

Avondale Grove Homeowners Association

Annual Budget Meeting Minutes

November 12, 2013 Panera Bread 6:30 pm

CALL TO ORDER @ 6:35pm

Board of Directors Present: John Avender, Al Causey, Tiffany Del Valle, Bob McConnell

Homeowners Present: Curtis DeBord, Kay Greene

APPROVAL OF MINUTES

October 2013 GAM Meeting Minutes

- Motion by John to approve minutes as written
- Seconded by Al
- Vote to approve as written
 - Yes - 4
 - No - 0

FINANCES

Bank Account Balances – Tiffany

- **Checking:** \$14,541.92
- **Money Market:** \$34,499.37
- **Total** \$49,041.29

Regions Bank Account Closure – Bob

- Bob received confirmation of closure

July Assessment Status

- 1528 Avondale Ridge Dr (Callins) - \$96.45 attorney fees due
 - Homeowner mailed payment to incorrect PO Box
 - Payment was not received by cut off time
 - Referred to attorney for collections
 - Homeowner delivered returned check to Bob after final payment due date and attorney engagement
- 1617 Avondale Ridge Drive (Mathis)
 - Assessment plus late fees attorney fees due
 - Total due \$496.11
- 1511 Avondale Ridge Drive (Buckner) - \$25 late fee due
- 1625 Avondale Ridge (Vanderploeg) - \$120 Partial July assessment due
 - Partial payment allowed due to pending sale of home
 - **Action:** Discuss collection approach at January Board meeting
- 1512 Avondale Ridge Dr (Bellfy) – \$6.11 attorney fees still owed
 - Payment received after attorney was contacted but before engagement (no letter drafted to homeowner yet)
 - Postage of \$6.11 still owed toward attorney fees

2013 Tax Return

- **Action:** Tiffany to contact CPA to confirm completion of tax return and that we paid for return

Tops Signs expense reimbursement to Bob

- Paid-\$5 to Bob

Postage Stamp expense reimbursement request submitted to Tiffany by John

- 2014 Board elections expenses
- \$46.00 for 100 stamps
- \$14.12 for copies for ballots and nomination letters
- Total reimbursement to be \$60.12

2014 BUDGET

2013 YTD Expenses – Tiffany

2013 Expenses

	Expense Type	Amount	Est 2013 Total
Jan 1 - Nov 6, 13			
	Business Licenses and Permits	61.25	61.25
	Insurance	1,288.10	1,288.10
	Landscaping and Groundskeeping	2,576.44	2,846.44
	Office Supplies/Postage	88.61	100.00
	Other	150.00	150.00
	Professional Fees	748.33	850.00
	Repairs and Maintenance	1,003.40	1,200.00
	Utilities - TECO	4,194.34	5,020.44
	Utilities - Verizon	516.91	626.25
Jan 1 - Nov 6, 13		10,627.38	12,142.48

2014 Proposed Budget – Tiffany

2014 Budget

Expense Type	Amount
2014	
Business Licenses and Permits	65.00
Insurance	1,300.00
Landscaping and Groundskeeping	3,250.00
Office Supplies/Postage	100.00
Other	200.00
Professional Fees	1,000.00
Repairs and Maintenance	1,500.00
Utilities - TECO	5,050.00
Utilities - Verizon	620.00
2014Total	<u>13,085.00</u>

Discussion

Board examined Landscaping proposals and impact on proposed budget

Motion by Tiffany to approve proposed budget

- Seconded by John
 - Adoption Vote
 - Yes - 0
 - No - 4
 - Proposed budget not approved
- Motion by AI to change 2014 landscaping budget to \$4800 annual, thereby changing the proposed budget
- Seconded by Tiffany
 - Adoption Vote
 - Yes to change landscaping budget - 4
 - No - 0
- **Action:** Tiffany to provide new budget document reflecting the landscaping budget change
- **Action:** Vote on revised budget proposal at January 2014 Board Meeting

ACTION ITEMS FROM PREVIOUS BOARD MEETING

Lawn Maintenance Contractor Performance –AI

Mulch removal/replacement

- \$800 quote from Mojo received – no action taken

Contractor change due to poor service from current provider (3rd Generation)

Proposals received:

Mojo: \$400 per month – fair statement of work

Ace: \$165 per month – weak statement of work

Farless: \$190 per month – no Statement of Work and nothing in writing

Boundaries: \$350 with annual contract

- Statement of work includes:
 - Mowing/trimming
 - Spray treatments (fertilizing & insect control) of ornamental shrubs/trees under 8'
 - 4x year
 - Hand pruning shrubs
 - Rotating annuals around the sign every quarter
 - Monthly check of irrigation
 - Pick up of trash and debris
 - Keeping all beds clear of weeds by mechanical and chemical means
 - Property visited each week
 - Hard and soft edging performed every week

Cut-N-Edge and J&M Prime were 2 other contractors that were recommended by homeowners in the community. Neither responded to the Board's request for a proposal.

Discussion:

The discount contractors have not performed at an acceptable level for an acceptable length of time. Boundaries is a larger established company with many commercial accounts. Their responsiveness to our inquiries has been prompt, complete and professional. They provided a very thorough statement of work that included value added services that will enhance the appearance of the community.

Bob made a Motion to sign a 1 year agreement with Boundaries in January 2014. Amendment to the agreement to broaden cancellation protection for the HOA will be required.

Motion Seconded by AI

Adoption Vote: Yes – 4 **Motion approved** No - 0

Action: AI will contact Boundaries and request new contract with cancellation clause amendment. Board will review and sign contract at January 2014 Board Meeting

Action: If Boundaries is willing to adopt HOA contract amendment we need to decide on how to terminate relationship with current contractor (3rd Generation)

Action: At January Board meeting discuss a contractor performance checklist to be reviewed monthly and reported on at each Board Meeting

NEW BUSINESS

2014 Board of Directors Elections – John Voting Results

- 17 of 34 homes responded
 - J Avender received 17 votes
 - D Barthle received 13
 - A Causey received 12
 - T Del Valle received 12
 - B McConnell received 15
 - H Cohen Saban received 8
 - M Sullivan received 8
- Members can request a full copy of the voting results by contacting elections@avondalegroveshoa.com

Action: Bob to send email notification to homeowners

NEW BUSINESS (cont)

Fireworks or Annoyance

DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS OF AVONDALE GROVE

ARTICLE III. GENERAL USE RESTRICTIONS

Section 15. **Nuisances/Trash.** No illegal, noxious, or offensive activity shall be permitted or carried out on any part of the Property, nor shall anything be permitted or done thereon which is or may become a nuisance or a source of embarrassment, discomfort or annoyance to the neighborhood. No trash, garbage, rubbish, debris, waste material, or other refuse shall be deposited or allowed to accumulate or remain on any part of the Property, nor upon any lands contiguous thereto. No fires for the burning of trash, leaves, clippings, or other debris or refuse shall be permitted on any part of the Property, except by the Developer. No bicycles, tricycles, scooters, wagons, carriages, shopping carts, chairs, benches, tables, toys, or other such items shall be parked or permitted to stand for any period of time on the streets or other portions of the Common Area, except in accordance with the Rules and Regulations.

Discussion:

- A request was sent to the Board of Directors to address homeowners igniting and launching fireworks in the late evening on Columbus Day. Discussion was held and the Board agrees igniting and launching fireworks can be annoying and inconsiderate to one's neighbors at any time of the day. Technically, our Deed Restrictions do not allow any occurrence of activity that is or may become a source of discomfort or annoyance to the neighborhood. The Board recognizes enforcement of what is annoying to the neighborhood and what is annoying to a single homeowner is very subjective. A couple of examples were discussed: The common practice that takes place on July 4th / New Years and the wide variety of individuals' tolerances for the noise generated by fireworks. To some, July 4th and New Years Eve, traditional fireworks holidays, is already cause for discomfort and annoyance.
- As referenced Section 18 of our Deed Restrictions that outlines the process for fining a violator of any Deed restriction. The violator can be fined after conducting a hearing with a 3 person committee made up of members not on the Board of Director or other neighborhood committees.

- Motion made by Bob that the Board will not address single occurrences of annoyance; however homeowners identified as habitual offenders, as determined by the Board of Directors, will be notified by the Board of Directors informing them of the Association's enforcement options under Article III Section 18.
- Motion Seconded by AI
- Vote
 - Yes - 4 **Motion passed**
 - No

NEW BUSINESS (cont)

Temporary Gate Codes – Bob

- Received a request by homeowner to provide temporary gate codes for guests coming to a party or single day event.
 - Discussion
 - Board in favor of use of temporary codes
 - Availability of code adds and delete will be predicated on Tim's availability as our gate code coordinator.

Community Pond Maintenance – Bob

From the GAM: If a homeowner fails to maintain their portion of the drainage ponds and their negligence causes a hardship or damage to the stormwater system used by the rest of the neighborhood does the HOA get engaged and expend HOA funds to repair?

- Article 4, Section 4 of our Declarations of Covenants, Conditions and Restrictions state: "Association agrees to operate, repair and maintain the Surface Water Management System Facilities, and shall maintain sufficient ownership so that it has control over all water management facilities"
 - Board will address occurrences or claims on a case by case basis.

Architectural Review Appeal - 1552 Avondale Ridge Dr – DeBord

- Homeowner wishes to construct a 30' x 60' building that is outside of established Architectural Committee guidelines
 - Homeowner submitted plans to the Architectural Committee following the established process for such requests
 - Architectural Committee did not approve the plans based on established guidelines for out buildings and structures (overall size and height exceeded)
 - Homeowner has provided plan and has asked Board to review
 - Homeowner presented their request and plan to the community and obtained a majority number of membership signatures on a petition to allow the desired variance to the guidelines
 - Per the established Architectural review appeals process the guideline variance, and the homeowner's plans are approved.
- Feedback from Architectural Committee
 - Concern that future appeals may increase, resulting in Architectural Committee guidance being challenged
 - Bob agreed Board will address any complaints stemming from the variance granted.
 - Kay noted that an explanatory letter to the Architectural Committee members is not warranted, as they can review the minutes.
- Motion by John to amend appeal process so that it occurs in serial fashion (Board review required first, followed by community petition) rather than in parallel

- Seconded by Bob
- Vote
 - Yes - 3 (John, Bob, Al) - **Motion approved**
 - No - 1 (Tiffany)
- Bob recommended that Board members refrain from signing any documents as representative of the Board of Directors prior to meeting with the remainder of the Board on document's contents.
- **Action:** Revise and publish on the website and amended Architectural Review Appeals process.

Gate refinishing – Tabled until January Board Meeting

Next Board Meeting – January 15, 2014

ROUND TABLE

Adjourned @ 7:50 pm