

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: WEDNESDAY MAY 15, 2019

TIME: 1:00PM

AGENDA

1. **CALL TO ORDER** Meeting is called to order at **1:00PM** on **MAY 15, 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; **5-6** members present.
(P) William "Bill" Grobasky, (VP) Sonny Quinn, (S) Ronald Fischer,
(D) Wayne Campbell (T) Scott Rohrhoff
Not Present at Meeting: (D) Barbara Heddon
Additional attendees: Diane J. Martinez, LCAM – Management Company - Don Asher & Associates
Additional attendees: Shannon Dixon – Accounts Manager - Job One Security

APPROVAL OF PRIOR MEETING MINUTES

BOD MEETING MINUTES – 2/11/2019

*Motioned to approve meeting minutes as presented Ronald Fischer / **Seconded by Scott Rohrhoff**
All in favor: Motion passes*

PAULETTE SPECIAL ASSESSMENT MEETING 2/11/2019

*Motioned to approve meeting minutes as presented William "Bill" Grobasky / **Seconded by Ronald Fischer**
All in favor: Motion passes*

4. **PRESIDENTS REPORT**

Bill mentions items to be discussed during this meeting

- **Sidewalk repairs / stump grinding and tree removal**
- **Additional Yellow lines**
- **Tennis court**
- **Insurance Company**
- **Palm tree planting**
- **Meeting with golf course manager** – Meeting with the golf course manager at the HOA office

Items discussed:

- **Guardhouse painting** – Golf Course agreed to paint the guardhouse when they are scheduled to aerate the golf course grounds. Since there will be downtime and the restaurant and not the golf course will be open. There should be less traffic. The association once approved is planning to do asphaltting work to the entrance gate sections where the pavers are. If approved once the work is completed; the association will coordinate with the golf course to paint the guard house inside and out. Shane has said he will use his employees to do this work.

- **Ballast exit gate** – The association changed out the burnt out bulbs however the ballast in the light fixture towards the condominium’s needs to be replaced. The golf course will do this when they have a lift/boom available.
- **Stump grinding** – Golf course will coordinate to grind down the stumps for trees removed on Southern Dunes Blvd and Forest Hills.

5. ITEMS FOR DISCUSSION

OLD BUSINESS

• **TENNIS COURTS UPDATE**

The insurance company Tower Hill settled the case with the condominiums without prior notification to the association. The amount was not disclosed. The condominium will begin should continue to do repairs as there was some work being done however they stopped and no progress has been seen. As of email sent recently, no response has been received for updates. They have not given a set date only that they are still in coordination with their contractors. As a reminder the tennis courts are not maintained or repaired by the Master Association. Our residents have access and may use the courts, Kiddie Park and pool.

• **PALM TREE PLANTING**

The palm tree planting is postponed until the rainy season that way watering is less of a concern. It should be done within the next couple of weeks.

• **PAINT BOOK UPDATE**

Sherwin Williams has stated that the community approved home painting color books should be arriving by the end of May. This process takes a long time due to the way they are made (handmade). The Sherwin Williams website and the association website should all match up after much editing and troubleshooting. Sherwin Williams’ representative Mr. Michael Trew will also provide the association with rendering for the St. Augustine townhomes as well as contacts for the roof tile washing. The roofs for the townhomes will be washed sometime this year after the association meets with some vendors and obtains pricing as well as evaluate painting of the townhomes. This will be discussed during future meetings.

The DRC committee must approve new driveway color charts as the one previously approved has become difficult for the resident to find. A new chart will be presented to the committee unless they can find one for driveway paints that can be found and purchased locally.

Wayne suggests amending the color book rule to include approving the re-paint of the same color for exterior paint requests. Bill and Ron mention the reason the color book was approved was to avoid some of the painting or repainting of some colors and schemes. It is decided after some discussion to have the DRC committee have a meeting to discuss this amongst the other committee members, take a vote and relay the minutes and committee decision to the HOA board.

• **ALLIANCE COLLECTION AGENCY**

There are 3 accounts with Alliance; other accounts should be going to the collection agency as soon as the intent to lien letters time out (45 days) as according to Florida Statues. Intent to Lien letters were sent from Don Asher & Associates. Contract was signed between quarters.

• **PAULETTE SPECIAL ASSESSMENT UPDATE**

Special assessment is due on May 30, 2019. Several have paid but there are still many that haven’t. We hope to see payments come in as the month progresses. The special assessment dues will be used to refund the funds owed to the master association first then the rest will be used to fund reserves.

6. NEW BUSINESS

• COMMUNITY MULCHING AND TREE REMOVAL

COMMUNITY MULCHING

The association has been getting quotes for mulch. Originally there was an Interest for red bark mulch but this option although lasts longer was quite expensive (over \$10,000.00). The traditional red mulch is being reconsidered and quotes have been requested. We hope to purchase in bulk at a more economical rate and have it hand spread instead of using the blower trucks use the past 2 years. The results were not satisfactory as they mulch was too thin and powdery and disintegrate quickly. The association is also looking for someone to quote the spreading of the mulch by hand. We will be reaching out to several companies to see if they are interested in this job. There are no quotes or pricing to discuss regarding this yet. Benny Howell will most likely be spreading the mulch Jim from BB Landscaping is asking for too much. Mulch will most likely be purchased from Old Castle which sells in bulk.

TREE REMOVAL

Removal of a few trees will be necessary for the sidewalk repairs. Bennie Howell has quoted the tree removals at \$800.00 per tree and will be removing them before the sidewalk repairs are started. Shane the golf course manager will coordinate the stump grinding since they get a better rate.

*Motioned to approve the tree cutting by Bennie Howell at \$800.00 per tree as presented
Scott Rorhrhoff / Seconded by Ronald Fischer
All in favor: Motion passes*

• RECREATIONAL VEHICLES, MOTORCYLES

According the Declaration of Covenants under *Vehicle Parking Art IX Sec. 1 (I) – Vehicle Parking* All commercial vehicles, recreational vehicles, trailers, self-propelled motorhomes, motorcycles and boats shall be parked in the enclosed garages at all times...

Notices will be sent to those properties with unapproved vehicles parked in areas other than the enclosed garage. Motorcycles must be in the enclosed garage after 7pm. Recreational vehicles such as sand buggies, ATV's must be stored in the garage at all times and are not permitted to be driven throughout the community. These may only go from the owner property to the outside gates and back. Motorcycles cannot be permitted to be excluded from the rule since it is mentioned in the governing documents and other residents may point it out.

*Motioned to approve the motorcycles must be inside the enclosed garage by 7pm
Scott Rorhrhoff / Seconded by Ronald Fischer
All in favor: Motion passes*

• COMMUNITY INSURANCE – TOWER HILL

Tower Hill, the insurance company for the association has issued a non-renewal notice. Our policy remains in effect until August 2019. The reason they have given is that there were too many claims for a specific time frame. The association only put in 2 claims (Gregory case and the Tennis Courts) in the last few years. Although this was mentioned it has come to our attention upon speaking with our insurance agent from Shile Insurance that several insurance companies are issuing non-renewal letters to HOA due to significant losses due to the past storms. The insurance carrier has the insurance policy out for bids to the market; quotes will start to come in July however we were told there will be significant increase in costs.

• DRAINAGE AGREEMENT

The association has been responsible for the maintenance and inspection for the Southwest Florida Water Management (Swift Mud) for the Mariner Cay area. Due to the issues with the condominium tennis courts it was discovered that the association is also responsible for the drainage area for the area where the tennis courts are located as well as for the golf course areas. The association received the inspection reports, done the necessary maintenance and repairs and has paid the necessary fees \$1,060.00 so that the community is in compliance and can renew the permits. This inspection is required every 2 years. Previously the golf course had taken care of this inspection, maintenance and repairs however due to the issue with the tennis courts it is now the association responsibility. The golf course had prior knowledge that this would be the association responsibility they applied for an extension but never relayed the information to the association. The HOA found out about the permit responsibility when the inspection was coming due and the engineer sent the invoice. All permits were obtained.

- **PLAYSTRUCTURES**

Some residents have requested to have the basketball hoops in front of their homes grandfathered approval despite having had received previous notices regarding having the hoop in the driveway when not in use. Many hoops are popping up throughout the community on driveways. Several years ago there were many issues with basketball hoops on the driveways, kids playing on the street and excessive noise. Basketball hoops and other play structures (i.e. trampolines, swing sets) may be used, however they must be stored out of street view when not in use. These have wheels and may be rolled out of view in the garage or on the side of the property towards the back. Playing on the street is not permitted at any time; this obstructs traffic and is a danger to drivers, pedestrians and players. The manager suggests limiting play time to in-between quiet hours; quiet hours are 9pm – 7am as adopted by the Southern Dunes Master Association in accordance to the The City of Haines City Noise Ordinance. Although there isn't anything in the governing documents regarding the basketball hoops or play structures the association has discussed this with the association attorney and they state that the board has the authority to amend or adopt a rule during a board meeting. The manager mentions that the new rules that have been adopted can be incorporated into the governing documents during the preservation of governing documents which are coming due soon. The governing documents will need to be revised and preserved at the 30 years from when they were adopted.

*Motioned to approve revision of Play structure Rule play time limited to in between quiet hours
Scott Rohrhoff / Seconded by Ronald Fischer
All in favor: Motion passes*

- **RESERVE INTEREST FUNDS**

The board would like to use the interest from CD interest funds. The association has approximately \$60,000 in interest funds in a reserve account. The interest from CD is to be divided up between all of the subdivisions as contingency fund account for each sub division; according to the amount of units in that subdivision to be used in the event of unforeseen events. This may reduce the need to put a special assessment or may reduce the amount. Ron explains that the community receives interest funds from CD's that cannot be rolled over because the CD's too high and will not be insured. The funds from the reserve account will be built up again as the CD's come due. The funds are for the neighborhood budget not the individual homes in event of an emergency.

*Motioned to approve as presented to create contingency funds for all subdivisions
using the funds from CD interest
William Grobasky / Seconded by Floyd Quinn
All in favor: Motion passes*

- **PAULETTE FENCE**

Previously the association had installed fences in the Paulette area to separate the Blue Herron development from the association. The Paulette account did not have enough funds to finish the fence. We are looking to complete the remaining sections. We hope to use the reserve funds to complete the fence. GRL has submitted a proposal to complete the fence (proposal in board packet This Company has done the installation of the fence before. The proposal is for the amount of \$2,325.00; proposal description - Supply and install 15 sections of 8' wood fence behind the homes on Paulette. Cost per section \$155.00

*Motioned to approve as presented
William Grobasky / Seconded by Scott Rohrhoff
All in favor: Motion passes*

- **NO PARKING ZONES - YELLOW LINES**

The association proposes to paint more yellow lines on Barbados Lane, Kokomo Loop and other areas that may be required. The previous lines have helped in parking situation as well as the green lines that were painted in the St. Augustine pool area. Speeding is still a major issue putting the yellow lines reduces parking in areas that make traffic, driving more difficult. Code enforcement did issue a \$25.00 ticket and towed a vehicle parked next to the fire hydrant. Wayne suggests painting yellow lines by the fire hydrants and corners. Bill suggests painting the yellow lines slowly so the community does not get upset. Wayne asks regarding the green line – Bill explains that his was approved in a prior meeting the green lines is temporary parking at the St. Augustine pool area to give people time to get their mail but not the park there for extended times.

*Motioned to approve the painting of yellow lines on Barbados Lane,, Kokomo Loop and other areas
Scott Rohrhoff / Seconded by Ronald Fischer
All in favor: Motion passes*

- **PAVER REMOVAL / ASPHALTING GUARD HOUSE AREA**

The pavers at the guard house entrance are in need of repairs again. Due to continued required repairs the association has looked into removing the pavers and replacing with asphalt. The city did this at the entrance where the street lights are. Doing this will reduce and possibly cure the issue leading the pavers to need continuous repair. Tucker Paving has submitted a proposal for the amount of \$14,815.00 included in the board packet for review; they have asphalted several community roads during the past years. They will hand dig due the site due to power, water and communication lines. The price is high due to the labor. Wayne asks regarding concrete vs asphalt – Bill replies that the concrete can also crack and stains are more visible. Once the work can be scheduled the association will coordinate with Tucker Paving and the guards for traffic control through the gate the work will be done at night.

*Motioned to approve as presented the proposal for Asphaltting work on the entrance gate areas by /
Scott Rohrhoff Seconded by Ronald Fischer*

- **SIDEWALK REPAIRS**

The association has a proposal from Tucker Paving. They have done work in the community several times from asphaltting to concrete work and tree root grinding. Proposal is attached for review in board member packet, total amount \$20,357.80 and included demo and replacing of 20 sections of 4” sidewalk, root grinding as needed, 3000 PSI gray concrete with broom finish and saw cut control joints. There should be 10 slabs on Southern Dunes Blvd, 6 Slabs on St. Augustine Blvd, 4 slabs on Hemingway Ave and grinding down of 21 sidewalk joints. 5 Trees will need to be removed on Southern Dunes Blvd, St. Augustine Blvd. and Hemingway Ave. Funds will be used from the Roads Reserve account. The golf course will be invoice 5% of the total invoice for work done on Southern Dunes Blvd.

*Motioned to approve as presented
The sidewalk repairs by Tucker Paving using the Reserve Accounts for Roads by Scott Rohrhoff
Seconded by Ronald Fischer
All in favor: Motion passes*

- **ANNUAL MEETING DATE**

Annual meeting date set for **Wednesday June 19, 2019 at 6pm at the HOA Clubhouse Conference room** following the By-Laws of the Southern Dunes Master Community Association Governing Documents. Mailing will be sent out following Florida Statues 720.

Guest Speakers that will be present are:

William Reischmann – HOA Attorney

Malcom Alms – Representing The City of Haines City Code Enforcement Division.

7. **OPEN DISCUSSION** – Up to 3 min per lot / speaker must have signed up to speak
No open discussion of the membership

8. **ADJOURNMENT** *With no further discussions before the Board the meeting is adjourned at 2:03pm*
Motioned to adjourn: Scott Rohrhoff / Seconded by Ronald Fischer - All in favor: Motion passed

*Meeting Minutes Approved 10/30/2019
By the Southern Dunes HOA Board of Directors*