

Avondale Grove Homeowners Association

Board Meeting Minutes

Jan 11, 2012 Panera Bread 6:30 pm

Start Time: 6:29pm

Attendees:

- **Board:** John Avender, Drew Barthle, Al Causey, Tiffany Del Valle, Bob McConnell
- **Homeowners:** Sandra Shea

OFFICER SELECTIONS:

Decision:

- President: Bob McConnell
- Vice President : Al Causey
- Treasurer: Tiffany Del Valle
- Secretary: John Avender
- At-Large: Drew Barthle

APPROVAL OF MINUTES

December 2011 Board Meeting Minutes

Decision: approval motioned by Drew; Seconded and Approved

TREASURER'S REPORT - Tiffany

Bank Account Balances

- \$12,466.12-Checking
- \$7,504.15-Money Market

9 homes paid in full as of 1/11/2012

Past Due Assessments

- 1 home @ 360 days past due (Pettis)
- 3 homes @ 180 days past due (one home, Pettis, also includes assessment greater than 360 days above)
- 0 home less than 90 days past due

- **Discussion:** Bob noted we need better follow up on outstanding dues collection

- Tiffany notes late fees are not effective in getting compliance
- Drew suggested including subsequent consequences, including risk of foreclosure, in notice letters
- Tiffany to draft cover letter to include suggestions on payment arrangements for 30 days past due and 60 days past due invoices
- Invoices have been sent thus far
 - Should letters regarding attorney involvement to be sent?
 - **Action item-Bob to draft letter for 2 homes 180 days past due. Pettits must be handled through attorney**
- Past Due Collections Process to be adopted effective 2/1/2012
 - Month 1 (2/1 or 8/1), second invoice (Letter #1), late notice plus \$25 fee
 - Month 2 (3/1 or 9/1), third invoice (Letter #2), with late notice plus \$25 fee
 - Month 3 (4/1 or 10/1), letter from Board of Directors, notification of need to respond to Board with payment plan or attorney involvement will commence
 - Two weeks after Month 3 letter, if no response, note is sent to attorney
 - Same process for mid year, July 1, assessments

UNFINISHED BUSINESS

Assessment status on 1617 Avondale Ridge Drive –letter from homeowner received, requesting payment plan.

- Discussion: Gate codes will continue to be changed monthly. Attorney recommended and board agreed we not communicate with the homeowner directly, but to work through the attorney. Bob proposed 11-month payment plan to be conveyed by attorney. Lien would remain active while payment plan is in place. Proposal unanimously agreed to by the board for 11 month plan
- **Action Item: Bob will contact attorney to put proposed payment plan into motion**

Gate Invoice (\$400): was for quarterly inspection

- **Action Item-Tiffany to pay (action completed)**

NEW BUSINESS

Bank Signature Cards

- Discussion-with closure of Regions on James Redman, we need to find another branch that we can use for bank signature cards
- **Action Item: Bob and Tiffany to sign cards at Thonotosassa Road branch. Bob must sign first and he will contact Tiffany when he has signed the new card.**

Architectural Committee Assignment

- Discussion: Bob proposed we keep current committee in place, with replacements/additions as necessary, put in place by existing committee
- Unanimous agreement to re-appoint AC chair for 2012.
- Al suggested we canvas for interest
- **Action Item: Bob to send email to association members to encourage interest/participation in committee**

State of FL Corporation Update

- Discussion: Bob updated the Board members list and changed mailing address to PO Box and registered agent to Bob McConnell
- **Action Item: Tiffany to send payment of \$61.27**

Assign Gatemasters Point of Contact

Gatemaster

Richard Schulte

OFC 863-816-5838

CELL 863-370-0216

Account 105487

- Decision: Tim Sullivan presently, and will continue, managing gate access software system. Drew assigned as gate POC re: phone line, power, operational issues
- **Action Item**
 - **Bob to send email to community regarding new POC**

Assign Lawn Care Point of Contact

Third Generation Services

David Caldwell

CELL 352-201-0658

davidcaldwell@thirdgenerationservicesfl.com

Discussion: Al assigned as Lawn POC

- **Action Item:**
 - **Bob to ask Tim what the current vendor schedule is**
 - **Bob to send email to community regarding new POC**

ROUND TABLE

- Invoicing: Board approved hiring and use of consultant for Quickbooks help.
- Decision: Tentative Future Board Meetings to be held 1st Wednesday of each month, @ 6:30

- AI suggested purchase of sign to attach to gate for communicating to non-internet users regarding community updates/notices, including Board meeting dates/times.
 - **Action item: Bob to add to February meeting agenda**

Time of Adjournment: 7:21 pm