

Amended/Approved

**Lake Ridge Villas North at Fleming Island Plantation
Condominium Association, Inc.
Board of Directors Meeting
Splash Park
1510 Calming Water Drive
Orange Park, Florida
February 18, 2010 – 4:00 P.M.**

Present:

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

Also Present:

Holly Donahue	Licensed Community Association Manager, Severn Trent Services
Gwen Joyce	Licensed Community Association Manager, Severn Trent Services
Audrey Bigilin	Resident
Lori Steller	Resident

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 in the message center.

3. APPROVAL OF MINUTES – JANUARY 19, 2010 MINUTES

There not being any corrections to the minutes,

A motion was made by John Herzberg, seconded by Donna Isley to approve the January 19, 2010 minutes; with all in favor, the motion carried.

4. MANAGER'S REPORT/FINANCIALS

Ms. Donahue read the Manager's report.

January 2010 Financials

Total Income: \$51,671.95
 Total Expenses: \$52,366.80
 Net Loss: \$ (694.85)

2010 Year to Date Financials

Total Income: \$51,671.95
 Total Expenses: \$52,366.80
 Net Loss: \$ (694.85)

The net loss was due to driveway replacements when the pipes broke during the hard freeze. The 2010 year to date financials has the same information as the January 2010 financials because of the new year.

- **Collections Policy**

A standard Collections Policy was provided to the BOD for review, which was requested at the last meeting. This policy conforms to Florida Law.

- **January 19, 2010**

Severn Trent held a BOD meeting for the Directors to meet the District and Account Managers for Austin Outdoor. Members of the BOD were given the opportunity to ask questions. Severn Trent transcribed the meeting and the minutes are in the package for review by the BOD.

- **Landscape**

A landscape report from Austin Outdoor was provided to the BOD. Ms. Donahue requested approval from the BOD for Austin Outdoor to start the mulching.

Ms. Tillis did not have any problem as long as the pressure washing was completed first. Ms. Joyce reported that Austin Outdoor was coordinating this with the pressure washer. Ms. Donahue will contact Austin Outdoor. They will start on the driveways in March.

- **Pressure Washer**

Mr. Gary Franco has started the pressure washing and should be finished by the end of February. He is doing a great job and everyone is pleased with his work.

- **Trash Removal Bids**

Bids were received for trash removal and a matrix was provided to each BOD member for review. At the last meeting, the BOD requested that Ms. Donahue obtain further information. Ms. Joyce has been working with these companies for a long time.

Ms. Isley questioned whether they were currently paying \$1,937 for trash removal through SWS. Ms. Joyce confirmed that as of January 31, the amount charged was \$1,972. The average haul was four tons per week, with pickup on Tuesday.

Ms. Donahue reported that SWS was the low bidder with a yearly charge of \$21,276. They do not plan to change the compactor, but they could do this at the BOD's request. All of the other bidders offered a new compactor for lease. Advanced Disposal offered to purchase a new compactor.

Mr. Herzberg addressed the following:

- Questioned why SWS was unable to determine the Clay County and fuel environmental charge. *Ms. Joyce reported that she was able to get in contact with SWS since the matrix was prepared and the Clay County fee was 14% and the fuel environmental charge was 16.4%.*
- Questioned why Waste Pro quoted the Clay County fee as 16.28%. *Ms. Joyce explained that they included the State Tax.*
- Questioned why each company had different fuel environmental charges and whether Waste Management charged a set fee. *Ms. Joyce explained that this was a set fee because the fuel fluctuates, but the environmental fee stays the same.*
- Questioned whether there was anything wrong with the compactor. *Ms. Donahue was not aware of any problems. They used to have problems, but since the door was re-designed, it is working fine now. She did not believe they would save money by replacing the compactor.*

Donna Isley MOVED to award the trash removal contract to SWS in the amount of \$21,276 per year and Sharon Tillis seconded the motion.

Ms. Tillis commented that she hoped to get a better price from SWS since the association has been in contract with them for a long time. Ms. Joyce reported that she was trying to negotiate a better deal with SWS. Mr. Herzberg admitted that their lower haul rate was what put SWS ahead of the other companies. Ms. Tillis noted that their driver is doing a great job.

On VOICE VOTE with all in favor, the prior motion to award the trash removal contract to SWS in the amount of \$21,276 per year was approved and the motion carried.

- **Satellite Dish Tracking**

Ms. Joyce will begin walking the property on Tuesday to add to the tracking chart as soon as weather permits.

Ms. Isley reported that she spoke to Direct TV and they want to charge a \$200 installation fee to owners who already have Direct TV in order to affix have one main dish at the end of each building. She will talk to Direct TV again because she believes that they are trying to make extra money from the owners. She agreed with the idea to install the dish on an end unit and hide it with shrubbery. Mr. Herzberg noted that only new subscribers should be paying the installation fee.

Ms. Donahue did not believe this would eliminate all of the other dishes and suggested that they find a dish that works with condominiums.

Mr. Herzberg expressed concern about how many receivers one dish could handle. Ms. Isley explained that there did not need to be a lot of receivers. Four buildings could have one dish

versus one dish per building. They just need to perform a site survey. Mr. Herzberg suggested surveying the owners to find out the demand. Ms. Isley will obtain further information.

- **Property Inspection**

As soon as weather permits, Ms. Donahue and Ms. Joyce will begin walking the property. They will first concentrate on trash and animal droppings. On their walk through, they will provide unit owners with flyers concerning pet waste. Ms. Donahue noticed one dog tied to a fence that was able to cover three units with waste. Letters were sent to the owner, but there has been no response. Mr. Herzberg noted that this dog has a retractable leash and the owner leaves the dog outside for hours. Units with trash and excessive animal droppings behind their units will be sent violation letters and directed to clean up the mess.

The owner of the chain link fence received a certified letter. If they do not respond by Monday, Mr. Franco will remove the fence because they do not own the property and they will be billed.

- **Phone Bill**

The plan with unnecessary extra features was cancelled. This phone number was for the monitoring of the fire sprinkler system.

- **Website Update**

Ms. Joyce has been in contact with Mr. Randy Benton about the website. The domain name <http://lakeridgevillasnorth.com> has been secured and is currently on the test servers. Email addresses have been set up for the BOD to access as web mail.

Ms. Isley provided Ms. Joyce with a list of items to be added to the website. Ms. Donahue suggested having approved minutes on the website.

- **Maintenance Company**

Bel-Air Maintenance was notified verbally and by letter that their contract will terminate on March 1. At the last meeting, the Board approved ACE Property Cleaning Services as their new maintenance company and a copy of their contract was provided to each BOD member. A representative from ACE is here to answer questions. Ms. Donahue requested authorization from the Board for Mr. Herzberg to sign the contract. She will ask the owner, Ms. Audrey Bigilin, to give a training class on the gates.

Ms. Bigilin questioned whether Severn Trent will control the timer for the lights. Ms. Donahue indicated that they will go over all of this with her in the event of an emergency. Once the contract was signed, a meeting will be scheduled with Ms. Bigilin.

Ms. Donahue has their tax ID number, insurance certificate and two copies of the contract.

- **Compliance Committee**

Severn Trent will begin working with the members of the Compliance Committee. One of the original volunteers is deployed, but they suggested another unit owner who expressed interest in joining the committee. Ms. Joyce is trying to get in contact with this owner and will make sure they were current with their dues.

Ms. Joyce reported that the deployed volunteer is supposed to return on March 16. Everyone who was going to serve on the committee was current with their dues. Two owners expressed interest. One was supposed to attend this meeting, but did not show. Ms. Joyce will email the volunteers and try to coordinate with them. She recommends four members serve on the committee and that they meet at the Splash Park after the LRN BOD's meetings. Ms. Donahue agreed.

Ms. Joyce provided a draft fining schedule based on LRN's and Fleming Island's Rules and Regulations to the BOD for review.

Ms. Donahue reported that the Fining Committee cannot meet without proper notification. Mr. Herzberg believed that the committee could make suggestions to the BOD. Ms. Donahue indicated that once everyone meets for the first time, they can set a meeting schedule.

- **Towing/Parking**

Commercial vehicles (beer trucks) parked in guest spaces were stickered and photographed as agreed upon by the BOD. The tow truck driver was informed that any beer trucks in the guest spaces could be towed. The Board concurred with this.

5. DIRECTOR OLD BUSINESS

- A. Waste Disposal Contract**
- B. Maintenance Service Agreement**
- C. Website**
- D. Compliance Committee**

These items were discussed above.

6. DIRECTOR NEW BUSINESS

There not being any, the next item followed.

Ms. Isley questioned whether Severn Trent used the same CPA and Attorney for their other HOA's and whether there was a group discount. Ms. Donahue explained that their HOA's use most of the same CPAs, but not the same Attorney. She never heard of a CPA or Attorney offering a group discount, but a CPA they had been using for years always had fair prices. Each HOA is charged different prices based on the size of the account, if they own property and the Statute it falls under, whether F.S. 718 versus F.S. 720.

Mr. Herzberg agreed with not using the same Attorney as other HOA's because if there was a disagreement between LRS and LRN, they could not argue the same case for both sides. He suggested using an Attorney specializing in condominium associations, not just HOA's. Ms. Tillis agreed.

Mr. Herzberg questioned how Severn Trent determines what Attorneys to use. Ms. Donahue explained that Severn Trent knows which Attorneys are reputable. One account in St. Augustine recently changed their Attorney because they were non-responsive.

Ms. Donahue indicated that Severn Trent can obtain bids for CPA firms at the BOD's request by motion.

Mr. Herzberg questioned whether there was an update on the new builder. Ms. Joyce verified that their condos were not on their website. Ms. Donahue reported that the sign at the entrance went before the Architectural Review Board and was approved. The builder requested a small construction entrance to keep their trucks away from LRS, which was approved.

Ms. Donahue reported that the "NO PARKING ON THE GRASS" sign was bent. She will have the sign moved so no one gets hurt. She suspected that the sign was hit by one of the trucks.

7. OPEN FORUM

Ms. Bigilin noticed that many buildings were in need of being repaired, repainted and caulked after the pressure washing. There was also trash in many of the empty units that were in foreclosure. She believes that the realtor selling the unit should take care of the trash. Ms. Donahue agreed that the realtor should take care of the trash. If it is a foreclosure, staff will have to clear the trash because it could attract critters. She will provide flyers to the unit owners about the trash.

Ms. Bigilin complimented Mr. Franco on doing a great job with the pressure washing.

Ms. Lori Steller questioned whether she was allowed to place an alarm monitoring sign outside of her unit. Ms. Donahue indicated that this was not a violation as Federal Law allows for alarm signs within 10 feet of the unit. Mr. Herzberg noted that FOR SALE and realtor signs should be placed in planters.

Ms. Steller suggested having irrigation head doughnuts to prevent the irrigation head from breaking. Ms. Donahue believes that this will not stop a truck from running over an irrigation head. She will ask Austin Outdoor. Ms. Tillis believes that the doughnuts are used to keep mowers away from them. Mr. Herzberg commented that it could help reduce the amount of damage, but they were not foolproof. The only time they could fail is when they get saturated and sink into the soil.

Ms. Bigilin questioned whether they would replace the broken light fixtures or if the homeowner was responsible. Ms. Isley indicated that the association is supposed to dismantle, clean and replace the burnt bulbs. Ms. Donahue will check the documents, but normally with condominiums, the unit owners are responsible for the outside fixtures. She recommended looking for a company that offers the fixtures at a decent price so there would be uniformity. After Mr. Franco completes the pressure washing, staff will take an inventory of the broken fixtures.

Ms. Bigilin questioned who was responsible for replacing bulbs in the decorative poles next to the unit number. Ms. Donahue believes that the association should address this, but she will look into this further. She suggested adding this item into the budget, which every homeowner pays into.

Ms. Steller questioned the homeowners responsibility to replace dead landscaping. Mr. Herzberg recalled the BOD asking Austin Outdoor at the last meeting to take an inventory of the dead landscaping. Ms. Donahue explained that all landscaping should be uniform and suggested waiting for Austin Outdoor to provide the inventory and a recommendation to fill in any holes left from dead plants. Mr. Herzberg did not see anything wrong with putting in different plantings, but the BOD was trying to prevent each unit from having different plantings or vines growing up buildings and gutters.

Ms. Steller suggested Azaleas. Ms. Donahue noted that the Azaleas planted in LRS did not survive.

Ms. Donahue requested that any suggestions from residents be emailed to a BOD member, which will then be forwarded to Austin Outdoor.

Ms. Bigilin requested that the palm trees in front of the buildings be trimmed because they are obstructing some of the house numbers. Ms. Donahue indicated that Austin Outdoor was supposed trim them and will bring this to their attention.

8. NEXT BOARD MEETING

The next meeting was scheduled for Thursday, March 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 Donna Isley seconded by John Herzberg to adjourn the meeting at 5:15 P.M.; with all in favor, the motion carried.

Holly Donahue, Community Association Manager
Severn Trent Property Management
For Lake Ridge Villas North Condominium Association