

**PARKWOOD COMMONS HOMEOWNERS ASSOCIATION**

**HOA BOARD MEETING - 11/19/2017**

**Attendance**

**Bryon Beach, President**  
**Bill Burson, Treasurer**  
**Lisa Taylor**  
**Josh Jarvis**  
**Mark Ramsey**

**Absent**

**Guil Strougo, Vice President**  
**John Dillon**  
**Lauren Beach**

**Call To Order** - Board Meeting was called to order by Bryon Beach at at 1:42 pm on Sunday, November 19, 2017

- 1) **Minutes** - The reading of last minutes meeting and acceptance of such was waived for this Board Meeting only, as no one had a copy of said minutes present.
- 2) **Budget** - Bill passed out a copy of the Budget Sheet showing the Actual Figures from 2016, the budgeted figures for 2017, the actual YTD spending for 2017, and a possible proposed budget for 2018 ( which would have probable changes dependent upon further discussions regarding the hiring of a management company). See Exhibit A
  - a) Bill presented a breakdown of the expenses causing an approx. \$2,355 deficit in the 2017 proposed budget, mostly due to the major projects of the wall and playground demolition ( \$10,310.00)
  - b) A question arose regarding the difference in the budgeted landscape figure (5,100.00) and the YTD actual (6,170.00), and the possibility of a double billing. (Line 110) Bill will research and inform the board of his findings.
  - c) A motion was made to accept the budget report (with the exception of line 101), motion was accepted and approved by all attendees.
- 3) **Management Company** - Discussion of CMA proposal for Financial Management and possibility of going to full management by spring.
  - a) Bill went over the proposal by CMA for Financial Management. Several questions arose regarding breakdown of cost and how it would transfer to dues increase for members. Also there were questions regarding what Financial Management cost for peripherals would be diminished or eliminated if Total Management were to be accepted. Other questions arose regarding some of the wording for peripheral costs in the contract.

- b) It was decided that further clarification would be needed and that the board should meet with CMA for any questions regarding such. Lisa stated she would try to set up a time for the board to meet in the near future. Saturday, December 16 was decided as the preferable date if CMA was available.
  - c) Bill mentioned that, regardless of whether we went with a management company or not, presently civic dues were already too low for the expenses being incurred and some costs were being supported by rec dues, although these could be construed as shared expenses. Estimation based on 170 households (presently we have 180 permanent civic members) would be \$42.95 per household.
  - d) Josh proposed a new structure be set up for next year dues that may eliminate some of the financial issues as well as encourage members joining full time for civic and rec. It was as follows:
    - 1. Basic Permanent Member Civic Dues - \$150
    - 2. Basic Permanent Member Rec Dues - \$350 (would include Civic)
    - 3. Outside Recreation Dues - \$500 per household
    - 4. Non-Permanent Member Rec Dues - \$350 per year ( this would be a total of \$500 for anyone wanting Rec amenities but not wanting permanent Rec membership.)
    - 5. Elimination of Senior and Early Bird discounts
  - e) Board stated they would take Josh's proposal in for consideration but that it would be tabled until decisions were made regarding a management company.
- 4) **Landscaping Issues - Discussion** of the present landscaping problems with Elite Landscaping (several damage issues – front lights while planting, sprinkler heads, car stops being run over) as well as lack of communication, inconsistent billing, etc.
- a) Missing brick at front entrance (Publix side) – Bryon will fix once weather allows for proper masonry.
  - b) More flowers need to be planted in the beds **out** front. Mark will check contract for wording of bed planting to determine if quantities are mentioned.
  - c) Discussion of the positives (does extra work at no extra cost, i.e. tree pruning) and negatives (slow response to issues, communication, and damage control) having Elite landscaping. Bryon questioned the monthly cost for amount of work being done. Board agreed that landscaping will be re-bid in spring and several companies would be asked to bid. No determination presently as to who will contact the companies.
- 5) **Pool Repairs / Winterization** – Discussion of issues in progress or completed at the pool.
- a) John has completed the winterization of the pool area (Much Appreciated, John)
  - b) Sand filters have been changed at a cost of approx. \$ 2,000 by Courtyard.
  - c) Two Tack & Strap has taken 17 lounge chairs, and 4 sand chairs for re-strapping, and four tables could not be repaired, so new tables were purchased (\$3,047 )
  - d) Still need heavy bases for the umbrellas – board decided to go with the white gallon tubs with cement. Bryon will work on this project and set date for volunteers to help. (Cement must have proper temperature for curing)

- 6) **2018 Projects - Several** projects are on the table for 2018, i.e. new playground, speed bumps, deck resurface, and more fence repairs, but Bill stated that until we could determine what direction we would go with a management company, and due to the present expenses dipping into PCHA reserves, he thought he would be best to table all projects for the present until a new dues structure could be worked out. Board agreed and the above projects were tabled until further notice.
- 7) **Debt Collection - Discussion** of households past due for present and past membership dues for both permanent civic and permanent rec.
- a) Lisa presented a listing of three permanent **Recreation** members (exhibit withheld as to not disclose the names publicly) who had dues in arrears, some going back to 2014, for a delinquent total of \$2,500.00, and suggested these be turned over to our legal people for follow up in collections.
  - b) Bill stated that because of some of the past record keeping, he did not believe we would have a solid enough case to move on this legally, and also would have an issue as some people had paid some of the years in-between, and may be under the assumption that years prior were no longer deemed as past due. **He suggested that we send a letter stipulating that, if 2017 dues were paid by the end of the year, debts beyond that would no longer be determined as past due however recreational dues will have to be paid going forward.**
  - c) A vote was taken on Bill's proposal, and was passed with 4 members in agreement, and one in abstention. Bill will write said letters.
  - d) Lisa explained that even though having a letter sent by our attorneys were \$80 per letter, once we have court rulings for debt collection. Liens, etc., those cost were incurred by the debtors, along with any other legal fees. Presently two letters were sent out by the attorneys for **Civic** dues in arrears on Nov. 3<sup>rd</sup>, and that three more letters needed to be sent, and action taken for possibly filing claims.
- 8) **HOA Positions and Volunteer response** - Discussion of the results of the Fellow Neighbors letter that was sent out, and the need for a more people within the HOA.
- a) We have had four people respond to the letter with the offer to possibly volunteer for needed positions. Bill has talked to a couple of them, and Bryon has talked to another one, but we need to reach out to them with a more definitive breakdown of how or where they could be used within the HOA structure.
  - b) It was determined that, in order to properly function, and not to burden any one particular person or household, the following structure would be to the HOA's best advantage:
    1. Four officer positions – President, Vice-President, Treasurer, and Secretary
    2. Five Members at Large – these would be part of the board and would need to be at board meetings when available for voting purposes and to chair the positions of : Pool Chair, Social Activity Chair, Covenants Chair, Landscaping Chair **and Membership Chair.**
    3. Two Covenant members to work with Chair (these are presently in place)
    4. Four Pool committee members to work with Pool Chair

5. Ten Street Reps – distribution of notices, and help with various functions.
- c) Bryon announced that at the end of this year, he would step down as President due to work conflicts and time restraints, but would like to remain on the board as a possible Member At Large. **Bill stated he would continue the position of Treasurer for next year but would serve in the capacity primarily to work with a management company during the transition to full management of HOA functions. A new treasurer will need to be determined at some point in 2018.**
  - d) Basically that leaves all four officer positions open. At some point in the near future, we should send out another request for volunteers for all positions that are open, with a description of what each position includes. It was not determined at this time how that communication would go out to the community.
- 9) **Christmas Decorations** – Christmas decoration need to be put out, which is normally done the Sunday after Thanksgiving, and will be again this year on Sunday, November 26, at 3 pm
- a) Mark will write up a notice for volunteers and send it to Paul for distribution to the community
  - b) Bryon will get the decorations down from the attic and have them ready to be put out by November 26.

**Adjournment** - The meeting was adjourned at 3:27 by the President , Bryon.

Minutes submitted by Mark Ramsey, in lieu of absence of a Secretary