

Southern Dunes Master Community Association, Inc.

1603 Forest Hills Lane

Haines City, FL

BOARD OF DIRECTORS MEETING

WHERE: COMMUNITY CLUBHOUSE Conference room - 1603 FOREST HILLS LANE
WHEN: JANUARY 22, 2019
TIME: 4 P.M.

AGENDA

1. **CALL TO ORDER** - Meeting is called to order at **4:00pm** on **January 22, 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, Section 2.c2 revision 2. **at least 48 hours prior** to the meeting; sign posted by the exit gate of the community.
3. **CERTIFY QUORUM** - Quorum established with the attendance of: **5 of 6** members present.
(P) William "Bill" Grobasky, (VP) Sonny Quinn, (S) Ronald Fischer, (D) Barbara Heddon
(D) Wayne Campbell
Not Present at Meeting: (T) Scott Rohrhoff
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** -
Budget Meeting – October 24, 2018 Meeting Minutes draft presented
Motioned to approve meeting minutes as presented Barbara Heddon / Seconded by Ronald Fischer
All in favor: Motion passes
5. **PRESIDENTS REPORT**
 - President recaps the events occurred regarding resident from Gulf Vue and the Haines City Police. The suspect is being prosecuted and there is pending court case.
 - Resident from St. Augustine involved in drug dealing was apprehended outside of the community with drugs in his vehicle.
 - Stolen vehicle in St. Augustine – vehicle had the windows open and keys inside, security cameras taped the exit of the vehicle from the community, police reviewed the tapes and vehicle was found with no damages, Suspect was apprehended and bail was set at \$200K.
 - Suspect which threatened the lives of resident and family members was found in Texas. Police from both Florida and Texas have made contact with the suspect. He states that it was in the heat of the moment and has no intent to come to Florida or do any harm to the residents and family members however the case is being handled in Texas.
 - Brake in – Police have investigated break in through the back doors of @ 3 homes. No items were taken however they tried to get into the owners closet. Security suggests putting axle grease on the back wall where he suspects they are getting in.
 - Vacationer/guests on Mallory Circle – loud music with obscene words. Police was called.
 - Growing concerns with tenants, Bill feels that the lack of tenant screenings is adding to the types of people that are coming into the community. Shannon from Job One was asked to provide information on providing the homeowners with a way to get the background checks for prospective tenants. Job One will be looking into this.

- Barbara spoke to Shane regarding scanning people's driver's licenses when they come through the gate. This process is done in several golfing communities and it does not take much time. Shane has stated that he is not open to this process since it is his opinion that this will slow down traffic and delay his golfers from making tee time and etc. Bill has also spoken to Shane regarding other security measures and process however Shane only quotes clauses from the guard house / security agreements as a way to deter and deny any discussions.
- Water pressure continues to be an issue. No changes have been made since the supposed installation of new water pipe. The community continues to experience low water pressure. The association will contact Haines City for status.
- Benny will be cutting down diseased and dead palm trees specifically the queen palm by the pedestrian gate. Drains in Kokomo area, hole #16 and around pond will be cleaned out and vegetation will be cut back.
- No tree trimming is expected this year. Sidewalks that are coming up due to tree roots will be looked at and possible work done.
- No asphaltting will be done this year; Kokomo will be looked at and possibly taken into account for next year.
- St. Augustine roofs will be accessed for possible power washing in 2020.

6. ITEMS FOR DISCUSSION

OLD BUSINESS

1. **Paulette Lift Station**

Communications with Haines City regarding the lift station have not progressed. Possible access areas were discussed however they were not viable. A letter was sent in late November to city officials they stated a response would be sent but no response has been received from city officials.

2. **Paulette Special Assessment**

Wayne states that he would like to have the meeting later on in the evening since it gives people time after work to come in. Our meetings have always been at 1pm, we tried making the previous special meeting for Paulette at a later time last year and had only 5 out of 54 come; we have had more people present at earlier meetings. However taking into consideration that a special assessment will be discussed; a later time will be proposed.

Meeting date for Paulette Special Assessment Meeting Date scheduled for February 11, 2018 at 6:00pm; notice to the homeowners to be sent out in accordance to Florida Statutes.

Motioned to set the Special Meeting for Paulette February 11, 2019 at 6:00pm at the HOA Clubhouse
By Barbara Heddon / Seconded by Wayne Campbell
All in favor: Motion passes

3. **HOA Clubhouse – Reroof**

HOA Clubhouse has been re-roofed; small leak that occurred after the reroof was addressed and repaired. Wind Mitigation inspection has been made and report sent to the insurance company. Bill would like for someone to go up on the roof to recheck and take pictures. Barbara suggests another roofing company Bob & Jerry Roofing 863-956-9595.

NEW BUSINESS

1. **St. Augustine drainage situation in back of St. Augustine homes (2499 – 2505 – 2507)**

- a) Drainage issue at 2505 St. Augustine was inspected by Bill and Ron after photos were submitted by owner regarding water accumulation on her lot. It is suggested to place a 6x6 rail road tie to deter the water from coming in.

b) **(Topic Added in) Water filtration to 2445 St. Augustine** – The homeowner's daughter has contacted the office regarding water filtration and mold accumulation in home. There have been conflicting claims as to why the water is getting into the unit. At first the office was told that the water was coming in from the floor, we advised the homeowner she would need to get it inspected and repaired as this is not covered by the association. A few weeks they contacted the office once again to state the water was coming in from the gutters and spout placement. At that time they were reminded that gutters were not place by the association but an add-on that was made by the homeowner and it is not covered by the association as this is structure was placed by the homeowner and therefore their responsibility. After this the homeowner's daughter once again contacted the office to state that the filtration has been caused by cracks in the exterior stucco of the building. Due to receiving conflicting information regarding the water filtration a request for contractor reports with the definite reason for water leaks has been requested. Request was made via email to the same e-mail address which communication had been sent and received regarding this issue. No response from the homeowner, daughter or anyone else has been received. The CAM, Bill and Ron will go to the property to visually inspect cracks and take pictures.

2. **St. Augustine – Street Parking**

Yellow lines on the corners and around the islands have helped the parking situation however parking is still a major concern in the St. Augustine area since there are more and long-term residents. Homes were initially meant for a maximum of 2 cars per home. Security has done knock and talks and placed violation stickers. Management has also sent out notices. It has been noted that people are parking for extended amount of time at the pool area making it difficult to maneuver around them.

Bill proposes to put up (2) signs indicating that a 5 min. temporary parking time. This is enough time to pick up mail. Also a line to be painted in the area where parking will be time limited. Line and signs to be green

Motioned to approve the installation of 5min parking sign and green line in St. Augustine pool area

By Barbara Heddon / Seconded by Floyd Quin

All in favor: Motion passes

3. **Segal Palm at 2498 St. Augustine**

Letter as hand-delivered to the HOA office by the homeowner Mr. Quinlan was provided to the board member packets for review. Mr. Quinlan states that he is upset as to how the segal palm on his property was trimmed. Bill and CAM recap the conversation with Mr. Quinlan as well as the situation regarding the segal palm. Mr. Quinlan has requested that the palm be trimmed back and that a treatment be applied to the segal palm since it had a scale disease. The palm was treated for the scale as requested last year. Mr. Quinlan was informed that it would be trimmed out on the next trimming schedule. He was unsatisfied with the response he requested the contact information for Jim from B&B Landscaping. Both Mr. Quinlan and Jim were advised should he wish to trim out the palm it would be at his expense and responsibility. We are unaware of the agreement between them however it came to our attention that palm was trimmed by B&B Landscaping and that Mr. Quinlan was upset as to the extent of the trimming. As stated before, this is not the association's fault nor will we take on the responsibility since it was not requested by us. Jim sent an email stating that the palm was trimmed in that way to remove the diseased fronds and that it will grow back relatively quickly. He suggested to Mr. Quinlan that applying coffee grinds seems to aid in deterring the growth of the scale.

4. **Tennis Court Erosion – Southern Dunes Condominiums**

The condominium tennis courts continue to be in the same conditions. As a reminder the courts collapsed on one corner and have remained closed. People are still getting onto the courts to play; we have contacted Mayra the CAM at the condos to let her know. She states that she is aware that people are getting in however we are unaware of what other measures they are taking to avoid people from accessing the courts. From a visual inspection of the area the condos have not taken any further actions to prevent further damage to the areas. In late November early December and email was sent by Damian the condominium manager stating that the association was responsible for the repairs of the drainage area affecting the court; the association has made every effort to clean out the drains, trim back vegetation and filled in the areas where holes where made to inspect the drain areas. No further contact has been made to the association on behalf

of the condo's or anyone else regarding the issue. The association has referred the case over to the insurance company. Bill met with a representative from the insurance company in December. No further contact has been made by anyone to the association regarding the tennis court.

5. Paint Book and Committee member additions

- a) Paint Book Discussion – Colors for exterior home painting has been discussed previously between the DRC committee members. A color book has been assembled by Sherwin Williams for the DRC committee members to go through and approve. All members except for Wayne have reviewed the book (Wayne took the books and reviewed it during the meeting; initialing the colors he approved to be included in the book). The process will be to include the color schemes that have the majority of committee approvals. No color schemes will be grandfathered in. Any homeowner that wishes to repaint their home must choose from the approved color book.

Color book will be presented for approval on next BOD meeting.
Motion tabled to be continued in next BOD Meeting

- b) New process for DRC committee meeting was discussed since committee members have stated that several homeowners have come to the meetings to discuss items or situations that are not related to the Design Review Committee or exterior changes to the property.

Bill proposes to post a sign indicating that discussions, questions and/etc. must pertain to DRC or exterior property changes only. Any questions or comments or situations must be addressed to the HOA office. Also a sign up sheet will be provided so that those wishing to discuss their applications may do so one at a time with the committee.

Motion to start a DRC committee meeting process, signup sheet and sign posting as suggested –
Barbara Heddon / Secoded by Wayne Campbell
All in favor: Motion passes

6. Board / Committee member appointment

Bill proposes to appoint 2 new members to the DRC committee since meeting has been rescheduled due to not meeting quorum. The appointment of Marlene Judge and Clettus Greene are proposed to join the DRC committee.

Motioned to approve the appointment of 2 new DRC committee members
Marlene Judge and Clettus Greene by Wayne Campbell / Secoded by Barbara Heddon
All in favor: Motion passes

7. Painting of Mariner Cay wall

The Mariner Cay wall needs to be repainted. As mentioned on Presidents report vegetation will be cut back away from the wall. Cracks will be sealed and a special paint will be used to repaint the wall. Helm & Helm Enterprises will do the work; they painted the entrance walls last year as well and did a good job. Wall painting cost is \$1,350.00 (quote provided in meeting packet).

Motioned to approve the Mariner Cay wall crack sealing and painting by Helm & Helm Enterprises
By Ronald Fischer / Secoded by Wayne Campbell
All in favor: Motion passes

8. Tree in front of 1906 Southern Dunes Blvd

Tree removal for tree in front of 1906 Southern Dunes Blvd was presented to the DRC committee for review and was approved in previous DRC meeting. This is an association tree; Benny has quoted \$800.00 for the tree removal and \$50.00 for stump grinding. Shane – SDGC manager sent an email indicating that Red Bird the company he uses for tree work would remove 2 trees at \$1850.00 and grind down the stump at \$75.00 per stump. He stated that they would bill us for the work and pay Red Bird directly. He also noted that they would trim trees at \$125.00 each however we would have to enter into a 5yr. agreement.

Bill states that Benny has done the tree work for the community for many years and is much cheaper and we do not have to enter into any contract agreements.

Motioned to approve Benny to remove the oak tree and grind down the stump for 1906 Southern Dunes Blvd Barbara Heddon / Seconded by Ronald Fischer
All in favor: Motion passes

9. **Clubhouse and Block Parties**

New applications for clubhouse use and block parties were presented to the board for review. We have taken into account the insurance company suggestion to require insurance for activities and have the SDMCA as an additional insured. Items addressed were No alcohol, observation of quiet times and adherence to the noise rules and ordinances.

Motioned to approve clubhouse and block party application as presented by Ronald Fischer / Seconded by Barbara Heddon
All in favor: Motion passes

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

a. No homeowners present for meeting – sign in sheet pulled by security at 4:05pm

b. Discussion between board of directors:

i. Barbara thanked the board on the excellent continued work and efforts for the community.

ii. X-mas decoration comment letter was sent anonymously to board members stating that purchasing of decorations was unnecessary and not on meeting minutes. – Purchasing of X-Mas decoration has been approved on previous board meetings. All decorations have been purchased on sale or purchased at garage or estate sales as well as donated to the association. Storage room was not built only for X-Mas decoration storage but to also store other items for the association and community. Person sending letters has been misinformed. The board and residents enjoy having the decorations out and many have always commented on them favorably.

iii. Problems with some residents specifically noted: resident of 2445 St. Augustine – police were called by security and they did a knock and talk with the homeowner regarding the person in question. The guards have also had issues and confrontations with this individual. He also made comments to the cleaning lady for 2439 St. Augustine which made her uncomfortable. 1934 Bermuda Pointe Dr. has an ATV type vehicle with no visible plates seen speeding up and down Southern Dunes Blvd. it is currently parked on the front yard. Homeowner will be contacted as this is a tenant. Security will also pass by and address the situation.

8. **ADJOURNMENT** - *With no further discussions before the Board the meeting is adjourned at 5:09pm*
Motioned to adjourn: Floyd Quinn / Seconded by Ronald Fischer - All in favor: Motion passed

Approved 2/11/19
[Signature]