

Avondale Grove Homeowners Association
Board Meeting Agenda
Feb 1, 2012 Panera Bread 6:30 pm

CALL TO ORDER

Start time: 6:32pm

Attendees:

- **Board: John Avender, Drew Barthle Jr., Al Causey, Tiffany Del Valle, Bob McConnell**
- **Homeowners: Cynthia Avender**

APPROVAL OF MINUTES

January 2012 Board Meeting Minutes - Motion to approve, motion seconded, unanimous in favor to approve as posted.

JANUARY 2012 BOARD MEETING ACTION ITEMS

- Bob to draft letter for 2 homes that are 180 days past due. **(COMPLETE)**
- Adopt 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
- Bob will contact attorney to put proposed payment plan into motion for Pettits **(COMPLETE)**
- Tiffany to pay \$400 Gate Quarterly Inspection **(COMPLETE)**
- Bob to send email to association members to encourage interest/participation in arch committee **(COMPLETE)**
- Tiffany to send payment of \$61.27 for State of FL corporation renewal
- Bob to send email to community regarding new POC for gate **(COMPLETE)**
- Bob to ask Tim what the current vendor schedule is and send to Al. **(COMPLETE)**
- Bob to send email to community regarding new POC **(COMPLETE)**
- Bob to add to community sign interest to February meeting agenda **(COMPLETE)**

TREASURER'S REPORT - Tiffany

Bank Account Balances

Checking: \$16868.65

Money Market: \$7504.48

Undeposited: \$3600.00

Past Due Assessments

Discussion: Outstanding dues remain for Pettits and Bellfy

- Total outstanding assessments in association are \$5220, excluding late and attorney fees
- Bellfy has \$360 past due and \$50 late fees
- Callins-paid \$360, but still owe \$50 in late fees. \$50 late fee for July 2011 assessments will be added to January 2012 assessments which is now past due and assessed an additional \$25 late fee for 2012. Bring total due to \$435.
- **Action Item: Tiffany will add Callins to late assessments mailing for January 2012. Bringing total homes not paid to 12. Will include \$50 late fee on top of \$385 now owed for January 2012 assessments.**

Decision: motion from Al to keep \$50 late fee on Bellfy and Callins; seconded by John

For: Yes-Drew, Al, John
Opposed-Tiffany, Bob

Action Item:

- **Bob to send letter to Bellfy confirming their commitment to be current on dues by 2/29/12. Letter will outline balance due. \$360 (July 2011), \$360 (Jan 2012), \$25 late fee (Jan 2012), and \$50 late fee (July 2011) = \$795 by end of February 2012**

January 1 Assessment Invoices

- **Action Item: Tiffany to send notification letter, with invoice, on Feb 2, 2012 to all homeowners past dues (Total 12 included Callins)**

UNFINISHED BUSINESS

Assessment status on 1617 Avondale Ridge Drive – **Bob**

Discussion: Lien has been filed. Certified copy of lien and proposal sent by attorney to homeowner on Jan 20 2012. As of today, payment plan was not upheld by homeowner

Decision: Motion by Drew to table discussion and further action, until February Board Meeting. Seconded by Al. All in favor, motion passed

Action Item: Tabled

Bank Signature Cards – **Bob**

Past 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.

New Discussion: Per Regions Bank new policy, Bob and Tiffany will have to meet in person at Thonotosassa branch to sign for new card and previous signatories would need to be present to acknowledge removal of their names

Decision: Motion from AI to table further action, seconded by Drew. All in favor, motion passed

Action Item: Bob to contact Regions to resolve issue

NEW BUSINESS

Gate Maintenance Agreement 2012 -Bob

Discussion: Tiffany confirmed recent invoice was for quarterly maintenance and was paid. We will continue to keep our current maintenance plan

Community Sign Board – AI

Discussion: No further action to be taken

Adjourned: 707pm