



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

**BOARD OF DIRECTOR'S MEETING
28 Sep 2004**

Location: Harvest Life Church, Crestview

In Attendance:

LeEllen Hale – President
Mike Clapp - Vice President
Susan Sadler - Treasurer
Leigh Williamson - Secretary
Lynda Taylor
John Joyce
Nicole Rutter
Ed Rutter
Bob Welcher
Randy Hinesley

Absent:

Charlotte Fincher
David Patriquin

The meeting was called to order at 8:00 by President, LeEllen Hale.

Old Business:

1. Minutes from the last meeting –
Motion was made for LeEllen to review the minutes again – minutes are not approved
2. Leigh Williamson, Randy Hinesley and Charlotte Fincher need copies of CD, not present at first meeting. **Item Open**
3. Motion was made for an electrician to check the inside pool lights, the water fountain and install lights sensors/timer in both restrooms. John seconded the motion. **Motion carried.**
4. LeEllen contacted Bonezzi about sidewalk on Saratoga, and in front of the retention pond areas. The sidewalks are the HOA responsibility. **Item Closed**
5. HOA BOD Fiduciary Bond/Insurance; Mike is working the issue. **Item Open**
6. HOA Attorney; Mike is working the issue. **Item Open**
7. Appaloosa Way & Paddock Circle street sign missing. Bonezzi is required to purchase/install the street sign. LeEllen is working the issue. **Item Open.**
8. Phase I web site is www.silveroaksfl.com. BOD agreed to utilize Phase I web site. **Item Closed**
9. Nominating Committee Membership is on hold until general meeting. **Item Closed**
10. Register HOA with the state at www.sunbiz.org: Mike is working the issue/register the HOA. **Item Open.**

New Business:

1. Solicitation for the landscaping committee for lawn care. All bids are being accepted and Randy has asked to include a bid from his company. **Item Open.**
2. Bob made mention of a plat for Havenmist having an escrow account. **Item Open.**
 - a. LeEllen will e-mail Bonezzi on information regarding escrow account for Havenmist and the common areas. Also, she will contact the county.
 - b. Should the pond in Havenmist be replatted to be the county responsibilities like the other retention ponds?
3. Damage to back entrance from the storm. **Item Open.**
 - a. Plan A: Have the new lawn care company contract include removal of the fallen trees.
 - b. Plan B: Lynda will contact homeowners to help remove trees and clean up the

area. **BOD voted: 4 yea's and 3 nea's**

4. The pool will be open from 7 AM – 9 PM. All BOD members should help to lock/unlock the gate. There will be a new sign posted with the change of hours and a trespassing sign posted. All keys will be stored in the pool storeroom in a lockbox. **Item closed.**
5. The pool committee needs to be formed and once it is formed bring all issue (repairs) to the next BOD meeting. Also, Mike has offered to be the CPO under certain conditions. **Item Open.**
6. Architectural committee will not collect \$50 for all architectural request/reviews until 30 Oct 04. After then, all homeowners will be required to pay the fee. Homeowners need to send in the required letters to the post office box. **Item closed.**
7. The first general homeowners meeting will be held in early spring. **Item closed**
8. Only one homeowner hasn't paid their 2004 dues. **Item Open.**
9. Any type of letter being sent out to homeowners needs to be approved by the BOD first. **Item closed**
10. LeEllen is contacting Bonezzi and Jacki Ely regarding issue with the 2003 tax return. She refused to sign the tax forms and made Bonezzi accountable since accounting books and tax forms did not match up. She is requesting additional information from Bonezzi to resolve this issue. **Item closed**
11. Review of the newsletter by the BOD. The newsletter looked great. The newsletter will be sent out in early October. **Item closed**
12. Communication between BOD members is a big concern. Send general interest items to all members. Send e-mails on short notice issue. Reply back to all board members to keep the flow of communication open. **Item closed**
13. Secretary will keep all email traffic on items voted; bring results to the next meeting and present before the board. The POC for each topic needs to provide a copy of the e-mail voting for HOA records and also the POC records. **Item closed**
14. Before spending any money, send a short e-mail to all BODs for 50 dollars or less. The BOD will vote on anything over 50 dollars. Keep all receipts and Susan will reimburse you. **Item closed**
15. Mike made motion to close the meeting. Seconded by Ed. **Motion carried.**

Meeting was adjourned at 10:15 a.m.

Submitted By:

Approved By:

Leigh Williamson, Secretary

LeEllen Hale, President