

**Lake Ridge Villas North at Fleming Island Plantation
Condominium Association, Inc.
Board of Directors Meeting
Splash Park
1510 Calming Water Drive
Fleming Island, Florida
June 17, 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. CALLING OF ROLL & CERTIFYING A QUORUM

Ms. Joyce called the meeting to order at 5:03 P.M.
Attendance was taken and a quorum was established.

2. PROOF OF NOTICE OF MEETING

The notice of the meeting was posted on the mailbox kiosks and the website.

3. APPROVAL OF MINUTES –MAY 20, 2010 MINUTES

None.

4. MANAGER’S REPORT/FINANCIALS

Ms. Joyce reviewed the Manager’s report.

May 21, 2010 Financials

Total Income: \$53,521.66
Total Expenses: \$46,407.90
Net Income: \$ 7,113.76

2010 Year to Date Financials

Total Income: \$259,816.56
Total Expenses: \$271,892.90
Net Loss: \$ (12,076.34)

- **Delinquency Report**

There were 89 delinquencies totaling \$194,326.35, which was \$7,041.81 less than last month's total.

Unit 1603 requested a payment plan from the BOD.

Mr. Herzberg questioned whether the Attorney reviewed the payment plan. Ms. Joyce verified that the Attorney has seen it. Mr. Herzberg further questioned whether this would go back to the Attorney if the Board did not accept the payment plan. Ms. Joyce confirmed that was the case.

A motion was made by Donna Isley, seconded by John Herzberg to accept the payment plan requested by Unit 1603; with all in favor, the motion carried.

Severn Trent's Finance Department needs direction on how to proceed on accounts listed with the Attorney; i.e. pursue lien foreclosure or some other collection method and have liens recorded.

A Board member questioned whether the HOA could recoup fees if no lien was entered on the foreclosed properties. Ms. Joyce noted that the BOD can only go back six months.

Mr. Herzberg questioned whether the owners were contacted by STMS in regards to their delinquencies. Ms. Joyce noted to the best of her knowledge the owners were contacted.

He questioned whether the assessments on the bank owned properties were paid. Ms. Joyce noted that the bank was supposed to be paying the assessments if they own the unit, just like any homeowner.

Mr. Herzberg questioned the difference between a foreclosure and a bankruptcy. Ms. Joyce explained that the BOD could not do anything when something is in bankruptcy until the bankruptcy was discarded as it was in the hands of the court. Mr. Herzberg also questioned whether the condo association can serve as creditor in the event of a bankruptcy.

- **Owner Concerns**

The following are concerns from residents who contacted STMS since the last meeting:

A resident reported to STMS that a flyer soliciting a trash pickup service was distributed in the community. STMS contacted the trash pickup service who did not know that soliciting was against the community's rules. They assured STMS that they would not solicit in LRN again.

Several calls to STMS were from owners who noticed that the landscapers did not finish trimming the shrubs. Ms. Joyce noted that Austin Outdoor explained to her that they were not finished and had planned to trim the shrubs at the rest of the buildings.

An owner called to complain about the tree beside her driveway, which was leaving residue on her car. She was told in the past that the tree could be relocated and was asking the BOD to

approve her relocating the tree. *There was BOD consensus to deny this request because the owner could park her car in her garage.*

Weeds continue to be a concern of residents.

There were concerns about construction crews leaving trash and nails. STMS contacted the builders and asked them to address this issue. They said they would try to be more careful.

- **Reserve Study**

Dreux Isaacs bid \$4,000 for a first time Reserve Study with an optional first year for a fee of \$600.

Reserve Advisors bid \$5,000 for a first time reserve study with an optional insurance advisory service for \$1,600.

Ms. Isley questioned who STMS worked with in the past. Ms. Joyce indicated that she worked with Dreux Isaacs in the past in other communities. She never worked with Reserve Advisors, but they were popular among the Associations.

Mr. Herzberg questioned whether they would be receiving the same service from Dreux Isaacs and Reserve Advisors. Ms. Joyce noted that she reviewed both contracts and they were the same. She pointed out that the Reserve Study would not be ready for the budget season as it would take several months to complete. However, the BOD could see a sample Reserve Study on Dreux Isaacs website.

- **Hurricane Shutters**

STMS urges that the BOD add a hurricane shutter specification to the ARB Guidelines to bring the condominium into compliance with Statute 718. It is required by Florida Statute 718 that the BOD adopt hurricane shutter specifications for each building within each condominium operated by the Association. The specifications must include color, style and other factors deemed relevant by the BOD. All specifications adopted by the BOD shall comply with the applicable building code.

Even though the County may not have a hurricane shutter requirement, Statute 718 requires condominiums to have these specifications in place. State Statute takes precedence over the County requirements. Owners are responsible for windows and screens and if they choose to protect these as well as the interior of their condos, the State Statute requires the condominium to have an approved shutter for them to use. 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 should be included with the hurricane shutter instructions to condo unit owners.

Ms. Tillis questioned whether the BOD only had the responsibility to choose the type of shutter since they had no financial responsibility. Ms. Joyce confirmed that it was the owner's responsibility to pay for the shutters.

Mr. Herzberg indicated that once they specify the type of shutter, the owner has to comply. Ms. Joyce acknowledged that any reputable company will sell shutters that are up to code. She provided each BOD member with information on an organization specializing in hurricane preparedness.

- **Meeting Notice Sign**

A standalone meeting sign was purchased and will be posted at the entrance gate within the timeframe set by State Statute prior to the meeting. Notices with an agenda (as required by State Statute) will continue to be posted at the mailbox kiosks.

- **Doggie Stations**

It has been confirmed that the bags from petwasteeliminator.com will fit the existing pet stations. They sent Ms. Joyce a free box of 200 bags. Mr. Herzberg agreed that petwasteeliminator.com had the best price.

A motion was made by Donna Isley, seconded by John Herzberg to approve the purchase of two additional doggie stations from petwasteeliminator.com in the amount not to exceed \$500; with all in favor, the motion carried.

- **Landscape**

The Landscape Reports for April and May from Austin Outdoor were provided to the BOD.

Austin Outdoor started maintaining the grounds at Building 39. Ms. Tillis questioned whether Building 39 pays into the HOA. Ms. Joyce confirmed that Building 39 was turned over to the Condo Association. The builder was paying the assessments and now the current owners will take over the assessments.

Landscape Bids: Six RFPs were sent out and five companies responded. Ms. Tillis questioned what they were currently paying for landscaping. Ms. Joyce indicated that they are currently paying \$5,600 per month. Some companies use subcontractors for their weed, pest control services and irrigation. Mr. Herzberg noticed that one company uses South Scape Irrigation as their subcontractor, which invoices separately. Ms. Joyce noted that they did not provide any information about what irrigation services they provide. She tried to contact them, but they did not respond.

Ms. Joyce questioned whether Fleming Island Lawn Care charges \$40 to repair a sprinkler head. A representative confirmed that was the monthly charge. She also questioned whether they were certified to work with reclaimed water. The representative noted that this work was performed by a subcontractor who was certified.

Mr. Herzberg requested references. Ms. Joyce noted that references were provided with the proposals. She will provide a copy of the landscape reference list to the BOD.

- **Fire Safety and Monitoring**

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 determined that 90 plaques (two per building) were needed to bring the condominium into compliance. They are available from FL Truss ID at a cost of \$1,602 or \$17.80 per plaque with the mounting, not including installation.

Ms. Joyce reported that she will be attending a class about fire safety when she renews her CAM License and recommended that the BOD hold off the approval of the plaques until after she competes the course.

Mr. Herzberg questioned the deadline for having the plaques secured to each building. Ms. Joyce noted that the plaques should have already been in place because the law was enacted last year.

Mr. Herzberg questioned who would install the plaques. Ms. Joyce recommended Mr. Gary Franco who would not to charge a lot for the installation.

Ms. Tillis questioned whether this was a fair price. Ms. Joyce confirmed that most companies sold plaques for \$20 each.

A motion was made by John Herzberg, seconded by Donna Isley to purchase 90 plaques from FL Truss ID in the amount of \$1,602; with all in favor, the motion carried.

Knox Box: It was suggested by Wayne Automatic Fire Sprinkler Systems that a Knox Box be purchased to secure the key for the fire sprinkler/alarm on the side of Building 18 and have it accessible to the Fire Department if they need to access the monitoring equipment. Clay County Fire and Rescue uses the 3200 series. The cost for a black Knox Box is \$255 and \$265 for aluminum or dark bronze. Ms. Isley likes the black one.

A motion was made by Donna Isley, seconded by Sharon Tillis to purchase a black Knox Box in the amount of \$255; with all in favor, the motion carried.

- **REC Committee**

The REC is scheduled to meet for a short organizational meeting after today's BOD meeting. They will set up and put into motion the fining process as outlined in the LRVN governing documents and Florida Statute 718. Certified letters will be sent to owners who have not responded to the notices they received by regular mail.

- **Maintenance**

Punch List: Gary Franco compiled a punch list of items needing repair or replacement on the buildings.

Ms. Isley recalled at the last meeting that the BOD was not in favor of replacing coach lights and authorized that the trim on several garage doors be repainted at a cost of \$1,560. However, in walking around the property with Mr. Franco, she noticed that the paint was faded in front of several garage doors. Mr. Herzberg believed if they did not do the repairs now, they would pay more later to remove rotten wood and broken stucco.

A motion was made by John Herzberg, seconded by Donna Isley to have Mr. Gary Franco repaint the trim on several garage doors in the amount of \$1,560; with all in favor, the motion carried.

5. DIRECTOR OLD BUSINESS

a. Meeting Notice Sign

This item was addressed above.

b. Dog Stations

This item was addressed above.

c. Landscape

This item was addressed above.

d. Fire Department Emblems

This item was addressed above.

e. Knox Box for Fire Alarm Box on Building 1800

This item was addressed above.

f. REC

This item was addressed above.

6. DIRECTOR NEW BUSINESS

a. Parking

Ms. Tillis suggested that the BOD discuss no parking rules as there were no current rules in place and parking was a huge problem as people were parking on the street, which was in violation of the covenants. They also need to address the period of time a car can be parked in a space. Ms. Joyce suggested scheduling a workshop to discuss the parking issues.

Ms. Isley spoke about identifying inoperable vehicles. Ms. Joyce suggested identifying what constituted an inoperable vehicle and issuing parking decals to all owners. Ms. Tillis expressed concern about a decal saying Lake Ridge North. Ms. Joyce indicated that there were decals that did not have identifying markings. Mr. Herzberg questioned how they can insure that owners knew how to obtain a decal. Ms. Joyce will provide some information regarding a condo that utilizes a decal parking system to BOD at the parking guidelines workshop.

Ms. Isley suggested obtaining a list of foreclosed properties as owners were utilizing parking spaces of vacant units.

b. Removal of Bulk Trash

Ms. Joyce questioned whether the BOD wanted to amend their contract with Ace Property Services for a flat rate of \$175 per haul for bulk trash removal. Ms. Isley recalled that another company wanted to charge \$250 per haul. Ms. Tillis noted that the last bulk pickup was on March 1st and the dumpster was currently full.

A motion was made by Donna Isley, seconded by John Herzberg to amend the contract with Ace Property Services for a flat rate of \$175 per haul for bulk trash removal; with all in favor, the motion carried.

7. OPEN FORUM

Ms. Elizabeth Meyers who resides in Unit 601 questioned why she received a certified letter saying that she owed \$5.54 plus her HOA fees by a specified due date when she automatically pays her HOA fees. Ms. Joyce recalled Ms. Meyers calling the Finance Department regarding this matter and explained that the governing documents of the HOA state that they are required to send letters by certified mail for all violations. Ms. Meyers believes that they will save enough money to purchase the doggie stations by not spending \$5.54 for certified mailings.

Ms. Tillis pointed out that not all letters are sent by certified mail. Mr. Herzberg clarified that they do not send out certified letters for first time offenders, but they have to send out certified letters for gross violations in order to make sure the situation is rectified quickly. Ms. Myers pointed out that as soon as she received the first violation letter, action was taken immediately. However, she received a second letter. Ms. Joyce acknowledged that the second letter was sent out in error and apologized to Ms. Meyers.

Ms. Meyers questioned the amount that the BOD authorized for new doggie stations. Mr. Herzberg explained that most doggie stations cost \$350 each and they were purchasing two for \$500. Ms. Meyers noted that she uses the doggie stations, but some owners walk their dogs in the grassy areas in back of buildings and do not pick up after them. Ms. Herzberg requested that owners call Severn Trent to report owners who are not picking up after their pets. Ms. Joyce noted that there was an online complaint form that goes right into her mailbox.

Ms. Meyers questioned why the landscaping was not being taken care of. Mr. Herzberg noted that he and Ms. Isley walked the property in late February or early March with Austin Outdoor when they noticed that all of the grass died and pointed out areas of concern. Austin Outdoor promised to get better, although the BOD has not seen any improvement. They are currently going out for bids for a new landscaping company. He will send another email to Austin Outdoor after the meeting.

Ms. Meyers questioned whether the owners were responsible for repainting the border around garage doors. Mr. Herzberg requested that owners needing their garage trim repainted contact Severn Trent or fill out the online form. Ms. Meyers questioned who will repaint the garage doors. Mr. Herzberg noted that Mr. Franco performs most of the handyman type work.

Ms. Meyers requested permission from the BOD to install a temporary fence to keep her cat and niece on her property, which she could remove and store it in her garage. Ms. Tillis suggested that Ms. Meyers invest in a removable fence that she can purchase from Toys R Us. Mr. Herzberg expressed concern about owners not removing their temporary fence. He noted that according to their governing documents, all animals must be on a leash at all times.

Mr. Don Gillespie from Unit 4603 pointed out that the caulking around his unit needed to be redone.

A resident requested clarification on liens on foreclosed properties or bankruptcies. Mr. Herzberg noted that this matter was tabled. Ms. Tillis noted that they were trying to find out from the Attorney where they were in the process of recouping money from bankruptcies. The resident believed that they were going to have to file a lien in order to recoup their money because if someone purchases the house and it does not have a lien, they cannot go after the buyer. The resident suggested asking the Attorney if the lien can be removed.

Mr. Herzberg believed if they were at the point of liening a property, they had the intent to collect the money. Their goal was to be consistent. Mr. Gillespie suggested hiring the collection agency that made a presentation at the last meeting. Ms. Isley noted that the BOD decided to try to collect the money themselves rather than having to hire an outside collection agency as they receive a percentage of the money collected. She believes that they need to clean up their delinquent notification process. Ms. Joyce pointed out that other condo associations were using this company and were very successful in their collections.

Ms. Megan Roberts pointed out that she did not know she had a delinquency until she received a letter. Ms. Joyce pointed out that STMS has a record of someone from her unit contacting the STMS Finance Department saying that they intended to have all monies due, but needed additional time. Ms. Roberts clarified that she did not contact STMS to request any such payment extension, but she did call in October to see when their funds were running out. They left a message, but no one called back. They paid ahead two years, but when the assessments increased, even though they prepaid, it changed their due date. They never received any letters.

A resident questioned the difference between condos and townhomes. Mr. Herzberg noted that the BOD was not given a full explanation of the difference between condos and townhomes.

Concern was expressed by the residents about income restricted housing on the Centex lots. Mr. Patrick Zalupski, the owner of lots purchased from Centex, explained that they were able to purchase these lots with Clay County Housing Finance Authority funds and a purchaser cannot make more than \$65,000 per year for a family of two or \$76,000 for a family of four. Mr. Herzberg noted that this land is not controlled by the Association and Centex, as the builder had unique rights that the owners do not have. They can build whatever they want so long as it meets

the building code. He questioned whether they would be turned over to the Association as they were built. Mr. Zalupski confirmed that was the idea and explained that the condos were converted to townhomes because a condo building has a stigma attached to it and townhomes can be financed through any lender. Their guidelines are the same as the condo guidelines based on the fact that they are maintenance free so that each property could be maintained uniformly. They will be using the same irrigation system and have similar type landscaping. Mr. Herzberg requested a copy of the guidelines from Mr. Zalupski. Mr. Zalupski noted that the guidelines will be finalized before the first building closes, which should be in the next two weeks.

Discussion ensued regarding the HOA fees that the owners of the new houses will pay and the difference between CDD and HOA fees.

A resident spoke about ARC approval to enlarge the patio. Ms. Joyce explained that an owner owns the only the airspace inside of the unit. Mr. Herzberg added that the exterior of the building was maintained by the Association. Any modifications that are done the Association has to be willing to absorb the maintenance cost. He was not in favor of this.

Mr. Gillespie requested an informational sign showing realtors and prospective buyers who to contact in order to obtain copies of the rules and regulations. Ms. Joyce noted that this information is on the website. Ms. Tillis noted that realtors were required to furnish prospective buyers with a copy of the rules and regulations.

Ms. Joyce noted that six people volunteered to serve on the REC, but she requested that the BOD reduce the number of members to three as she had problems contacting some volunteers.

A motion was made by John Herzberg, seconded by Donna Isley to reduce the number of REC members from six to three; with all in favor, the motion carried.

Mr. Herzberg questioned whether there will be a third mailbox kiosk for the owners of the Centex homes. Ms. Joyce noted that there is enough room in the existing kiosks for one building, but they probably need to build another kiosk. Information was sent to the builder. Mr. Zalupski will look into this.

A resident questioned whether the owners were required to purchase hurricane shutters. Ms. Joyce noted that owners were not required to purchase them, but the HOA was required to allow them and have a plan in place.

A resident observed burned grass in back of the 2400 buildings. Ms. Joyce recalled there being an irrigation issue. Mr. Herzberg will look at the grass.

Mr. Herzberg thanked the owners for their comments.

8. NEXT BOARD MEETING

The next meeting is tentatively scheduled for July 15, 2010 at 5:00 P.M. at Splash Park. Ms. Tills will not be able to attend this meeting. A notice will be posted on the mailbox kiosks and the website. A workshop will be scheduled to discuss parking.

10. ADJOURNMENT

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

On MOTION by John Herzberg seconded by Donna Isley to adjourn the meeting at 6:47 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