

Southern Dunes Master Community Association, Inc.

1603 Forest Hills Lane
Haines City, FL

SPECIAL MEETING FOR HEMINGWAY / PAULETTE RESIDENTS

WHERE: COMMUNITY CLUBHOUSE Conference room - 1603 FOREST HILLS LANE
WHEN: February 11, 2019
TIME: 6:00pm

AGENDA

1. **CALL TO ORDER** - Meeting is called to order at 6:00pm on February 11, 2019 by Diane Martinez LCAM 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 and Southern Dunes governing documents at least 48 hours prior to the meeting; sign posted by the exit gate of the community.

Let the record reflect that the Special Meeting Notices were sent out via US Mail in accordance with the requirements of FS 720.303, and Southern Dunes governing documents at least 15 days prior to the meeting.

3. **CERTIFY QUORUM** - Quorum established with the attendance of: 6 of 6 members present.
(P)William "Bill" Grobasky, (VP) Floyd "Sonny" Quinn, (S) Ronald Fischer, (T) Scott Rohrhoff, (D) Barbara Heddon (D) Wayne Campbell
Additional attendees: Diane J. Martinez, LCAM – Management Company - Don Asher & Associates
Additional attendees: Shannon Dixon – Job One Security

4. **APPROVAL OF PRIOR MEETING MINUTES - October 24, 2018 Special Meeting Minutes draft presented**
Motioned to approve meeting minutes as presented Barbara Heddon / Seconded by Wayne Campbell
All in favor: Motion passes

5. **DISCUSSION TOPIC - DISCUSSION OF SPECIAL ASSESSMENT FOR PAULETTE RESIDENTS DUE TO LIFT STATION AND INSUFFICIENT FUNDS.**

Board of Directors introduces themselves to the Paulette homeowners present.

Bill recaps the situation that lead to the Paulette lift station requiring repairs and replacement. For those of you who are unaware the Paulette residents have a dedicated lift station which is used to pump wastewater / sewage from a lower to higher elevation through to the city sewage treatment plant. It is a grinder pump which grinds the larger solid waste to facilitate its movement through the pipes and drainage system. Although the lift station has been properly maintained and serviced regularly it has required several unexpected repairs this year. These repairs were due to sewer rats chewing through the electrical cables causing them to malfunction and cause damages. The pump themselves were working properly and had no issues prior to the sewer rat situation. They have been working with no major issues since installed approximately 14yrs ago.

Bill also recaps the ongoing discussions with Haines City officials in hopes of getting the lift station transferred to the city so that they are responsible for the lift station. The city has inspected the lift station and claims that it is not up to the city standards citing one of the issues is that the lift station is only a single phase. It was clarified that the other 2 lift stations that were successfully transferred over to the city in the past were also single phase. The Association has rejected the cities communication regarding their objection to take over the lift station. In late November the Association sent a letter to the city however we have yet to receive a response. The association attorney received a call from the Haines City attorney Fred Rielly asking if the Paulette residents were planning on going to the next commissioners meeting. The attorney responded that although there is a special membership meeting he was unaware of any planned participation of assisting the city's commissioners meeting. They also discussed obtaining original documentation from when plans were made and approved by developer and Haines City permitting as well as information regarding agreements made concerning this lift station. Bill states that he was told by the city that all of the past documentation was taken and stored

in a facility in Tampa by Haines City. He is unaware as to the location. This has been a situation that has been discussed in the past as well as the water pressure in the community. Unfortunately with the turnover in the Haines City government basically when we start to get something going new officials come in and we are forced to start over. The previous utilities director and supervisors have gone onto service the city of Davenport. These city employees knew the situations and have worked closely with Southern Dunes before however with them gone we are basically starting over.

Although the board and the association try to keep the dues as low as possible there have been many items to take into consideration such as increases in costs of living, materials, vendor, wage, insurance and others that have made it necessary to increase dues. Also the delinquency of accounts from homeowners that are not paying their dues on time or not paying all together. The board and manager re-explain the HOA dues distribution and difference between the Master Association dues and sub-division dues and what is covered. Each subdivision pays a certain amount in sub-division dues which pay for items specific to their subdivisions in example Paulette pays for their pool which includes weekly maintenance necessary repairs, insurance and cabana, landscaping for common areas and drainage, etc and the dedicated lift station. Although Paulette has budgeted for the routine maintenance for the lift station and minor repairs there was not enough in the budgeted amount to cover the extensive and costly repairs for the lift station. Repairs were needed immediately as failure to do so would cause sewage to back up into homes.

The master association covered all related costs for repairs to the lift station using the master community operating account since the Paulette subdivision did not have enough funds to cover the costs however this money must be refunded to the operating accounts as advised by the community's independent accountant. The association covered the costs of pest control services in the lift station area. The special assessment amount of \$358.82 was discussed. A spreadsheet was provided to the homeowners present showing the invoices amounts total repair fees, amount to be used to fund a reserve account for the lift station and processing fee for the special mailing. Homeowners will have 90 days to pay the amount in full it will be due between regular HOA assessments to try to make it easier for everyone. Homeowners are still required to pay the regular HOA dues. The management company – Don Asher and Associates will be handling the special assessment mailing through the main office in Orlando. The board decided to go use the management company since it was more economical than going through the association attorney's office.

6. OPEN DISCUSSION

What the life expectancy of the lift station is?

We are unsure of the life expectancy however as previously mentioned the lift station was working properly since its initial installation except for minor needed repairs though out the year due to normal wear and tear. This situation was due to damages incurred by an outside issue – sewer rats chewing the cables. This is something that cannot be controlled. One pump was repaired and the other was a used refurbished pump both have warranties. New pumps were very expensive and there was not enough to cover these costs.

What are the possible easements to get to the lift station pumps so that the city can service them?

The developer did not provide a proper easement to service the lift station, currently the company that services the lift station walks between 2 properties with a cart and takes the solid waste out by large bags to the truck parked on the street. Bill has suggested to the city the use of the electrical easement used by the Blue Herron community however we have not had a response from the city. There is a Tract A easement behind home from the Hemingway Ave area however it is too narrow and sandy, trucks cannot fit through and may sink due to how heavy they are. The area is landlocked.

Can a report with delinquent owner's information and amounts owed be provided to a homeowner if requested? A written request must be made to the HOA office.

What happens if the special assessment is not paid? Special assessment amounts that are not paid in full by the 90 days provided will have the special assessment placed onto their accounts and pending balances will be treated and collected upon as a regular assessment subject to collection and legal fees. The board has approved a collection agency in efforts to get monies owed to the community this is more cost effective for the association. The board understands that there may be hardships and are willing to review situations as they are presented to them as well as find a way to work with homeowners in example through payment plans.

- 7. ADJOURNMENT- With no further discussions before the Board the meeting is adjourned at 6:41pm
*Motioned to adjourn: Barbara Heddon / Seconded by Wayne Campbell All in favor: Motion passed***

7. NEW BUSINESS

1. Paint Book Approval

The color book was presented for approval to all of the members of the Design Review Committee. Only the color schemes in the color book will be permitted. The only deviations from the schemes to be permitted will be the door since some homes have wood grains doors. Homeowners will be permitted to submit an application with the different door color or style for review by the committee. Driveway colors have also been selected. Paint book will be available at the HOA office; book will not be permitted to leave the HOA office. Bill is in contact with Sherwin Williams so obtain a online link to include on the community website for homeowners that cannot make it to the office.

Motion to approve the DRC paint book and Driveway colors as the only color options homes
Barbara Heddon / Seconded by Ronald Fischer
All in favor: Motion passes

2. Alliance CAS

Alliance CAS is a collection agency that met with some of the board members. Literature and agreement were emailed to the board members and are provided in the board meeting packets. The association is interested in trying out the collection agency for 6 months in hopes of getting delinquent owners up to date. Using the collection agency will save the association money since charges which attorney charges to the association will be billed to the delinquent owners. Accounts with balances less than \$5.00 will be waived. The attorney will continue to work cases that they are dealing with right now. Accounts with balances 90 days and over will be transferred to Alliance. The association can cancel with a 30 day notice for any reason. Agency uses skip trace methods which can also reach out of country owners. Delinquency can also be placed on credit report. Manager indicates that several communities managed by Don Asher use Alliance and have had positive results.

Motion to approve the Alliance Collection Agency Contract
Scott Rohrhoff / Seconded by Barbara Heddon
All in favor: Motion passes

3. Palm Tree planting

The association has had to take down several trees that were diseased or dead. In order to replace some of the tree life in the community; Bill proposes to plant new palms. Spending amount on palm trees is \$500.00 which includes planting. These will be planted throughout the community – no specific places were mentioned.

Motion to approve the purchase and planting of \$500.00 worth of palm tree includes planting expenses
Ronald Fischer / Seconded by Floyd Quinn
All in favor: Motion passes

4. Leaves bagging – Paulette Sub Division

Bill provides history of issues regarding the leaf blowing issues on Paulette Drive between homeowners. One homeowner was cited by Haines City Code Enforcement they have also sent an email regarding the issue where he copied the city manager Deric Feacher. Copy of the email was included in the board packet. Mr. Shifley mentions in his email the importance of raking up and bagging up the leaves as well as not blowing leaves onto the street where they can end up in the drains. He mentions that the drains will clog and vacuuming the drains is expensive. The association may also be subject to fines from the Southwest Florida Water Management District which regulates the drainage to the lake and etc which are extensive. Bill suggests a notice to all homeowners to let them know that the city is on the lookout for those who blow leaves onto the street they may be cited and fined. The association will also be send out notices as well as seek legal action if needed.

5. **Structures in front of homes**

A revision to the play structure sample has been provided in the meeting packet. Bill proposes to expand the rules for play structures to include basketball backboards since there are many in the community the wording will be revised to include trampolines and swings. Play structures are permitted however they are not permitted on the street and must be placed out of street view either on the side of the home, back of the home or enclosed garage when not in use.

Play Structures – Temporary play structure including but not limited to portable game goals, basketball backboards shall be allowed, however any temporary play structure as mentioned above shall be stored away from view at all times when not in use and no such goal, game or play structure shall be used in the street or on the lawn nor shall be left out overnight. They must be located at the side or rear of the residential structure, or to the rear of the residents on corner Lots, within the setback lines.

Revised 02/12/2019

Play Structures – Temporary play structures such as portable game goals, basketball backboards trampolines, swings, playsets and etc. including but not limited to those mentioned above; shall be allowed however they must be stored away from street view, at all times, when not in use. No such structures shall be used in the street or on the lawn nor shall be left out overnight. They must be stored at the side or rear of the residential lot within the setback lines. Corner lots must store structures on the rear of the lot within the setback lines.

Motion to approve revision to rule for play structures
Barbara Heddon / Seconded by Scott Rorhoff
All in favor: Motion passes

8. **OPEN DISCUSSION** – Up to 3 min per lot / speaker must have signed up to speak
a. Scott suggests 1959 Bermuda Pointe for the March Yard of the Month

9. **ADJOURNMENT** *With no further discussions before the Board the meeting is adjourned at 5:51pm*
Motioned to adjourn: Barbara Heddon / Seconded by Scott Rorhoff All in favor: Motion passed

Presented for review and approval
5/15/19 *DHtz*