

**Lake Ridge Villas North at Fleming Island Plantation
Condominium Association, Inc.
Board of Directors Budget Meeting and Annual Meeting of Members
Saturday, November 12, 2016**

Minutes

The meeting was called to order at 8:07 a.m., at the Amenity Center located at 2300 Town Center Blvd., by Donna Isley. A quorum of the Board was established.

Present: Donna Isley, Dan Steller, and Kim Summers; Kathy Melton and K.C. Yarbrough represented The CAM Team.

Call of Roll and Certifying of Proxies: A quorum of homeowners was not established.

Minutes

Kim Summers made a motion to waive the reading and to approve the September 10, 2016 minutes as written. Dan Steller seconded. None opposed and the motion carried.

President's Report:

There have been quite a few landscaping changes made to the property over the past year. The pop-ups have been changed out to grates. The beds are being mulched now. Several drainage projects were completed. There have been a number of repairs to exterior doors. Driveways, porches, patios, sidewalks, and curbs were pressure washed. AT&T is upgrading their system in the neighborhood.

Management Report:

Financial Report – As of October 31, 2016

Popular Operating Account	\$ 245,995.69
Popular Reserve Account	\$ 754,224.93
CAB Reserves - CDARS	<u>\$ 307,132.44</u>
Total	\$1,307,353.06

Collections Report:

- Twelve units are currently with LM Funding (one is in bankruptcy).
- Statements are being sent monthly.
- There have been four (4) new owners since the September meeting, and one unit was foreclosed on by the bank.

Property Updates:

- Speed bumps will be ordered and delivered to The CAM Team office.
- A new mount was installed for the exit gate machine.
- Stones have been repaired at the phone kiosk by Leister Construction.
- Pressure washing has been completed. Eighty percent (80%) of the invoice has been paid. The final payment will be made after a final walk to be conducted next week.
- Several leak repairs are underway or have been completed:
 - Unit 5303 – A proposal from Leister Construction to repair a leak at the rear wall has been approved - \$10,633.98. Repairs started September 12th. Stucco has been applied and painted. Drywall repairs are being done today.

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- Unit 5805 – A leak was reported at the sliding glass door. Discovery was done by Leister Construction and caulk is all that was needed. Complete.
- Unit 102 – A leak was reported at a family room window. Discovery was done by Leister Construction. A broken seal around the window was caulked. Complete.
- Unit 4203 – There is wood rot to the back door and frame. Discovery was done by Leister Construction on October 26th. A proposal was received to replace the door and one or two studs - \$1,398.75. Donna Isley made a motion to accept the proposal. Kim Summers seconded. None opposed and the motion carried.
- Unit 5901 – Resident reported that water comes in at the top of the door when it rains. Discovery was completed by Leister Construction on Thursday. The joints were sealed and the area will be painted tomorrow.
- Unit 4704 – The back door frame is rotting. A work order has been sent to Handyman Vince.
- AT&T completed a site visit on August 3rd concerning the upgrade of the network for fiber optic service. A design plan was supposed to have been forwarded. The contact no longer works at AT&T so Management has reached out to AT&T to be assigned a new contact.

Election of Directors:

An election was not necessary as only two candidates submitted Intent to be a Candidate forms: Donna Isley and Dan Steller. The Board of Directors for 2016-2017 will be: Donna Isley, Dan Steller, and Kim Summers.

Old Business:

- Landscaping:
 - The cost of mulch is included in the landscape contract.
 - The palm trees will be trimmed the Wednesday before Thanksgiving.
 - The Board asked that BrightView look at the palms under the unit numbers and provide a plan to remove the palms and install new plants.
 - The Board would like a plan of action and proposal from Brightview to replace shrubs, sod, etc. by building.
 - The Board and the CDD are still going back and forth over the responsibility for the areas outside the gate. The Board requested that a lock be put on the irrigation clock.
 - A bid has been received from Total Lawn Care (TLC) for the landscape contract. The Board is requesting additional proposals.
- Parking
 - Towing services are provided by ASAP Towing and Storage Co. A car was towed in error, but ASAP would only give a fifty percent (50%) reimbursement. The Board approved refunding the other half.
 - The parking lot striping project will be scheduled for the week after Thanksgiving. The project will take two days, and the Board requested that the start date be on a Tuesday. Management will contact the CDD to request use of the Splash Park lot for overflow parking during the project. Management will post notices on all of the doors and signs will be posted throughout the neighborhood.
 - A draft of Parking Rules was provided for the Board's review. Any changes should be emailed to Management. A copy of the proposed rules will be sent out with the coupon books and will be discussed and voted on at the January meeting.
- Proposals were received from several private security companies to patrol the neighborhood. After discussion, the Board tabled the proposals and asked Management to speak with the contact at CCSO to ask that officers move throughout the neighborhood and to provide more details on their reports.

- Repairs to the gate over the past year were discussed. A gear was replaced a little over a year ago, and another metal gear had to be replaced recently. The gate is checked by The Gate Store on a quarterly basis.
- The recent hurricane caused significant damage to the roofs per an inspection by Roof it Right. Insurance has been contacted and a claim has been filed. Management is currently awaiting the adjustor's report.

New Business:

- Approval of 2017 Budget – The proposed 2017 Budget was mailed out to homeowners in advance of the meeting. Assessments will remain the same as in 2016. Donna Isley made a motion to accept the budget as written. Dan Steller seconded. None opposed and the motion carried.

Open Forum:

A resident expressed concern about the towing practices in the neighborhood. The Board shared that it is their responsibility to manage the common areas. There are 340 units behind the gate, and only 137 common parking areas, including several wheelchair spots. Garages are being used for storage, which means additional cars are being parked in the common parking areas.

The next meeting will be held on Saturday, January 14, 2017.

Adjournment

All business being completed, Donna Isley made a motion to adjourn the meeting. Kim Summers seconded. None opposed and the meeting was adjourned at 9:55 am.

A brief organizational meeting was held by the Board members to elect officers for 2016-2017. The officers are:

President: Donna Isley
Vice-President: Dan Steller
Secretary/Treasurer: Kim Summers