

**Magnolia Terrace HOA Board
Member Meeting April 26th,
2020**

16831 Florence View Drive, Montverde, Fl Minutes

Meeting called to order at 4:01 pm by Bert Hayne.

Quorum present as board members Bert Hayne, Candi Keys and Carolyn Thompson were present.

Minutes from the March 23rd, 2020 meeting were approved by Candi Keys and Bert Hayne.

Treasure Report:

- Treasurer reported on the HOA finances. Bank balance is \$73,149.
- Three invoices remain outstanding. Past Due notices sent.

Treasurer Report approved by Carolyn Thompson and Bert Hayne.

DISCUSSION:

Violation Letters

Secretary mentioned that due to the Covid-19 virus and the Governor's orders, we have temporarily discontinued sending violation notices. The Fine Committee is unable to meet at this time due to social distancing orders and closure of the town meeting places.

Annual Meeting

- Due to the coronavirus, we voted to postpone the Annual Members Meeting. The Board members discussed the new date for the Annual Meeting. The board voted to reschedule for Wednesday, July 22nd, 2020 in the Montverde Town Hall Auditorium at 7:00pm. Bert will contact the Mayor to set up the date and time. If the Town Hall auditorium is not available, we will check on availability of the Community Building. Bert committed to stay on top of this.

- Treasurer stated that we have only received 13 voting proxies. If we don't receive enough for the meeting, we will need to go door to door and request from homeowners if they are not planning to attend. Proxy status will be monitored and the board will be updated by email.

Landscape Contractors

We reviewed the current contractors for the landscaping, mowing, hedges and irrigation.

- Contracted with Smithwell for monthly lawn maintenance.
- Thomas and Bob selected Arrion for the most recent hedge trim.
- Ground-Tek refurbished the Phase 1 irrigation system in 2016 and since then, has been doing the maintenance.

ACB Team and Fine Committee

We will reach out to a few homeowners who might be interested in being involved in the HOA. In order to be compliant with the Covenants 5 Fine Committee members and 6 ACB members are required. Once members are confirmed, we will work on 2 alternates for each of the committees.

Old 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.
- 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 will 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 Vice President.

New Business:

- On March 28, 2020, the HOA board received Vice President Bob Tomlinson's resignation from the HOA Board of Directors effective immediately. This leaves the board with no President or Vice President.
- Candi presented the board with a written letter rescinding her resignation as the Treasurer of the Board of Directors. The board accepted.
- Bert Hayne has expressed to the Board of Directors that he would like to take over the President position vacated by Thomas Johnson. Candi and Carolyn voted to approve Bert Hayne as President.
- Carolyn mentioned that the current HOA laptop and the printer are not running efficiently. The Dell laptop is running but operating system can't be updated and is a virus risk. The Epson printer is lagging and not printing properly. The board unanimously voted to purchase a new laptop and printer. When new equipment is set up and operating correctly, we will look into how to properly dispose of the old equipment.
- Even though the irrigation equipment and installation is relatively new, we continue to be plagued with issues that are getting costly for the HOA. When valves get stuck, this adds cost to the Duke Energy bill. It may be better to contract the irrigation system with Smithwell so that the grounds are taken care of holistically. They are based in the area and are on the grounds several times during the month so will be more in tune with issues as they occur. The board unanimously voted in favor of Smithwell to begin servicing the irrigation system. The fertilizing of the grounds would still be with Hurst. Candi will reach out to Ground-Tek to ask for the as-built plans which were never received by the HOA after system refurbishment in 2016. Once received, we will send Ground-Tek a letter cancelling their services.
- Discussed meeting with the HOA lawyer, Anita Geraci-Carver which is set for Monday, April 27, 2020 at 9am via conference call. All board members will be in to discuss pre-suit mediation filed by homeowner.
- Meeting adjourned at 4:44 pm.