing new tenant packages to all new tenants, which will include a copy of the covenants, rules and regulations.
- A resident questioned whether new buildings will be included in the Association covenants.

5. MANAGER'S REPORT/FINANCIALS

Ms. Joyce read the Manager's report.

April 2010 Financials

Total Income: \$51,640.29
Total Expenses: \$50,584.12
Net Income: \$ 1,056.17

2010 Year to Date Financials

Total Income: \$206,294.90
Total Expenses: \$225,485.00
Net Loss: \$ (19,190.10)

The net loss was due to the pressure washing and the termite bond coming due early in the year.

• **Delinquency Report**

The Delinquency Report was provided to the BOD for review. There were 99 delinquencies totaling \$201,368.16, which was \$507.04 less than March's total.

• **Amnesty Total Breakdown**

A report was prepared by the IRS showing the maintenance fees and what was applied to the balance before April 1, 2010.

Total Deposits Made 4/01 through 4/30/10: \$54,594.44

Maintenance Fees:	\$53,522.91	(\$12,463.98 applied to balance prior to 4/1/10)
Interest:	836.36	(\$ 708.27 applied to balance prior to 4/1/10)
Attorney Fees:	<u>235.17</u>	<u>(\$ 235.17 applied to balance prior to 4/1/10)</u>
Total:	\$54,594.44	\$13,407.42

• **Unit 5105**

The bank offered \$2,000 to settle without completing the foreclosure process. Per the investor guidelines, the maximum amount they will pay the Association for past condo fees is six months or \$1,090.74 to settle the account in full. This will be in effect until June 30, 2010.

Mr. Herzberg was under the impression that this offer came from the Realtor. Ms. Joyce acknowledged that the bank gave this offer to the Realtor who then provided the information to the Finance Department.

Donna Isley MOVED to accept the settlement offer from the bank of \$2,000 for Unit 5105 and Sharon Tillis seconded the motion.

Mr. Herzberg suggested that the motion reflect that the settlement is in effect until June 30, 2010.

On VOICE VOTE the prior motion was amended to reflect that the settlement is only in effect until June 30, 2010; with all in favor, the motion carried.

- **2009 Audit**

The 2009 Audit was approved by the BOD and finalized by the CPA. The unit owners were mailed a notice saying that the final Audit was available to them at no cost.

- **Landscape**

The following was reported:

- Austin Outdoor finished their inventory of the dead and missing plants. They provided a list of plants with prices for the BOD to decide on replacements.
 - Mr. Herzberg requested a list of the plants needed to replace the dead ones and a reason why the plants died. He also wants a landscape plan showing the location of the plants and the total cost.
- The overcharge of \$2,460 was taken directly off of the billing for the month of May.

- **Maintenance**

- Pedestrian Crossing Sign: Has been repaired and secured back at its location at the crossing area
- Caulk: Gary Franco finished caulking the cracks in the stucco.
- Punch List: Gary Franco compiled a punch list of items needing repair or replacement on the buildings.
 - Ms. Tillis does not want the Association to pay for coach lights as this is the responsibility of the owner.
 - The owner of 1502 should be responsible for painting their door because they damaged the paint by sticking something on the door. There was BOD consensus to have Gary Franco paint the door and bill the owner.
 - The owner of 1606 should repair their floor screen.
 - Mr. Herzberg suggested having a BOD member walk through the community with Mr. Franco to look at the units listed on the punch list. Ms. Joyce will schedule this.
 - Ms. Joyce will send letters to the owners who need to replace coach lights and repair their floor screen to inform them of their responsibility.

- **REC Committee**

The REC is scheduled to meet for a short organizational meeting after today's BOD meeting. The REC meeting will put into motion the fining process as outlined in the LRVN governing

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documents and Florida Statute 718. Certified letters will be sent to owners who have not responded to the notices they received by regular mail.

- **Owner Concerns**

The following was reported:

- STMS was notified that a group of youths were fighting on the property. One was knocked out. The youths threw the unconscious one in the car and drove away. When STMS asked the caller if they called the police they said they did not. The caller who was very upset claimed that someone who attended the BOD meeting last month said that the Sheriff's Department was supposed to be patrolling regularly. STMS tried to explain that the Sheriff has not made an agreement with the Association or STMS to patrol and neither the Association nor the Management Company has the authority or jurisdiction to act on behalf of the Police Department. The caller was directed to call the Sheriff's Department when they witness illegal or suspicious activity. They were not happy with this reply and felt that STMS and the Association were not concerned about the suspicious activity within LRVN.
 - In order to clarify what to do in the case suspicious activity is witnessed in LRVN, STMS posted notices at the mailbox kiosks directing people to call the Sheriff's Department's non-emergency and emergency numbers.
- An owner called STMS to ask if their garage door could be repainted in areas where the power washing had removed the paint.
- A resident is wondering why LRVN has no recycling program.
 - A resident mentioned that Thunderbolt has a recycling station for public use for newspapers and magazines.

- **Neighborhood Watch**

A deputy contacted STMS about the neighborhood watch program. She said 50% of the neighborhood would need to participate in order for the program to be successful. A resident told STMS that many residents have been calling the Sheriff's Department with interest in the program. Hopefully the necessary information will be obtained soon and the program can be implemented.

- **Fire Safety and Monitoring**

- Knox Box: Wayne Automatic Fire Sprinkler Systems suggested that a Knox Box be purchased to keep the key for the fire sprinkler/alarm on Building 18 secure, yet accessible to the Fire Department if they need to access the monitoring equipment. STMS needs to find out which box the Clay County Fire Department approves in order to purchase the correct one. The prices range from \$350 to \$500.
 - Mr. Herzberg questioned why Wayne Automatic Fire Sprinkler Systems suggested this.
 - Ms. Joyce acknowledged that she did not know about the key until the builders tested the water and it caused a surge in pressure triggering an alarm. She had

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to call the Fire Department to deactivate the alarm and that is when she was told about the key.

- Mr. Herzberg directed Ms. Joyce to find out which brand the Fire Department prefers. He questioned whether anyone on the property had a key. Ms. Joyce admitted that only Wayne Automatic has a key.
- Ms. Joyce has a catalog and will research pricing. She will also request the key from Wayne Automatic.

➤ Plaques: A new State Statute requires all condos with light frame trusses and flooring to have a Maltese cross plaque secured to them with letters denoting such. STMS is in the process of finding how many plaques are needed to be purchased in order for LRVN to be brought into compliance with State Statute.

- Mr. Herzberg requested that Ms. Joyce research whether there is an annual cost and where the plaques need to be secured.
- Ms. Tillis noted that they would have to hire someone to secure them. Ms. Joyce suggested Gary Franco. Ms. Tillis requested that Ms. Joyce obtain a price for Gary Franco to install the plaques.

➤ Fire Alarm Monitoring: Wayne Automatic Fire Sprinkler Systems provided a quote upon request of the BOD for wireless monitoring of the existing system in Building 18.

- *Wireless Monitoring Service* - \$900 per year plus \$385.50 for inspection of the backflow for a total of \$1,285.50.
- *Current Service Phone Monitoring* - \$385.20 per year plus \$385.50 for inspection of the backflow and \$1,651.68 for the phone line for a total of \$2,422.38
 - Mr. Herzberg noted that there were two phone lines.
- Wireless monitoring will save the Association \$1,136.88 annually.

A motion was made by Sharon Tillis, seconded by Donna Isley to cancel the current service phone monitoring and accept the proposal from Wayne Automatic Fire Sprinkler Systems for a wireless monitoring service in the amount of \$1,285.50; with all in favor, the motion carried.

- **Hurricanes**

Florida Statute 718 requires condominium BOD's to adopt hurricane shutter specifications for each building within each condominium operated by the Association, which shall include color, style and other factors deemed relevant by the BOD. All specifications adopted by the BOD shall comply with the applicable building code. Some issues to consider are how the shutters attach to the stucco and what it will look like when the shutters are down. Also, time frames allowed for installing before the storm and removal after the storm.

- Mr. Herzberg did not believe that shutters were required in Clay County.

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- Ms. Joyce noted that the State Statute overrides the County Ordinance. The State Condominium Act requires condominiums to have a plan.
- Mr. Herzberg requested further clarification.

- **Doggie Stations**

Three quotes were obtained for doggie stations, which are posted online.

- *Petwasteeliminaator.com*: The best deal is petwasteeliminator.com. Their Superior Pet Waste Eliminator Kit is \$299 each. It includes 320 waste bags on header cards, one dispenser box, one sign, one 8 foot steel post, one 10 gallon steel can receptacle, one steel trash receptacle lid, 250 receptacle liners and two hardware kits. It appears to be almost identical to the ones already in place at LRVN. The Association wishes to purchase two stations for a total of \$598. There is a 30% discount of \$179 if their promotion code on the website is used. The discounted total with shipping included for two pet stations is \$438.59. They will also give a discount for ordering replacement bags through their automatic replenishing service. The discount is based on yearly use. They guarantee on time delivery or the purchase is free.
- *Dogipot Stations*: Cost \$339 each or \$678 for two plus \$80 shipping and handling for a total of \$758.00. The kit includes a 4 to 8 foot telescoping pole, 10 gallon waste receptacle with lid, dispenser, 400 waste bags, 50 liner bags, mounting hardware and a reflective sign.
- *Peachtree*: Offers a FidoKit that costs \$345 each or \$690 with no shipping or handling charges. FidoKit has a dispenser, 400 waste bags, an 8 foot mounting post, 10 gallon receptacle with lid, 50 receptacle bags and a sign.

Ms. Joyce was provided with a map of the areas where the doggie stations will be placed. The current doggie bags are purchased from Peachtree, but they may not be compatible with the new doggie stations. After further discussion, the BOD requested that Ms. Joyce check to see if the Peachtree bags are comparable or find comparable bags.

- **Message Board**

STMS has been searching for a message board for the community. The most suitable and affordable outdoor message boards were found online at myvisualdisplay.com. Prices for the director, cabinet with the mounting kit and letters range from \$679.78 to \$1,029.58 with the shipping included, depending on the size of the cabinet desired.

- Ms. Tillis did not believe they needed something so elaborate as the only reason for the message board was to advertise meetings.
- Ms. Joyce offered to see if the sign company has a metal sign that can be placed in the ground.

A motion was made by John Herzberg, seconded by Donna Isley to authorize Ms. Joyce to purchase a metal sign for advertising monthly meetings; with all in favor, the motion carried.

6. DIRECTOR OLD BUSINESS

a. Message Board

This item was addressed above.

b. Landscaping

A motion was made by John Herzberg, seconded by Donna Isley to authorize Ms. Joyce to obtain bids from other landscaping companies; with all in favor, the motion carried.

The BOD requested that the RFP include annual mulching and be sent to six companies, including United Landscaping. Ms. Joyce will contact the landscaping companies that already provided bids and request that they provide revised bids. The bids will be reviewed by the BOD at the July meeting.

7. DIRECTOR NEW BUSINESS

a. Unit 5105

This item was addressed above.

b. Punch List from Gary Franco

This item was addressed above.

c. Fire Department Emblems

This item was addressed above.

d. Knox Box for Fire Alarm Box on Building 1800

This item was addressed above.

e. Approve 2 Additional Members for the REC Committee

A motion was made by John Herzberg, seconded by Donna Isley to approve the nominations of Frank Alamia and Don Gillespie to serve on the REC Committee; with all in favor, the motion carried.

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Mr. Herzberg requested that Ms. Joyce obtain bids from Dreux Issac and Reserve Advisors for a Reserve Study.

8. OPEN FORUM

The following was addressed by residents:

- A resident reported that Units; 2802 and 2805 wanted their front doors and garage trim painted.
 - Mr. Herzberg requested that any residents wanting to paint their front doors contact STMS.
- A resident reported that two weeks ago, her son and his friend were approached by two teenagers in a blue truck who told them they had candy in the truck. Her son and his friend ran away from the truck. She notified the off-duty police officer who monitors the park, but he was not concerned. Her neighbor contacted a friend who worked for the Clay County Sheriff's Office and they sent out an officer to investigate.
 - Ms. Joyce pointed out that a sign is posted informing residents to contact the Sheriff's Office if they see any suspicious or illegal activity.
 - The resident was asked to provide a copy of the Sheriff's Report to Ms. Joyce who will try to find the truck on the cameras.

9. NEXT BOARD MEETING

June 17, 2010 at 5:30pm

10. ADJOURNMENT

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

On MOTION by John Herzberg seconded by Sharon Tillis to adjourn the meeting at 7:25 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