

Southern Dunes Master Community Association, Inc.
1603 Forest Hills Lane Haines City, FL Haines City, FL 33844
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Budget Meeting, Annual Membership & Organizational
BOARD OF DIRECTORS MEETINGS DRAFT MINUTES

WHERE: Community Clubhouse - 1603 Forest Hills Lane, Haines City, FL 33844
WHEN: November 16, 2023, **TIME:** 6:00PM

AGENDA
Budget Meeting

CALL TO ORDER -The meeting was called to order @ 6:00pm by Diane J. Martinez, LCAM.

PROOF OF NOTICE - Notice was posted in visible areas to the community, and mailing was done in accordance with the requirements of *Florida Statue 720*.

CERTIFY QUORUM - Quorum of the board of directors established. (P) Barbara Heddon (VP), Scott Rohrhoff (S/T), Russell Judge (D), William Grobasky – not present

APPROVAL OF PRIOR MEETING MINUTES

BOD MEETING MINUTES – April 19, 2023

Review of closed meeting minutes

**Motion to approve prior meeting minutes made by
Barbara Heddon 2nd Scott Rohrhoff All in favor- Motion Passed**

NEW BUSINESS

- Meetings will be held consecutively as noted in the meeting notice. (Budget, Annual Membership and Organizational Meetings)
- 2024 HOA Budget and Quarterly Assessments – LCAM discussed the budget for 2024 with reasons for the increases due to labor rates and vendor contracts, insurance, and cost of living. The budget needed to be adjusted to accommodate the overall increases. The line items were reviewed, some were added, combined, or eliminated in efforts to reduce increases. BOD reviewed the line items.
 - New Quarterly Dues for 2024
 - Master Association \$211.56
 - The Estates \$47.39
 - Hemingway (Paulette) \$128.61
 - Mariner Cay \$58.64
 - St Augustine Townhomes \$664.48
 - St. Augustine Villas \$259.96

**Motion to approve 2024 Budget and Assessments made by
Barbara Heddon 2nd Russell Judge -All in favor-Motionpassed.**

OPEN DISCUSSION

A homeowner asks if they will get a copy of what was discussed during the meeting and if they will get a copy of the budget. They were told that a copy of the budget is included in their coupon booklet with the new HOA dues amount including methods of payments.

ADJOURNMENT

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

AGENDA

Annual Membership Meeting

CALL TO ORDER – Continuation from previous meeting.

PROOF OF NOTICE - Notice was posted in visible areas to the community and mailing was done in accordance with the requirements of *Florida Statute 720*. Previously established.

CERTIFY QUORUM - Quorum of the board of directors established. Previously established.

BOARD EXPANSION / BOARD APPOINTMENT (Annual Meeting) –

- Membership sign-in and proxy total not met to establish a membership quorum for election / voting purposes.
- Election not held due to not meeting the membership quorum. Current board rolls over for a new term.

OPEN FORUM –

- Haines City Code Enforcement guest speaker. Discussed what the code enforcement department does, common code enforcement violations, process and how to make a complaint. They also discussed watering schedules.
- Representative from the management HOA dues department Stacy Learned / Don Asher and Associates (Guest Speaker) discussed the recent changes to the HOA Dues and Collections department. Earlier this year contracts with collections agencies Alliance CAS and PayHat were terminated to assist homeowners with balances to get back on schedule. The collection agencies added several fees and made it difficult for owners to get on schedule and pay back overdue assessments. Inhouse collections was established, and the changes have been positive, and we expect to continue working with owners who need assistance. Detailed reports on collection efforts are provided monthly. The association continues to work with the community attorney when needed. She discussed the collections process including when it gets sent to the attorney for lien process. The Caliber portal was also discussed, how to make payments, and to remember to adjust auto debit amounts to reflect changes in HOA dues amounts. Her contact information was provided for those who need her assistance.
- Community Updates by onsite manager Diane Martinez, LCAM
 - Landscaping and Irrigations – Community mulching in progress, irrigation system issues delaying some landscaping duties.
 - Paving of US27 to the Walmart entrance will be done by Haines City Public Works as this section belongs to Haines City.
 - Noise complaints including animal nuisances (barking) Owners/residents must contact animal control or HCPD to make the complaint.
 - When contacting the office regarding compliance issues regarding other homes, the complete address must be provided as well as they must be willing to provide their information.
 - Duke Energy – LED streetlight conversion in process. This should bring in savings on the streetlight electricity bill for the association.
 - Parking issues – The only areas where there is no parking at any time are Southern Dunes Blvd and Hemingway Ave. Parking in front of fire hydrants, mailboxes, sidewalks, on grass, yellow no parking strips is also not permitted. Street parking is permitted in other areas although as a courtesy we ask that residents try not to park in front of other homes when not necessary, directly across driveways impeding the access of residents in and out of driveways. We also ask that larger vehicles to be parked on the driveway when possible. These are no rules but consideration for others in the community. There is a 5-car limit to each property independent of where they are located.

- Commercial vehicles, semi-trucks, are not permitted at any time. Vehicles with signs must be covered or stored within the garage or signs removed when on property overnight.
- Moving vans and moving and delivery days rules will be modified. This will be discussed in a future meeting.

ADJOURNMENT

**Motion was made to adjourn meeting by: Russell Judge 2nd Barbara Heddon
All in favor Motion Passed**

Board of Directors Organizational Meeting

CALL TO ORDER – Continuation from previous meeting.

PROOF OF NOTICE - Notice was posted in visible areas to the community and mailing was done in accordance with the requirements of *Florida Statue 720*. Previously established.

CERTIFY QUORUM - Quorum of the board of directors established. Previously established.

BOARD EXPANSION / BOARD APPOINTMENT - No board expansion or appointments at this time.

NOMINATION / ELECTION OF OFFICERS

The current board of directors rolls over for another term. BOD positions and terms established for future elections purposes.

- Barbara Heddon – President 1 year term
- Scott Rohrhoff – Vice President 3-year term
- Russell Judge – Secretary/Treasurer 2-year term
- William Grobasky – Director 1 year term

NEW BUSINESS

Signing of Preservation of Community Documents to be filed with the state. Current community documents will expire in December 2023. To continue the enforcement of the community documents By-Laws and Covenants, the association must file the continuation of the community documents with no changes. This preservation of documents will be valid for 30 years.

Motion to designate board president to sign the Preservation of Community Documents made by Scott Rohrhoff 2nd Russell Judge
All in favor- Motion Passed

ADJOURNMENT

**Motion was made to adjourn meeting by: Barbara Heddon 2nd Russell Judge
All in favor- Motion Passed**

Minutes Approved By:

_____ *Board President*

_____ *Date*