



Silver Oaks II Owner's Association

Crestview FL

Board of Director's Meeting 30 October 2004

Location:

Harvest Life Church
5975 Old Bethel Road, Crestview FL

In Attendance:

LeEllen Hale	President/Board
David Patriquin	Board Member
Bob Welcher	Board Member
Susan Sadler	Treasurer
Derek Hale	Acting Secretary

Absent:

Mike Clapp	V. President/Board
John Joyce	Board Member
Linda Taylor	Board Member
Vacant	Board Member
Ed Rutter	Board Member
Charlotte Fincher	Board Member
Kriski Williamson	Secretary

Minutes:

The meeting was called to order at 8:10 am by LeEllen Hale. Because quorum was not present, the Board conducted brainstorming session in lieu of regular meeting. Minutes from last meeting were not reviewed.

New Business:

1) General Board Issues

- a) There is a service vehicle parked at the pool. Bob has spoken with owner, who is working to get it moved.
- b) New board member is needed to replace Randy Hinesley, who has resigned. The board discussed two potential candidates.
- c) Trash service needed at the pool: Waste Management is the only source for waste removal and charges approximately \$45 per quarter for trash removal. The board discussed asking the pool committee to ensure the trash can is placed at the street once a week as part of his pool duties.
- d) The board discussed the possibility of publishing a Silver Oaks II family directory, which would include name and address of all people in our addition.
- e) The board discussed holding a general meeting in December and the need to develop an agenda. The agenda should include a list of things the board has done to date. The board also discussed ways to keep the meeting controlled, including placing issues on a list and granting 3 minutes per item. Issues would be "general interest" items only and not personal problems. Personal problems should be written and sent to the PO box.
- f) Escrow Account: The board discussed placing money in an escrow savings account for the following items:

- i) Havenmist Maintenance: Neither the county nor Bonezzi Developers had information on this issue, including estimated costs.
 - ii) Insurance: There is a \$2,500 deductible on the umbrella insurance policy and an escrow account should include this money.
 - g) Holiday Decorations. The board discussed several ideas for decorating Silver Oaks Phase II for the holidays, including buying wreaths for doors, decorating street sign poles or pool areas, buying luminaries, or placing holiday lights in common areas.
- 2) Treasury Update
 - a) December HOA Dues Invoices
 - i) Susan is working with Lundy & Bowers on getting out the billings for 2005. The accounting firm wants general population meeting before sending out bills, where they will be in attendance. The Board is considering general meeting first part of December.
 - ii) Homeowners will have thirty days to pay dues.
 - iii) Unpaid Dues: One person has not paid HOA for 2003, but has indicated they will pay by 01 November 2004.
 - b) The board asked if Susan could prepare an annual operational costs based on current contracts, estimated output/input prior to next board meeting.
- 3) Landscaping Committee Update
 - a) Lawn Care
 - i) Bids for lawn care of common areas were reviewed. Lawn Services Unlimited was low bidder with most options. The board discussed the proposed contract language, "agreement can be terminated at any time by written agreement of either party," and felt it might be problematic.
 - b) Concrete Sidewalk Installation in Front of Common Areas

This is an expensive item. Latham Concrete is the low bidder. The board considered segregating the concrete/sidewalk work in stages. While the board considered doing the concrete work with members of the association/board (for lower cost), it was decided that having contractor would include warranty for breakage or poor workmanship.
 - c) Pine Straw.

The pine straw at the pool area and other common areas is very bare and needs additional straw. The board would like to do this as a home owner project. Estimated cost is \$412.02 if HOA picks it up at Crestview Nursery. They will charge \$1 a bale for delivery. Need volunteers with trucks.
 - d) Pressure Washing at Pool Area:

Estimate received from Doug's Pressure Washing (low bidder).

 - i. \$275 all concrete & 2 sidewalks in pool area
 - ii. \$100 for pool building areas.
 - iii. \$115 for pool fences
- 4) Architectural Review Committee (ARC) Update
 - a) Letters on ARC Changes
 - i) The board needs to get out ARC letter on elimination of \$50 processing charge for architectural review.
 - ii) The board discussed the fact that the ARC letter states homeowner should finish work 60 days after approval by ARC, but can be given 30 days to get extension.
 - b) Sidewalk Issues
 - i) Some ARC committee members are concerned with Americans with Disabilities Act (ADA) compliance of sidewalks in our addition. The board discussed whether or not ADA sidewalk compliance is required. County says it is not. The board is considering placing ramps at sidewalk corners to comply with ADA.

- ii) Sidewalk Pitch: In some cases, pitch is too high (30%). Bob asked for specific information on required pitch. Board discussed whether or not it is HOA issue, or builder issue. Sidewalk in front of homes is home owners issue. They can either fix, or work with their the builder to get resolved.
 - c) ARC Violations
Board discussed sending out letters to home owners who are in violation. LeEllen will send out.
- 5) Pool Committee Update
- a) Randy Hinesley resigned from the Board and from the pool committee.
 - b) The board discussed getting new pool committee established and putting a Certified Pool Operation (CPO) on contract. There are many CPOs in the area.
 - c) There are cigarette butts in flower beds at pool. Board would like to buy cigarette butt cans to place in the pool area. This will be under the jurisdiction of the pool committee when it is established.
 - d) The board indicated Liz Frazier had volunteered to be on the pool committee.
- 6) Newsletter Update
- a) Not discussed. Newsletter chairperson not in attendance.
- 7) Meeting adjourned by LeEllen Hale at 10:15 am.

Action Items Summary:

- 1) INFORMATION FOR THE BOARD
 - a) Action: Send out information to Board of Directors on several items discussed including: sidewalks, landscape committee bids, home owner violation letters, pine straw issue.
 - b) POC: LeEllen
 - c) Completion Date:

- 2) POOL COMMITTEE/NEW BOARD MEMBER
 - a) Action: Larry Crabtree has been nominated as new Board of Director to replace Randy Hinesley. Contact Larry to see if he is interested in serving on Board of Directors and as new Pool Committee Chair.
 - b) POC: Susan
 - c) Completion Date:

- 3) DECEMBER GENERAL MEETING PREPARATION
 - a) Action: Make a list of what the Board has done for the HOA and send potential dates for December general meeting.
 - b) POC: All Board Members
 - c) Completion Date:

- 4) TRASH SERVICE FOR THE POOL AREA
 - a) Action: Contact Waste Management to set up Pool trash service and ask Johnnie Williams if he will include setting out pool trash as part of pool area maintenance duties.
 - b) POC: Susan
 - c) Completion Date:

- 5) ANNUAL SILVER OAKS II OPERATING BUDGET
 - a) Action: Prepare annual Operating Budget for HOA for next year based on new quotes, estimated costs and service agreements.
 - b) POC: Susan
 - c) Completion Date: