

THE ESTUARY

HOMEOWNERS ASSOCIATION, INC.

**Board of Directors Meeting
June 20, 2019
11518 Newgate Crest Drive, Riverview, Florida
Meeting Minutes**

1. Call to Order-Certifying of Quorum

The meeting was called to order at 6:30 p.m. by the President, Alan Brown. Vice President Roger Yokell was also in attendance; therefore, a quorum was established. It was confirmed that the meeting notice was posted timely at least 48 hours in advance. Doug Pinner, Pamela Pinner and Jeana Wynja represented McNeil Management.

Approval of Minutes

The Board reviewed prior meeting minutes dated April 10, 2019; April 16, 2019 and April 24, 2019.

On Motion: Duly made by Alan, second by Roger and carried unanimously.

Resolve: To waive the reading of the prior meeting minutes and approve them as presented.

2. Reports

The May financials report was emailed to the Board by the previous management company on June 12, 2019.

Manager presented the Board with the Accounts Receivable report. Manager explained that numerous owners have credits that are not in multiples of the assessment fee. Two owners have a \$.02 credit balance.

On Motion: Duly made by Alan, second by Roger and carried unanimously.

Resolve: To write off the \$.02 credit balances for two owner accounts and to issue reimbursement to owners who have a credit balance that is not within a multiple of the assessment fee.

Going forward, owners who overpay their assessment fee will receive a reimbursement check from the Association.

Manager presented the Board with the report of owners with debit balances. Currently there are 13 owners with Axiom and 25 owners with debit balances. Manager will review the owners assessment statements with debit balances to determine late fees assessed, and will report the findings to the Board.

Going forward, owners with debit balances will receive a notice generated by the Association.

Financial reports and management reports will be emailed monthly to the Board by Pamela Pinner. Mike Vigh will receive the monthly Architectural Report via email from Pamela.

THE ESTUARY

HOMEOWNERS ASSOCIATION, INC.

3. Business

Estoppel Resolution: Manager presented the Estoppel Resolution to the Board.

On Motion: Duly made by Roger, second by Alan and carried unanimously.

Resolve: To approve the Estoppel Resolution as presented.

Uniform Collection Policy: Manager presented the Uniform Collection Policy to the Board. Doug indicated that the purpose of the policy is to apply the policy equally and uniformly to all owners (not selectively). Tabled until the Board has had an opportunity to review the policy in detail.

Attorney Representation Agreement: Manager presented fee schedule from Anne M. Malley, P.A. for violations management. Manager presented the Legal Services Proposal from Mankin Law Group for collections management. Pamela discussed the Axiom HOA Service Agreement and termination clause.

On Motion: Duly made by Alan, second by Roger and carried unanimously.

Resolve: To utilize Anne M. Malley, P.A. for violations, approve the Legal Services Proposal from Mankin Law Group as presented for collections, and to send Axiom a 30 day termination notice.

Invoice Process: Doug explained that routine invoices will be automatically paid; manager will gain the approval of the Board for payment of one-off special projects.

Community Survey Standards: The Board reviewed the standards for items that can be visually observed from the front of homes. Manager will communicate expectations to the Community Survey Team.

Playground Grading – Topographical Survey Evaluation: Manager presented the Board with the evaluation prepared by Hamilton Engineering. The Board is concerned that evaluation does not depict all wet areas of concern. Owners commented that playground area seems to stay wet for weeks.

Contact Information – Board/Committees: The Board provided information and asked committee members to fill in their contact information.

2019 Meeting Schedule: The Board decided to conduct the Annual & Budget Meeting on October 17, 2019 at the Panther Trace II Clubhouse. Manager will check with Panther Trace II Clubhouse to see if they have room availability on August 22, 2019 for a Board Meeting.

Board Certification Forms: Board certification forms have been received for Roger and Steve. Alan will provide manager with his board certification form.

Community Information Sheet: Manager presented the Board with the community information sheet. Doug informed the Board that new owners are mailed a Welcome Packet which includes a welcome letter, the community information sheet, budget and an alteration application.

THE ESTUARY

HOMEOWNERS ASSOCIATION, INC.

Enforcement Request Form: Manager will provide to Alan to post on the website. When owners observe concerns in the community, owners are encouraged to complete an Enforcement Request Form and send it to McNeil Management with photos of the concern.

Alteration Application: Manager presented the alteration application to the Board, which is now available on the Association's website. McNeil Management will work with Mike Vigh regarding the swimming pool addendum (i.e. to restore neighbor's property if damaged during installation).

Manager presented to Coy Reavis (representing Architectural Committee in Mike Vigh's absence) a sample paint color palette book prepared by Sherwin Williams. Manager will verify color palette with Mike and then order 2 paint color palette books – one for Mike and one to be housed at McNeil Management.

Board Comments: Board indicated that the Association has an active Fining Committee. Doug encouraged the Board to have their Fining Committee process reviewed by an attorney to ensure that it is adequate per Florida Statutes. The Board agreed to have attorney Anne Malley review. The Board encouraged manager to review minutes from April 10th regarding unfinished business items.

4. Adjournment

Owners Comments: Owner inquired about credit card for the Spirit Committee.

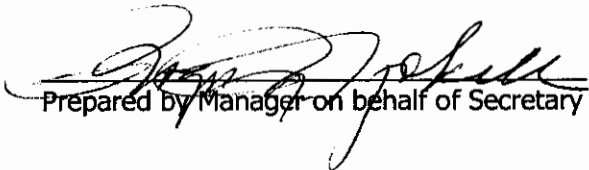
On Motion: Duly made by Alan second by Roger and carried unanimously.

Resolve: To approve a BB&T credit card with a \$750 limit for the Spirit Committee.

The Board concluded business.

On Motion: Duly made by Alan second by Roger and carried unanimously.

Resolve: To adjourn the meeting at 8:04 p.m.


Prepared by Manager on behalf of Secretary