

BOARD OF DIRECTORS MEETING

WHERE: Community Clubhouse - 1603 Forest Hills Lane, Haines City, FL 33844
WHEN: Thursday February 22, 2024
TIME: 2:00pm

AGENDA

CALL TO ORDER -The meeting was called to order @ 2:00 pm by Diane J. Martinez, LCAM.

PROOF OF NOTICE - Notice was posted conspicuously in the community in accordance with Florida Statue 720 requirements. (Exit Gate, and posted on community website) February 20, 2024

CERTIFY QUORUM -Quorum was established with all 4 board members present. (P) Barbara Heddon, (V.P) Scott Rohrhoff, (T/S) Russell Judge (D) William Grobasky

Guest Speakers:

1. Ask an Adjuster: Chad Warren, Christian and
2. TNCG / Telecom National Consulting Group: Steven Lowie
3. Mayberry Security: Shannon Dixon

APPROVAL OF PRIOR MEETING MINUTES

B.O.D MEETING MINUTES – *November 16, 2023*

Budget Meeting, Annual Meeting and Organizational Meeting

The board sent the previous meeting minute draft via email prior to the meeting for review.

**Motion to approve prior meeting minutes made by
Barbara Heddon 2nd William Grobasky
All were in favor- Motion Passed**

OLD BUSINESS

1. Revision of Rules

- a. Vendor Holidays- Only Holidays to be observed are: (No Vendors)
New Years Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day and Christmas Day
- b. Deliveries - Deliveries accepted on Sundays and Holidays from 9am-5pm only
- c. Vendors Work – No changes to the rule. Vendors/Contractors will not be permitted to work within the community on Sundays or posted holidays. Only emergency situations will be permitted.
- d. Moving Days - Moving days will include Sundays and Holidays. Moving Vans must always fit on the driveway and can remain onsite overnight for only 1 (one) night then must be removed off property. Semi-tractor trailers with trailers or containers are never permitted in the community. Pods will be permitted for up to 3 days and must fit on the driveway with no overhang or blocking of sidewalks.

**Motion to approve prior meeting minutes made by
Barbara Heddon 2nd Scott Rohroff**

All were in favor- Motion Passed

2. Notice of Preservation of Community Governing Documents

The recording of the community governing documents was recorded for another 30 years in December 2023. A copy was sent to every homeowner via email blast and was posted on the community website. Recording of the community documents ensures that the CCRs, Declaration and governing documents continue to be in effect.

NEW BUSINESS

1. Insurance Claims

a. Assault Claim (Young)

A resident of St. Augustine sub-division filed suit against the security company and the association alleging that she was assaulted at her home by someone that was provided access to her home in May 2023. The association received the filing in December 2023 and forwarded it to the insurance company attorney. Job1 USA the security company was also served. The association has complied with all requests from the attorney, insurance company and investigator sent on behalf of the insurance company in January 2024. For the time being, this file is still under review, and no further requests or actions have been taken since. The investigator said he does not feel this will move forward.

b. St. Augustine Roof Claim (Chad Warren spoke on behalf of Ask an Adjuster)

Went over the claim that is being made for the St. Augustine townhome roofs. We are still waiting for the insurance answer. They may be requesting additional information to complete the claim. The board asked if we are obligated to use the same type of roof. Questions were posed due to the golf balls and hail that have caused damage. TNG stated that there are other roof and underlayment materials available that can be used and suggested other types and setting up a maintenance program. Guarantees and warranties will vary depending on insurance and manufacturer these are being discussed legally in the state. Wind Mitigation reports should be made during the change out. Suggestions to close the skylights or if the homeowner chooses to keep them, they must accept they will be responsible for damage and repairs. TNG suggests solar tubes. Suncoast has submitted a proposal to be considered at a late date. Suncoast has sent samples. No decision needs to be made this is for status purposes. Questions made regarding how this affects insurance costs. The manager states that insurance rates went up significantly, any changes will be reflected once the entire roofing project has been completed.

- 2. TNCG Communications (Guest speaker: Steven Lowie)** Spoke about Telecom services, provided a printed-out PowerPoint presentation and discussed it. Telecom Access Control Agreements (TACAs) are contractual agreements established between telecommunication service providers and property owners or managers. These agreements outline the terms and conditions for allowing the telecom service provider to install and maintain their network infrastructure within a specific property or location. There are offers being made by the top 2 providers, Spectrum and Frontier, they are both offering non bulk and bulk agreements. The association expressed not being interested in bulk agreements due to liabilities and quarterly dues increases. This agreement allows the residents to make their choice for telecom services, agreements expire every 10 years, and the association can get paid for the access. Funds can be deposited into association accounts to be used in operating, slush fund or reserves. We explained that soliciting is not permitted in the community. Lowie explained that they will not solicit but offer to provide items for community events and will put up a table with marketing materials, flyers at the clubhouse and related items. The board asked what the best offer for an H.O.A. he stated that the bulk agreement. To get bulk agreements the association would have to vote to accept this. With prior voting and community participation being so low this would not be an option.

Marketing agreement offers

Spectrum - complimentary accounts for marketing and access to the community 280K

Frontier - complimentary accounts 260K

Summit only bulk agreements

**Motion to move forward with negotiations with
Spectrum made by Russell Judge 2nd Scott Rohroff
All were in favor- Motion Passed**

3. **2437 St. Augustine – Pipe Burst / Foundation repairs.**

In December 2023, an irrigation pipe burst underground behind the home on the H.O.A side. The pressure caused the pipe to wash out the foundation dirt from under the right-hand corner of the home approximately 6ft x 4ft. This washout caused the air conditioning unit slab to fall and the air conditioning unit to fall on its side. Haines City public works, Haines City Police and Fire Department arrived at the scene, made a wellness check to have residents removed from the home but found no one inside. The owner passes away during the summer and the home has been vacant. Security was present; however, they did not assist or notify their supervisor or management. The manager was notified by Haines City Police and the golf course manager. The golf course assisted in finding the valve and shutting it off. The amount of water flooded the neighbor's pool. Early the next day the community landscaping company along with assistance from the golf course dug up the pipe and repaired it and the valve was turned back on. Several attempts have been made to contact the deceased owner's daughter to notify her of what has occurred, all we have is an email address. We have not been able to speak with her. It was discovered that the back screen door was broken due to the police doing the wellness check and the back glass sliding door is open. Management has accessed the inside the home accompanied by the inspector and foundation experts. The owner's daughter was notified via email that the only form of communication was that the door was open, and we had gone in. No response has been received.

The association needs to act in this matter. An insurance claim has been made, an inspector came out and told us we can start getting foundation companies to come out, inspect and provide proposals. Two (2) foundation specialists came out Alpha Foundation and LRE Foundation Specialists, proposals were received for review. One company offers repairs from inside the home which will require the homeowner to sign the notice for commencement. The other company offers a solution where repairs can be made from the outside. Insurance inspector also measured for moisture and no evidence was found he suggested we have a moisture / mold specialist come out and check. ServPro was contacted, moisture was measured, and no evidence was found.

Foundation expert proposals were presented to the board. The proposal that best suits this issue would be to go with the company that can provide the repairs from outside due to us not having communication or cooperation from anyone on the property. The board wishes to try to contact the homeowner's daughter before deciding. Management advised the board to act sooner than later since the weather will be warming up, rain will start, and we want to avoid further damage. We do not know the status of the air conditioning system. This will require repairs or replacement however we do not know until the foundation has been repaired and the air conditioning system is placed upright on the slab. It was agreed that if communication has not been received, the proposal from the foundation specialist offering repairs from outside of the home under the slab will be the best option. A board meeting will not be held to make this decision since it is in the best interest of the association and the governing documents support the association's actions. Board members will try to search county records for additional contact information. Management advised that the dues have not been paid and the account is with the attorney.

**Motion to table the decision to accept LRE Foundation
proposal if communication has not been made until further notice.
Russell Judge 2nd by Barbara Heddon**

Southern Dunes Master Community Association, Inc.

1603 Forest Hills Lane Haines City, FL Haines City, FL 33844

Tel: 863-419-0642 e-mail: southerndunes@donasher.com

4. **Signers for Banking and CD's**

There are several CD's that will expire this year and a written confirmation of indicating who the authorized signers on behalf of the association will be. Authorized signers are members of the board of directors who can make banking decisions such as closing, opening, and transferring of CD accounts as well as other banking activities on behalf of the association. Pre-written letters were read aloud and passed to all members to sign. This letter will be presented to the banks when necessary. Board member discussed needing a copy of Ronald Fischer's death certificate to file with the banks when CD need to be closed since has signed on several CD's. A copy will be requested from his daughter to have when it is needed.

5. **Contracts**

a. **Security Contract Guest Speaker: Mayberry Security / Mr. Shannon Dixon**

The association has been considering a change in the security contract with Job1USA due to several issues in service decline, gate, reporting and patrol issues. Management has presented the issues and issues continue. There have been several changes in guards and contract obligations have not been met with consistency. Management and board members understand that the association requires changes in security services and has put the contract out to bid. Several proposals were provided to the board for review.

Mr. Dixon presented his company, and the services that they can provide. The contract was reviewed and questions from the board of directors were answered. They offer patrols throughout the day with no specific times, resident numbers that can be called to have an officer attend matters away from the guard house, updated gate control methods. Additional requests were made such as pricing review, non-performance clauses, 5-year contract and 30-day termination notice for both parties. Once these are met the board will sign the contract and a 30-day termination notice will be issued to Job1USA.

**Motion to approve new security contract with
Mayberry Security Services and give JOB1 USA a 30-day
notice made by Scott Rohroff 2nd Barbara Heddon
All were in favor- Motion Passed**

b. **Landscaping contracts**

Landscaping proposals presented to the board for review. Suggested by management for them to review proposals and compare services, pricing, and schedules. This is for research purposes to see if we can make changes to what we currently have. The landscaping contract will be under review during the rest of this year and will be re-evaluated in the fall.

UPDATES AND UPCOMING PROJECTS

1. **Pool Furniture upgrades / repairs**

The pool chairs and lounges are being checked for either refurbishment or repairs (re-strapping). Once the chairs are inspected, arrangements will be made to get them fixed and returned to the pool cabanas. Expected repair time should be 4-6 weeks from when they are picked up by the company to perform the service.

2. **Pressure Washing**

The community will be inspected so that we can schedule the areas to be power washed such as community sidewalks, gutters, monument signs etc. We will also be looking at lifted sidewalks that need to be grinded down.

3. **HOA Finances**

All financial decisions and expenses were approved by the board of directors, either in written or verbal form.

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OPEN DISCUSSION

Residents requested that a speed bump be added to the bottom of Hemingway Ave after the first intersection of Mallory Circle. The board will consider this due to there being no sidewalks in this area and an increased number of children walking in the afternoons.

ADJOURNMENT

With no further discussions before the board motion to adjourn the meeting at

**Motion was made to adjourn meeting by:
Barbara Heddon 2nd Scott Rohroff
All were in favor- Motion Passed**

Minutes Approved By:



Board President

7/2/2024

Date