

Southern Dunes Master Community Association, Inc.

1603 Forest Hills Lane

Haines City, FL

BOARD OF DIRECTORS MEETING

WHERE: COMMUNITY CLUBHOUSE - 1603 FOREST HILLS LANE

WHEN: February 28, 2018

TIME: 1 P.M.

AGENDA

1. **CALL TO ORDER** Meeting is called to order at 1:00 pm February 28, 2018 by HOA board president William (Bill) Grobasky; meeting held at the announced location: HOA Conference room at 1603 Forest Hills Lane, Haines City FL 33844 office.
2. **PROOF OF NOTICE** Let the record reflect meeting notice was posted in accordance with the requirements of FS 720.303, Section 2.c2 revision 2. at least 48 hours prior to the meeting by Evelyn Pickert (D. Sign posted by the exit gate of the community.
3. **CERTIFY QUORUM** Quorum established with the attendance of; 7 of 7 members present. (P)William "Bill" Grobasky, (VP) Sonny Quinn, (S) Ronald Fischer, (D) Barbara Heddon, (D) Evelyn Pickert, (D) Wayne Campbell. Not Present: N/A
Additional attendees: Diane J. Martinez, LCAM – Management Company - Don Asher & Associates
Additional attendees: Shannon Dixon – Accounts Manager - Job One Security
4. **APPROVAL OF PRIOR MEETING MINUTES** – November 20, 2017
*Motioned to approve November 20, 2017 meeting minutes as presented:
Barbara Heddon / Seconded by Evelyn Pickert All in favor: Motion passes*
5. **SECURITY REPORT – Shannon Dixon Account Manager Job One Security**
 - Added controls regarding driver's licenses checks; drivers who do not provide a valid driver's license are being turned away. Contractors including cleaners without a Florida Drivers License and insurance will not be permitted to come in. The association may be liable for permitting non licensed and/or insured drivers on community streets. Contractors including cleaners are randomly checked.
 - Enforcement of walkers going through pedestrian gate after 11pm must check in with the guards continues.
 - Job One is looking to hire 2 additional guards. Guards are taser trained.
 - Emergency vehicles and or work on non-permitted days are verified as specified in prior meetings Frontier, Spectrum and etc have been permitted access.
 - Guests must provide a reservation confirmation for length of stay tags.
 - Resident stickers are also being checked (randomly) biggest problem is with long term renters who are uncooperative.
 - Guards continue to rove and enforce HOA rules and regulations.
6. **PRESIDENTS REPORT**
 - Board President thanks all for attending including the board. Thanks Marlene Judge for her continued work with the community library; thanks to Sonny for the work he did with the sidewalks; thanks to Ron for his work with picking the 'Yard of the Month'.

- Pond A & B will be mowed and maintained as part of the spring cleanup and repairs. This is done 2-3 times a year.
- Sidewalks were grinded and repaired in areas where there were trip hazards by Benny. It came to our attention that some people tripped on uneven sidewalks so this was given priority.
- Pool Decks will be power washed as part of the spring cleanup as well as the front wall by the entrance. We are considering purchasing mildew resistant paint should they require painting after the power washing even though this paint (Porter Paints) is a more expensive than what is currently used it should reduce the amount of mold / mildew that grows as well as power washing.
- Benny has washed the signs and will straighten them up.
- Benny has purchased a lift truck and will start to trim the association trees shortly.
- BB Landscaping will be monitoring the growth of some plants that were burned by the frost; some are starting to sprout under the mulch. We will wait 2-3 weeks for them to continue to come up for those that do not grow or have died; new plants will be planted.

ITEMS FOR DISCUSSION

7. OLD BUSINESS

a) ASPHALTING OF STREETS – RESCHEDULED DUE TO HURRICANE

- a. Asphaltting was held up due to the Hurricane of last year as well as the consequences after such as heavy debris trucks and roofing contractors and materials. Tucker Paving will continue to do the asphaltting of the streets (Forest Hills / Water view / Dunes Court / Clubhouse Cove) possibly the beginning 1 or 2 week of May. We will wait until the leaves have finished falling and the amount of roof work for the properties in those areas start to slow down. These funds continue to be in the accounts as they were set aside for this purpose. Tucker Paving will be called to confirm the work dates.

b) SANDRA GREGORY CASE – UPDATE

- a. Bill provides as brief description of the case – Association is being sued through the insurance company for alleged injuries sustained by Ms. Gregory while out walking in the community late in the evening on 25 / December / 2015. Injury was sustained because of an alleged imprint on the road caused by a dumpster that was placed while work was being done to the driveway of a property in the Kokomo area. The insurance company claims we are not liable since we have coverage. The board president, current community association manager and management company supervisor will all need to appear for a deposition. This case will be going to trial for aprox. 2 weeks on May 14th.2018. Bill notifies the other members of the board that they may be called to provide a deposition or be required to go to court.

c) GENERATOR AND PUMP – PAULETTE AREA – UPDATE

- a. Lift station in the association property because the city cannot serve the unit due to lack of access. All other lift stations were deeded back to the city except for this one. The lift station contains 2 pumps - Pump A pumps up to pump B and a pump that pumps out to the sewer system. Sewer rats have chewed up the wiring leading to the float system of the pump of the lift station. Bait has been approved by Bill to be put in the area. A new pump may take up to 6-8 weeks it must be built to specifications and curve of the lift station. The lift station has a grinder which grinds large items such as diapers, pads and etc. that are flushed down the system in and pump which pumps to the city sewer system. Paulette does not have enough money in their budget to cover the costs. Dues were raised for this year 2018 due to increase in hurricane expenses. We will need to look in the budget to cover this cost.

Options: (includes installation)

- a. Repair the pump 2-3 weeks to repair 90 day warranty \$4,521.99
- b. Purchase a used pump 2-3 weeks 90 day warranty (unit is rebuilt) \$5,299.00
- c. Purchase a new pump 6-8 weeks to build 1 year warranty \$6,148.37

Board voices concerns of rats causing damages again to the replacement unit. Suggestions to protect the unit such as: wire fence or cage around the unit, wire mesh surrounding the cables however the rats come up the city sewer system and get into the community “tank” and that the rats will chew through the wire mesh. No warranty will cover damages created by rats. The previous pump lasted 14 years; since it was installed. They will check to see if no water got into the housing creating more damages. Concerns of the remaining pump failing. 3” trash pump – Constaflow has a portable one should the remaining pump fail. Problem in an emergency would be that the rats would get out if they are in there. We can use the pump to eliminate the waste. The board had discussed this in the past but it has not been quoted yet we currently have nowhere to store it. The trash pump will be researched again once other issues have been resolved.

Board must decide to repair the pump or purchase a refurbished or new pump. Board motions to repair the pump since the previous pump worked fine until the rats chewed the wires and affected the electric. Paulette does not have the money for a new pump.

***Motioned to repair the pump: Wayne Campbell / Seconded by Scott Rohroff
All in favor: None opposed***

b. Generator & Trash Pump

10,000 lumens light was purchased for use at the guard house.

Electric Generator for hurricane purposes and possible trash pump will also be purchased as previously approved in prior meeting minutes.

- d) CONSTRUCTION OF STORAGE ROOM – HOA / CLUBHOUSE BY THE POOL AREA – UPDATE
GTE Renovations has submitted a bid for the construction of one @ 12 x 12 or 13 x 13 144 sq. ft. storage room to be constructed at the back of the HOA clubhouse back entrance by the pool. It will consist of 3 walls, 1 fiberglass door; stucco will be applied and painted. No electricity, no windows. The gate entrance for the pool motors will be moved over. Walls will go up to the ceiling. The security camera has already been moved to focus where the room will be. We are waiting for the city to dictate what they will require us to use. Christmas decorations, generator, pump, lights and other association property will be stored there. Estimated cost of construction \$ 7,500.00; plans have been submitted to the Haines City Building Department for approval and permits. Bill requested wood construction GTE suggested cement block. If wood will be used the price will go down but should remain around the same price. We are waiting to see what the city approves.

***Motion to move forward in building the storage room and accepting bid submitted by: Scott Rohroff
Seconded by Barbara Heddon
All in favor: None opposed***

e) PIPES INSTALLATION (WATER PRESSURE) – UPDATE

According to information from Linda Fischer – Haines City Water Utilities Superintendent; the water pipe installation to increase water pressure for the community has been held up originally scheduled for 1/8/2018. The golf course has requested get the areas appraised and want to be paid for the use of the right of way; they are also requesting that a tree be removed. Estimated pipe installation was rescheduled for 4/01/2018 however we believe that all of the requests from the golf course may not be resolved for that date possibly 6/2018. Golf course pipes will go over some areas of the golf course. The city now needs a 10” valve by US27 and Old Polk City Road. Ms. Fischer did not disclose the appraisal amount. Bill asked the city why they cannot begin the pipe installation from the opposite side they state that that maybe a possibility. Pipes are already purchased and the installation crew is set to begin. The water pressure affects the mostly residents as they go up higher on the hill.

8. NEW BUSINESS

a) PAVERS AT GUARD HOUSE ON EXIT SIDE

The pavers at the exit side of the guard house have been sinking. 3 companies have come out to inspect and provide a quote for repair services. Original pavers were installed by Rick Bailey in 2011 when the golf course redid the guardhouse. Inspections indicate that the base was not enough base and it was not compacted enough and was not done correctly. The golf course indicates that they are not responsible

for this repair since it is part of road maintenance and is the association responsibility as per agreements made in the past. The association has consulted with the attorney and they indicate that should it be proven that this is an initial construction defect the golf course would be responsible for this repair however the length of time in court may supersede the costs to repair. It is suggested by the board to split the cost with the golf course; this would have to be presented to the golf course. Paver issues have been repaired in the past by the association 3 times. It is also presented that the entire paved exit area should be redone so that other areas are not compromised and affected in the future instead of only the affected area. Other smaller areas have been repaired and they have not had any further issues. Bids have ranged from \$3,000, \$5,000 dollars. Bennie Howell has submitted and bid for \$300 - \$500 states that he will remove the pavers, compact the area again and pour hydraulic fast drying cement and repave. Board suggests that Tucker Paving bid for the repairing of the paver area however this will still cost a lot of homeowner money for an area that does not belong to the association but to the golf course. Repairs are suggested for Sunday nights when it is least busy. The exit lane will be closed off; all traffic will be shifted to the entrance gates and the newly purchased emergency lights will be used for visibility.

***Motioned to approve paver repairs with Benny Howell for Sunday night repair work: Evelyn Pickert /
Seconded by Scott Rohroff
All in favor: Motion passed None Opposed***

b) COMMUNITY YARD SALE

Spring community yard sale scheduled for April 28, 2018; sign up list will be posted the beginning of April as the guard house. Visitors will be given a pass only good for the day & times of the yard sale. Event will be posted on the website and local communications such as The Ledger & Garage Sale Finder.

***Motioned to set spring yard sale date for 4/25/2018: Barbara Heddon / Seconded by Evelyn Pickert
All in favor: Motion passed***

c) DRC COMMITTEE (Fence on St. Augustine)

The DRC committee must be more aware of the applications when reviewing since some requests have been approved when they should be held for additional information and/or denied. Committee members are reminded to thoroughly review the application and to be careful of what they are signing. Also 3 of the 4 members must be present to meet the quorum for an approved meeting. All requests must be in compliance with the community rules and regulations. On Mallory Circle between holes 8 & 9 a black fence was approved to be installed in the backyard. The fence does not back into the golf course. A neighbor 3 houses down claims that it is blocking his view. Barbara Heddon (DRC committee) states you can see right through it and it is not obstructive. This fence purpose is so that the resident's small dogs do not get out and can be in the yard. Should the fence need to be removed the association will be liable for removal and payment since this was approved by the DRC committee in the January 2018 meeting; the estimated cost for removal is @ \$2,000.00. The golf course has also asked regarding the fence via emails sent to management. Someone from the committee must go and speak to the golf course manager in regards to the fence. They must also make decisions and/or be in contact with the neighbor who has expressed conflicts with the fence if and when the time comes. Committee members do not see a problem with the fence and state it does not obstruct golf course views from any angle.

Barbara Heddon and Scott Rohroff agree to speak with the golf course manager in regards to concerns and options.

Decision to have the fence removed - Tabled

d) SECURITY

Shannon Dixon – Job One Security (See Security Report)

**Bill requested that Dixon retire from the meeting so that other issues regarding security can be discussed.*

Security has had many issues recently mainly due to miscommunication and constant new guards. Bill and Ron have had meetings with other security companies in the area and have received bids for services. Bids have come in lower and higher than what we are currently paying. Some items noted have been site supervisor pay, and rove vehicle costs. Currently we are paying \$1.29 hr for 410 hrs. another bid stated \$1.16hr. Current guards do not make a lot of money and leave once they have some

experience. Security Company is responsible for insurance, maintenance, tires and mechanic issues and maintenance. Issues have recently been getting better especially since the security company was aware of other security companies coming in to bid. Mention of good work by officer Ford, he lives within the community and is very good at the gate handling contractors, residents and guests; constant communication with the HOA office. Other guards are slow to respond seem afraid of confrontations and are unaware of how to handle unique situations or using common sense. They do not ask enough questions. Guards are in need of retraining.

Board members state that residents should also contact the guards to notify them of certain situations such as deliveries, contractors, house and/or pet sitters and etc.

Motioned to renegotiate the current contract to lower prices especially the rove vehicle by William Grobasky Seconded by All in favor: Motion passes None Opposed

e) PARKING ON MARINER CAY & WEDGE WAY (Other streets as well)

Street parking has become an issue on certain streets within the community. Streets cited have been Mariner Cay / Mariner Loop, Wedge Way and St. Augustine. Streets are narrow and street parking obstructs the flow of traffic, blocks mailboxes and access to driveways. The lack of direct traffic flow is also a safety concern since emergency and/or first responders may have difficulty accessing homes. Properties have limited space to park vehicles due to size and many residents use the garage for storage. Community was originally constructed for vacation and/or short term renters. Flyers have been put on vehicles regarding parking on streets in Mariner Cay & Mariner Loop. We expect the increased amount of vehicles on the affected street to lessen once the snowbirds have left. However if the situation continues yellow lines will be painted. This is also applied to the St. Augustine areas. Wedge Way yellow lines will be reevaluated and changes may be made. Bill and Ron will have to go up along with Security to see options.

Motioned to paint yellow lines down on St. Augustine, Mariner Cay, and Mariner Loop Tabled until snowbirds have left and as needed. Wedge Way will be reevaluated for changes.

f) 1668 WATERVIEW LOOP – LEGAL ACTIONS PENDING

Brief description of situation with the owners and property violations were provided. There is a current balance of \$1,285.63 plus legal fees in association dues that are unpaid. Case has been with the attorney and no actions on behalf of the owners have been made to make payments. Tenant and Owners have been notified by certified letter from the attorney that the tenant must pay the HOA the rental fees so that they can be applied to the outstanding balances. There are also pending CCR (*violations*) on property; neither the tenant nor owner have brought the property into compliance; (*CCR report included in BOD packet*). Haines City code enforcement has also been contacted by the association; property also has open violations cases regarding pool conditions and dog feces on the pool deck; again neither the tenant nor homeowner have made efforts to comply. The property has ascending fines with Haines City Code Enforcement as well @\$250.00 daily. Attorney has advised that since we are the current lease holder of the property we can evict the tenant and cut the monetary source of the owner for noncompliance of association dues payments as well as noncompliance of CCR cases. The association has the attorney to the renter stating that the rent must be paid to the HOA office however the renter has not made payment nor does the homeowner have contact the association neither to code enforcement. The property will be going into foreclosure.

Bill asks the BOD for what further actions the association should take regarding the case being evicting the tenant if payment is not received at the office by evicting the tenant we are removing the source of income.

Motion – Evict tenant of 1668 Waterview Loop

Motioned to approve: William Grobasky / Seconded by Barbara Heddon All in favor: Motion passed

OPEN DISCUSSION – Up to 3 min per lot / speaker must have signed up to speak

- 1- Request for additional details regarding the lawsuit. The Association has limited information since the case is being handled by the insurance company and their attorney. It is understood that the accident happened Christmas day in the evening however the individual did not seek medical attention until the next day. HO asks what she is asking for. We do not know since this is being handled by the attorney. The case will be around 2 weeks in a jury trial. There is a chance they may settle before. HO asks who is representing the attorney. Information was not provided only that the insurance company is handling it.
- 2- Parking on both sides of the street on St. Augustine Blvd. is creating a big issue. There was one vehicle that was parking by the island in front of the St. Augustine pool area was removed. The association had Haines City code enforcement involved and the vehicle was removed. 911 have been called several times and the ambulance has had difficulties getting to the address. Notices will be sent to residents that continuously park on the street and create obstructions with traffic flow.
- 3- Contractor and deliveries on federal holidays; homeowners express disagreements with the contractors coming in on federal holidays. Plumber was not permitted to come in however they did not state what the situation was. Situations will be evaluated if it is an emergency

ADJOURNMENT - *With no further discussions before the Board the meeting is adjourned at 2:56 pm.*

Motioned to adjourn: Barbara Heddon / Seconded by Evelyn Pickert

All in favor: Motion passed

*Approved . 5/30/19.
Diana Martinez*