

Willow Shade Homeowners' Association Board of Directors' Meeting Minutes (7 March 2019)

Call to Order - The HOA Board of Directors' meeting was held at the home of John Brown (1661 Sally Lou Lane, Willow Shade subdivision) on Thursday, 7 March 2019. The meeting was called to order at 7:00 P.M. by Ann Newman (HOA President).

Attendees - Present were the following Board members: Ann Newman (President), John Brown (Vice President), Elke Cardinal (Treasurer), and Richard Pullen (Secretary), Judy Pecora (ARMI) and HOA homeowner Jean Jenkins (prospective HOA board member).

Hear from Visitors – Mrs. Jean Jenkins was the only visitor present. She had nothing to bring up at the board meeting - she stated she was there to observe/listen to the meeting.

Minutes from previous Board of Directors' meeting – The minutes from the last HOA Board of Directors' meeting (5 December 2018) were distributed. Ann then asked if anyone had any comments or corrections. There were no noted corrections. A motion to accept the previous minutes as written was made by A. Newman, seconded by E. Cardinal and carried by those in attendance.

Financial Report

J. Pecora (ARMI) distributed and went over the financial and outstanding balances report. The following were discussed:

- **Bank account/CDs** - The report showed that there was:
 - \$ 40,584.48 in the checking account (at BB&T)
 - \$ 36,585.28 in the money market account (at BB&T)
 - \$ 16,265.52 was held in a CD (at UF)
 - \$ 38,360.44 was held in two CDs (at Union Bank)

This gives the HOA a total balance of \$ 131,795.72.

- **Delinquencies and collections** - It was noted that the money owed to the HOA was up to \$ 1,403.38.

Management Report/Old Business - see attachment 1 for HOA status/action items on Common Areas/Homes.

- **170 Duke Street** (Removal of 2 Trees behind home in Common Area)
- **1522 Addie Lane** (Mesh/Wire attached between fence and gutter)
- **1650 Sally Lou** (Medallion missing)

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New Business – Ann opened up the floor for discussion of any new business. The following was discussed:

- **Appointment of new board member** – Elke Cardinal made a motion to accept Jean Jenkins as the new Board member. Jean will be filling the open “Member At Large” position. The motion was seconded by J. Brown and carried by those in attendance.
- **Newsletter Announcement** – A Newsletter announcement that an inspection of the exterior of the homes and of the properties will be done in April/early May 2019. HOA homeowners will be reminded to get ready (tidy up/fix items) before that time.
- **Possible Tree/Brush Trimming on North Berm of Pond** – After some discussion, the board decided to table this discussion for a later date.
- **General Pond Maintenance – Mowing** – After some discussion, **an action item was assigned** to J. Pecora (ARMI) to provide the board a list of contractors that provide this service.
- **Community Spring clean-up** – The date was set for 27 April 2019 with a rain date of 4 May 2019.
- **Annual Tax Returns** – ARMI (J. Pecora) provided the HOA Annual tax returns to the board. Ann signed and gave back the HOA tax returns to ARMI (J. Pecora).

Next HOA Annual and Board Meeting - The next HOA Board of Directors' meeting has been scheduled to be held on Thursday, 6 June 2019. The meeting is to be held at Elke Cardinal's home (183 Duke Street).

Meeting Adjourned - At 8:20 PM, with no other business to conduct, a motion to adjourn was made by J. Brown, seconded by J. Jenkins and carried by those in attendance.

Willow Shade HOA Secretary, Richard Pullen

Attachment 1 - HOA status/action items on Common Areas/Homes)

170 Duke Street – Removal of 2 Trees behind home, in Common Area):

- HOA attorney stated that since the trees on HOA property have caused damage to the home (patio), it would be prudent for the HOA to remove the trees (and roots) on HOA property.
- Met with Tim Frazer of Tim Frazer's Tree Service (TFTS) to survey the trees and give estimates. He stated that the trees should be removed. An estimate of \$ 2,100.00 total was given; estimate was for removing 2 large maples and the 2 small cedar trees next to them because the roots will all be intertwined. He would also grind and remove the stumps and roots including those on the homeowner's property. Then they haul away all debris and clean and level the area.
- Met with Jim Hamm of Jim Hamm's Tree Service (JHTS) to survey the trees and give estimates. He stated that the trees should be removed; an estimate of \$ 2,200.00 total was given.

BOD decision – After reviewing all the information, the BOD decided to remove only the necessary trees and the roots of the tree in the common area. The roots on the private property would remain whereby the HOA would not remove them. It also decided to go with TDTs to remove the trees. **An action item was assigned** to J. Pecora (ARMI) to contact TFTS to inform them of the BOD decision and request updated documents for scope of work. Once these documents were received, we could schedule the time frame for work to begin.

1522 Addie Lane – Some type of Mesh/wire had been attached to the home between the fence and the gutter (at the edge of the roof). No Architectural Approval Form had been submitted for this and it needed to be taken down.

- **ARMI Update** - ARMI reported that the mesh/wire had been removed.

1650 Sally Lou Lane – the medallion on the front of the house was missing.

- **ARMI Update** - Homeowner reported that the medallion fell down and will be reattached.
- **BOD decision** – Due to wet weather currently, the BOD stated this was ok and **an action item was assigned** to J. Pecora (ARMI) to send another letter to homeowner stating the BOD decision and expectations that medallion be reattached when weather permits.