

# **Southern Dunes Master Association, Inc.**

## Board of Directors Meeting Minutes

September 7, 2016

### **Call to Order**

William (Bill) Grobasky, President of the Southern Dunes Master Association, Inc., called the meeting to order at **1:00 pm**, on **Wednesday, September 7, 2016**. Meeting was held at the **on-site clubhouse** located at **1603 Forest Hills Lane-Haines City, Florida 33881**.

### **Certification of Quorum**

A quorum was established with the attendance of 6 of the 7 Board Members being:

- William (Bill) Grobasky, Sonny Quinn, Pat Myers, Barbara Hedden, Evelyn Pickert and Tony Johnson.
- Absent: Wayne Campbell
- Also present:
  - Don Asher & Associates – Christy Borden, LCAM
  - Job One Security Representative- Shannon Dixon

### **Proof of Notice**

*Let the record reflect* that Evelyn Pickert posted the meeting notice.

### **Approval of Minutes from 8/1/16 Meeting**

Motion to accept and approve August 1, 2016, Board of Directors Meeting Minutes as written and presented. Barbara Heddon motioned to accept, seconded by Evelyn Pickert.

*All were in favor; Motion Passed*

### **President's Report**

- Gate Incident: Bill discussed the recent incident at the gate involving a visitor who was intoxicated. Bill stated that he spoke to the association attorney who recommendations on gate access.
- Maintenance Policy: Bill stated that the Board needed to discuss a request to maintain pools on Sundays at a vacation home.
- Meeting with Haines City: Bill reported that he set up a meeting with Haines City to discuss the sign proposal for the work needed in order to be in compliance for police patrol. Barbara, Tony and Evelyn were also present for this meeting. He reported that they were able to negotiate with the city to reduce the cost from \$30,000 to \$17,800.

### **Security Report**

- Shannon stated that he was glad that the Board was clarifying the gate access policies.

### **Old Business**

- **Street Signs**- Bill discussed the revised proposal from Haines City for the stop signs, stop bars,

yield sign, street names and speed limit signs. Bill stated that the stop bars were optional, however the police department recommended them. The total estimate was \$17,800 but it did not include labor at 30.30 an hour. Evelyn made a motion to move forward with the Haines City bid as written. Barbara seconded the motion.

*All were in favor; Motion Passed*

## **New Business**

- **Gate Access Policies**

- **Holidays-** Bill read the current policy regarding maintenance access through the gate which states there would be no work conducted on property, with the exception being for emergencies in which an emergency form would be completed as well as the golf course, government entities being exempt, on federal holidays. He stated that the association attorney recommended the policy to specify the holidays. Bill read that the federal holidays were New Year's Day, Martin Luther King, President's Day, Easter, Memorial Day, 4<sup>th</sup> of July, Labor Day, Columbus Day, Veteran's day, Thanksgiving and Christmas. Barbara made a motion that routine maintenance, with several exceptions such as emergency purposes, golf course and government entities, would not be conducted on property on New Year's Day, Martin Luther King, President's Day, Easter, Memorial Day, 4<sup>th</sup> of July, Labor Day, Columbus Day, Veteran's day, Thanksgiving and Christmas. Bill seconded the motion.

*All were in favor; Motion Passed*

- **Sundays-** Bill stated that an owner wanted the right to complete routine maintenance at the pools of his vacation homes on Sundays. Barbara made a motion that the Sunday routine maintenance policy remain the same with no routine maintenance conducted on Sundays except in the event of an emergency in which an emergency form would be completed and it did not apply to the golf course or government entities. Bill seconded the motion.

*All were in favor; Motion Passed*

- **Emergency Form-** Christy distributed the proposed emergency form in the board packet for review with the purpose of the form was to have a record of emergency maintenance conducted during holidays and Sundays. Barbara motioned the emergency form be utilized as written. Bill seconded.

*All were in favor; Motion Passed*

- **Halloween-** Bill discussed the Halloween gate access concerns with past incidents and the need for a specific policy per the association's attorney. Shannon with Job One stated that there would be additional gate and patrol personnel on duty that evening as well as a guard watching the wall. Bill motioned that only residents or visitors of residents were allowed gate access for Trick or Treating activities with requests to just simply be granted on property with no resident invite are prohibited. Barbara seconded the motion.

*All were in favor; Motion Passed*

- **Open House-** Bill read the current Open House policy from the past Board minutes and stated that a realtor was asking for reconsideration of the policy. Evelyn motioned that

Open House would be allowed on Saturdays from 1:00 pm – 5:00 pm and two to four signs would be permitted during that time. Barbara seconded the motion.

*All were in favor; Motion Passed*

- **Garage Sales-** Bill stated the association conducts two garage sales a year however the Board needed to decide on an estate sale policy. Bill motioned that estate sales were permitted if approved ten days prior to the event, one sign was allowed during the time of the event and the owner was responsible for any content that needed to be distributed regarding the estate sale by the guards. Tony seconded the motion.

*All were in favor; Motion Passed*

- **Denied Entrance-** Bill explained the incident at the gate involving where a visitor was obviously intoxicated and was denied entrance to the property as it was determined by the guards to be a safety risk. Bill stated that he consulted with the association's attorney regarding a recommendation in handling these matters. Evelyn motioned that in the event that an intoxicated driver arrives at the gate that the guard ask them to park their vehicle, the police will be called and the police will determine if the driver is intoxicated. In the event that the driver is determined that they are safe to drive by the officer, then access will be granted. Bill seconded the motion.

*All were in favor; Motion Passed*

- **Personnel** – Board interviewed candidate for manager's position as well as consideration to bring back Diane Martinez. Board consensus was to bring back Diane Martinez at \$575.00 weekly for 4 days a week onsite.

*All were in favor; Motion Passed*

## **Adjournment**

With no further discussion before the Board the meeting was adjourned at 2:00pm. Motion made by Bill Grobasky seconded by Evelyn Pickert.

*All were in favor; Motion Passed*

*Submitted by Christy Borden, LCAM*

*Approved by Board on: 11/09/2016*