



Silver Oaks Phase II
Owner Association, Inc.
P.O. Box 2177
Crestview FL 32536-2177

BOARD OF DIRECTOR'S MEETING
28 Aug 2004

Location: Harvest Life Church, Crestview

Attendees: Quorum was present

Mike Clapp - Vice President

Susan Sadler - Treasurer

Leigh Williamson - Secretary

Lynda Taylor

John Joyce

Nicole Rutter

Bob Welcher

David Patriquin

Charlotte Fincher

Randy Hinesley

1. Vice President, Mike Clapp, called meeting to order at 0800. Board of Directors introduced themselves. At the July meeting, the ***Board decided to use Roberts Rules of Order in order to keep order and to keep the meetings productive. LeEllen agreed to send a synopsis for the BoD and homeowners. Update: Roberts Rules of Order are too voluminous to synopsize.***
2. ***Leigh Williamson, Randy Hinesly and Charlotte Fincher need copies of CD, not present at first meeting.***
3. Minutes from Town Hall meeting with Bonezzi are approved and will be forwarded to all BOD members via e-mail. ***Item closed.***
4. Minutes from 31 Jul 2004 meeting. ***John made motion to approve the last month minutes. David seconded. Motion carried.***
5. Financial and Expenditure update from Treasurer. The only contract "might" be with Johnston & Johnston for the pool. ***We have to use Johnston & Johnston due to the fact they are the only CPO.*** All others contracts that currently are in place are month-to-month. The typical monthly bills include: gas, electric and the pool. For complete listing of vendors where money has been paid see Susan. Susan is checking into see what exactly each company is doing and what exactly are we paying them for. Bottom line—need to make sure we are getting our monies worth.
6. Pool Committee: Randy
Membership: Identification cards for the pool have been made; Susan will get help to laminate them as needed. ***Randy ask for a list of home address in order to police the pool users. LeEllen e-mailed Randy. Item closed.*** Randy will be provided a key for the pool area to control the times for the light and sprinkler system. There are a total of 5 keys for the pool area. ***Susan provided an update from waste***

management; she said WM would provide a garbage can at no cost. Item closed.

Pool committee needs to work the issue of the dead palm tree (either remove it or replace it) and clean the white fence around the pool. Damage to the pool is a big concern. The lights inside the pool need to be checked by an electrician for safety precautions. The water fountain is still leaking and needs to be repaired. The bathroom lights are on constant—need a sensor/timer installed. Randy fixed the pool ladder and should not be a safety hazard any more. **Randy was tasked to provide the BODs bids for the repair work. Item Open.** Results from the health department: chlorine is supposed to be checked twice a day and logged into a tracking system. Health department HAS NOT responded to chemical reading. Randy is working the issue to get an answer from the health department. Also, the PH is high. We are limited to using Johnston and Johnston. Randy is going to check into what exactly the contract details are and exactly, what they are doing to the pool. For trespassers in the pool, the HOA suggest to talk to the trespassers first. Then, if the trespasser won't leave peacefully call the sheriff's office. For the first offense, the sheriff's department will issue a warning to the trespasser. The sheriff issued a warning...the person has not returned.

7. Architectural Committee: Lynda

Lynda is working to solicit volunteers for the committee; must be a minimum of 3 personnel. Lynda has been provided two names of interested individuals; one person has an architectural degree. This committee is responsible for how the neighborhood looks. The committee will establish guidelines for covenant violations and bring to BOD for approval. Discussion: **Lynda suggest to the BOD that home owners retroactively pay for all architectural request/reviews to HOA to have paperwork on file. Open Item.** There is some leniency, determined by the board, on whether or not to waive the fees. Discussion on whether or not all retroactive actions/additions must go back and get approval. Recommended getting committee together to do informal survey of magnitude and get their approval. Mike asked Lynda to have a meeting with the ARC and inform the BOD of the meeting time and place. The architectural committee will handle all violations to include all written documentation. **John made motion for Susan to copy HOA covenants, by-laws, flyer update and article of incorporation. Lynda seconded the motion. Item closed.**

8. Landscaping: David

Action from July: LeEllen: to call Bonezzi about sidewalk on Saratoga, and in front of the retention pond areas. Update from LeEllen: The sidewalks are the HOA responsibility.

Discussion: Consider making Phase II entrance mimic Phase I. David has requested three members for the committee. David is going to check into what Bayou Lawn Service is actually performing. David is going to check out other lawn services in the area to solicit bids. ***The plan for flowers is on hold until financial statement from Susan. The dark area in Havenmist entrance is on hold. Waiting for all the surrounding lights to be placed by the builders before purchasing any lights, plus we are waiting on financial statement.***

9. Non-payment of HOA Dues: Six people haven't paid. Recommendation: Enforcing the by-laws and taking out a lien on the home. Discussion: Several homeowners were not going to pay Bonezzi, but were waiting for the HOA to take over. **Mike has created a letter to send to homeowners for overdue fees. The BOD all read the letter and suggested a few changes. Mike was going to send the last six letters this week.**

10. Post Office: Susan established a post office box for the HOA. The address is P.O. Box 2177 Crestview FL, 32536. **Item closed**

11. Attorney: Mike mentioned attorney Mike Chesser. Mike is working attorney issue.
12. Speed Discussion: BOD suggested to wait for county to post speed signs. As for as the speed limit, the county will determine that. The development must be complete before county can take over the road to patrol it.
13. Handicap sidewalks: David checked with county and there are no requirements for handicap sidewalks. Since it was never in the original plans to the county it is up to each homeowner. ***Item closed.***
14. Street Signs. Appaloosa Way & Paddock Circle sign missing. Bonezzi is required to purchase/install the street sign. Action from July: ***LeEllen will include this in the email to Michele.***
15. Newsletter: Nicole is the editor for the newsletter. Nicole will gather inputs from each committee and include bullets from minutes. The newsletter will be distributed bi-monthly. Nicole will pay for the copying then reimbursed by HOA funds.
16. Pet Clean up: Mention in newsletter. ***Item closed.***
17. Pool Flyer: Flyer completed: ***Item closed***
18. Web Site: BOD agreed to utilize Phase I web site. Phase I doesn't mind if we do either. Items to be placed on the web site will be discussed in later meeting.
19. Solicitation signs: Up to each homeowner. Place a "NO SOLICIATION" sticker on your front door. ***Item closed.***
20. Homeowners daycare business: In order to change the HOA laws 90% must agree to the change. Not worth fighting the issue. ***Item closed.***
21. Nominating Committee Membership: ON HOLD until LeEllen is at meeting.
22. Lamppost lights: Address in newsletter to turn on the lights for safety reasons. There are not streetlights and some areas are very dark. Mention to homeowners to buy sensors to automatically turn on/off lights.
23. Register agent with the state www.sunbiz.org: Mike mentioned Bonezzi resigned; need a board member to register. Mike needs to discuss with this issue LeEllen. ***Item Open***
 - a) New Business/Future Agenda Items: Homeowners are concerned with a member in Phase I not abiding by covenants. Mike is going to speak to Phase I president to express our concerns. ***Mike will update the BOD at next meting.***
 - b) Neighborhood Watch: Will hold off until a general meeting.
 - c) Enforcement Committee: Rule enforcement. Discussion of whether or not we need separate enforcement committee or put this under the landscaping committee. Officers have a responsible to enforce. Recommended signing letter by BOD. Discussion: By-laws mention being able to restrict benefits or take action if they violate by-laws. Look at specific rule enforcement issues for next meeting.
24. **Mike made a motion to close the meeting. Seconded by David. Motion Carried.** Meeting was adjourned at 10:15 a.m.

Submitted By:

Approved By:

Leigh Williamson, Secretary

Mike Clapp, Vice President