

Magnolia Terrace HOA
Board Meeting
March 23, 2020
Montverde Town Hall Auditorium
Minutes

Meeting called to order at 6:05 pm by Thomas Johnson, President.

Quorum present as board members Thomas Johnson, Bob Tomlinson, Carolyn Thompson and Bert Hayne were present. Treasurer Candi Keys was absent. Homeowners John Ardizone, Larry Kontny and Deb Perlet were present.

REVISED Minutes from the February 5, 2020 and March 4, 2020 meeting were approved by Thomas Johnson and Bert Hayne.

Treasurer report:

- Bob Tomlinson read the financial summary, income, expenses and balance sheet. Checking Balance \$76,178. While reviewing the Expenses, we discussed how to lower the amount for the community hedge maintenance.

Report was approved by Carolyn Thompson and Bob Tomlinson

ACB/ARB: Bob Tomlinson will be contacted if any requests are made.

Discussion:

- Per Thomas, Arrion Tree service is scheduled to provide a quote for current hedge trimming. Due to Smithwell's high quote for this service (\$40/hour per our 2018 contract), we should shop for alternative subcontractors. The 2019 Smithwell Contract was signed by Thomas committing us the landscaping and mowing only. Arrion performed the hedge trimming in November of 2019 for \$1800. The HOA has the following quotes in their files: Arrion (previously Real Tree Men) \$1800, Smithwell \$40/hour and Tropical Palm (4 times per year at \$2,125 per trimming). Meanwhile, the Vice President is going to investigate additional estimates to try and lower that cost for the HOA.
- Carolyn went over Treasurer emailed notes. The HOA invoice payments were due by March 15th, 2020. As of today, there are 8 payments outstanding. The Chase Bank by Publix has restructured their banking services and are no longer allowing deposits at that location, so after logging onto the website, each check was recorded, endorsing in a specific manner required by Chase, taking a picture of front and back of the check and depositing. The amount of time that this took cannot be understated as the Chase website was extremely slow sometimes taking 10 minutes per check. The Treasurer noted there are more efficient systems for receiving payments that would reduce processing time. She thinks Mag Terr should look into an alternate method next year. One that would reduce the cost of postage for homeowners and deposit payments directly into the HOA bank account. This would provide a win/win for all parties. Treasurer noted mailing individual invoices by USPS did not decrease the amount of late payments, therefore she suggests that the practice of sending invoices by email be resumed next year along with two additional email reminders as due date gets closer. The amount of work and postal expense

associated with individual invoices did not expedite payments or increase efficiency.

Old Business:

- Vice President opened the discussion about board members having strengths and weaknesses and to help overcome each board member's weaknesses. In order to reach the HOA goals successfully, it must be done through civil constructive communication.
- We discussed the letter that Treasurer and the attorney drafted to homeowner. We voted that the letter be mailed to the homeowner.
- Secretary discussed the courtesy letters that were sent to homeowners in violation. Compliance has an updated list of properties that are not abiding by the Covenant restrictions. The Board reevaluated the violation letter timeline and voted that a second notice is to be sent out before sending the Final Notice. The second notice would state the homeowner has been previously notified and will have an additional 7 days to rectify and comply. If they fail to do so, their violation will be presented to the fine committee. We would then send the Final Notice with detailed information on date, time and fees which were approved by the Fine Committee with an invitation for them to present their case to the Committee.
- Discussed the balancing act which exists with the HOA trying to keep the community clean, enforcing the Covenants and also comply with the various wishes of the homeowners.
- Need to check with Treasurer regarding the status of outstanding HOA dues/liens. Also need to ensure the Master homeowners list is accurate and complete in preparation for the upcoming Annual HOA Members Meeting.
- Secretary will work on creating new/updated Annual Meeting letters, proxies and ballots and mail 30 days prior to the meeting.
- Per the rules, Annual Members meeting is to be held on the last Wednesday of April, which is April 29, 2020.
- Our next Board meeting is tentatively set for March 23, 2020 @ 6pm.

New Business:

- Carolyn reviewed the Action Item List and any new Violation Letters. Bert will verify the prior list and prepare a new revised list. Carolyn would compare and verify list and prepare FINAL Notices.
- President discussed pre-lien letter we need to have processed. He will reach out to the lawyer to see what action we take next.
- The board discussed a letter received by a homeowner and his refusal to pay annual invoice in full. We decided to simply accept his payment and not reply or take legal action. It would not be fiscally responsible for the board to pursue as legal costs would be additive, exceeding the \$200 he will not pay. A possible path forward is to send an additional invoice mid-June for a biannual payment since this seems to be the main complaint.
- Discussed how to move forward if the Coronavirus interferes with the Annual meeting already scheduled. Concerns for safety may reduce attendance, so we may have to postpone and reschedule. We will monitor the situation closely.
- Carolyn reviewed the proposed annual letter, proxy and voting certificates with the board. She requested revisions and/or suggestions. The board voted to proceed as written. A supply list for the mailings was created.

- Due to Carolyn's hectic work schedule, Larry volunteered to purchase supplies with the promise of HOA board reimbursement. The board voted to reimburse Larry and thanked him for his help.
- Vice President reserved the Montverde Town Hall Auditorium for April 29th, 2020 at 7pm. If the Coronavirus interferes, we will have to reschedule another time and place. He will also post the Annual meeting information on the entrance message boards.
- Vice President gather information and file the Florida State Annual Report by due date of May 1st, 2020.
- Larry mentioned dry spots along Ridgewood in Phase 1 and Phase 2. This should be reported to the irrigation contractor.
- President Thomas Johnson resigned from his position immediately. He is dealing with several personal health and family issues. He stated he would be available to help as much as possible. Thomas would give all subcontractor contact and information to Vice President. He also surrendered his debit card to Bob.

Meeting Adjourned at 6:57pm