

# January 2016 Meeting Minutes

Silver Oaks Phase II Homeowners Association

Board of Director's Meeting

Tuesday, January 19, 2016

Meeting Location: 2628 Paddock Circle

## Board Members:

President: Charles Charamut (phone conferencing)

Vice President: Dennis Simmons

Treasurer: Laura Brown

Secretary: Janet Troost

Board Member at Large: George Wallace

Board Member at Large: ~~Rachel Catalano~~

Pool Committee Chair: OPEN POSITION

Welcoming Committee Chair: ~~Jenilyn Troost~~

Architectural Review: Bob MacKenzie

Landscape Committee: Bob MacKenzie

Yard of the Month Committee Chair: George Wallace

Not present: Rachel Catalano and Jenilyn Troost

## Proceedings:

Meeting was called to order by President Charles Charamut at 6:32 PM.

Approval of minutes from 11/17/2015 – Motion to approve by GW 2<sup>nd</sup> LB without changes\_

## Treasurer Report – Motion to accept by JT 2<sup>nd</sup> \_ LB

<u>Checking Account</u>	<u>Escrow Account</u>
Old Balance \$ 26963.11	Old Balance \$ 6278.98
New Balance \$ 22938.74	New Balance \$ 6279.39
Dues Paid (past month) \$ _____	

## Old Business

- Covenants/By-Laws – attached to board members email – discussed but postponed to 2/2/16 work meeting – Nathans hourly rate was discussed. He wants to sit down with the board and go over each covenant. Chuck suggested we have everything as tight as we can get it to avoid further discussion with Nathan which would increase the charges.
- Results of call/letters to 2600 Paddock Circle - Apparently the owners contacted Dennis and gave him phone numbers to contact. George also had seen “someone on the roof” one day and the person indicated to George he was an insurance adjuster and that there was no mold in the house. Janet reported that the tree has fallen down it appears on the owner’s home but she could not tell if there was any damage. The tarp also has blown partially off since the last storm. She was able to contact Anita Friend who said they want to try to sell or rent the home out and have requested an insurance adjuster check the damage. This was prior to the last storm. Janet suggested the owners contact the adjuster again as the tree has come down and the tarp is off the roof. They will contact Janet with further information. Janet reported they did sign for the certified letter although Anita stated they never got a letter because they have a new address.
- Community Rules – discussed but to be finalized at special meeting 2/2/16
- Accountant change – Janet reported she requested the name of accountant used by Phase 1 from Tim Bryant but as of the date of this meeting he had not responded. After she receives that info she will post a notice for an accountant online as well as send out a letter to all local accountants for an estimate of annual charges. George and Chuck indicated the new accountant must be a CPA, bonded and licensed.
- Lien letters from last year - per Laura will go out this year with any new 2016 liens we have. Laura indicated there were 24 lien letters issued previously with 9 having been released. Laura has a template for the “claim of lien” and “satisfaction of lien” which she will use. George stated he might have a copy of the previous registered letter we sent out re: any lien.
- Dues letters on time – after discussion it was determined we do not need to have a copy of the budget included (and budget is not yet finalized as we are waiting for some estimates for repairs to be included). We only need to make sure it is made available to anyone who requests it. Therefore, Janet will look for the letter we sent out last year and will update it and get it to Chuck to sign. Letters should go out February 1<sup>st</sup> for assessments t be returned by March 1<sup>st</sup> however we may not be able to get them out by Feb 1<sup>st</sup> but they will definitely go out before the 15<sup>th</sup> with return

payments no later than March 15<sup>th</sup>. It was determined that the Annual Assessment letter will not include the 2016 budget however a notification will be in the letter to contact the Board Secretary for a copy.

- Prisoners for clean-up – after discussion it was determined that the prisoners we see in Phase 1 occasionally are those used by the county to clean up the county retention ponds in Phase 1. It was further decided that we would prefer not to pursue using prisoners for general litter clean-up in Phase 2 assuming we could even contract with them for that.
- Trees/shrubs estimate on Havenmist pond area – Mac will meet with Kenny to obtain costs for this by next meeting.
- \$100 was received by Laura from Phase 1 toward the 2015 HOA picnic – it was also discussed that the original date we chose for the Picnic might be too early and it might be too cold. Laura moved we change the date of the Picnic however keep the date for the pool opening to the weekend Spring Break starts. Janet 2<sup>nd</sup>. Motion passed. Further discussion it was decided to change the Picnic date to May 21<sup>st</sup> with the pool actually opening March 18.
- Chuck mentioned we need to update some of our Christmas decorations for the back entrance. He will check on some prices and items to update. There was discussion regarding some laser lighting but there was concern those lights might not be legal as they could interfere with planes, etc. Chuck will check that out as well. It was also discussed that maybe it wasn't legal to do the Christmas Lighting contest because it gives money to only 3 people but Janet stated that as far as she knows, a non-profit can have a contest like that as long as everyone has the opportunity to participate and win if they choose to. Also we do that for the Yard of the Month as well. It was also discussed that maybe we need to have a rule that the same house cannot win 2 years in a row since some people take decorating to the extreme and would always win if no one else had a chance. That will be discussed later.

#### **New Business**

- Complete and publish HOA 2016 Calendar – dates were added. Janet will get HOA dates to Webmaster to update calendar.
- CRI Letter of Intent – Chuck received a copy of this letter and agrees with it. Treasurer should sign it and return it to the accountant. Laura stated she wasn't happy with the refusal of the accountant to do an audit or to back up their numbers. She will check with Tim @ Phase 1 as to the Florida standard because she (as well as the rest of the board) felt we should have an audit done annually
- Replacing Association street lights with CHELCO lights -George will meet with CHELCO reps to see about these lights. This is to replace current lighting with regular LED street lights – 5 lights plus possibly pool parking lot lighting. Chuck spoke with Tim Bryant from Phase 1 and understood these might cost about \$120 +/- from CHELCO but might cost less electricity due to being LED and will also be brighter. George will update us after speaking with CHELCO and obtaining a survey as to where we might need additional lights for safety in the community. George stated we can also use the old lights as replacements for broken lights around the community.
- Finalize 2016 Budget – we will finalize after we receive estimates (hopefully by the 2/2/16 work meeting).
- County Health Pool Requirements – Laura was concerned that we are possibly not adhering to the Okaloosa County requirements however it was determined that under our operating permits, Kris takes care of this and notifies us of any requirements he cannot undertake. It was also discussed we should have our operating permit available and posted at the pool. Janet will check out possible weatherproof bulletin boards to possibly post not only the permit but also the pool rules, calendar of events, and any other community info that would be helpful to post.

#### **Committee Reports**

- Pool Chair -OPEN POSITION – Janet will post on Facebook again and we will put in annual dues letter also.
- Architectural Review Chair (Bob McKenzie) – Mac reported a homeowner indicated his mailbox was damaged and he has not been able to find an exact replacement. Mac told him to find something close to the current type as we cannot get the original anymore.
- Landscape Chair – K & R received a payment from us for landscape services although he does not service us in winter. He was advised to tear up the check and we will not do automatic payment during winter months.
- Yard of the Month Chair – will start again in April
- Welcoming Chair (Jenilyn Troost) nothing new to report

**Next meeting** – Tuesday, February 2, 2016 @ 6:00 (Work meeting – at Janet's house) and regular meeting on Tuesday, February 16<sup>th</sup> @ 6:30 pm and the meeting will be held at Davidson Middle School

**Meeting was adjourned at 7:48 pm.**