

Waterleaf HOA

12234 Waterleaf Boulevard
Jacksonville, FL. 32225

BOARD MEETING MINUTES

Date: Thursday, February 16, 2017

Time: 6:00 pm

Location: Waterleaf Elementary

Director's Present:

President – Mike Lee

Vice President- Dave Brannon

Secretary – Senh Kelley

Treasurer – Ruth Johnson

Others Present:

Property Manager – Elle Newbold-Semenov

Regional Manager – Alan Ramsay

Meeting Minutes

I. Call to Order and Establish Quorum

Meeting was called to order at 6:06 p.m. and Quorum was established with 4 directors present in person.

II. Proof of Notice

Notice was posted 48 hours in advance at the entrance of the community.

III. Approval of Previous Board Meeting Minutes

Meeting minutes were read and a motion to approve them was made.

Motion: To approve previous board meeting minutes.

Motion Made: Ruth, Treasurer

Motion Seconded: Dave Brannon, Vice President

All in favor: Motion passes.

IV. Presentation made by Chelsea Emons from Alliance.

Chelsea Emons gave the board a copy of the contract for their review. Alan Ramsay recommends having attorneys review contract and the board agreed.

V. Nicole Zrihen from Food Trucks Eat Jax.

After presentation board discussed holding St. Patrick's day on property.

Motion: To have social event March 17th with Food Trucks Eat Jax.

Motion Made: Senh Kelley, Secretary

Motion Seconded: Ruth Johnson, Treasurer

All in favor: Motion passes.

VI. Reports

Elle Newbold-Semenov presented manager's report on budget, delinquent accounts, violations and vendor concerns. After manager's report board had several discussions and several motions were made as follows.

Motion: Adopt addition to fine matrix. No unauthorized dumping of trash in or around the community dumpster. This violation will be met with an immediate fine of \$50 for the first offense and \$100 for the second offence.

Motion Made: Ruth Johnson, Treasurer

Motion Seconded: Mike Lee, President

All in favor: Motion passes.

Motion: Mail violation enforcement notice to owners.

Motion Made: Ruth Johnson, Treasurer

Motion Seconded: Mike Lee, President

All in favor: Motion passes.

Motion: To adopt fining process as follows: A violation notice letter is sent. If violation is not corrected within specified time, a second notice of violation/fine is sent. A hearing is then held by standards committee providing the person fined, an opportunity to state their case. The standards committee then makes the decision to uphold the fine.

Motion Made: Mike Lee, President

Motion Seconded: Ruth Johnson, Treasurer

All in favor: Motion passes.

Motion: Send contract termination letter to Waste Management.

Motion Made: Ruth Johnson, Treasurer

Motion Seconded: Mike Lee, President

All in favor: Motion passes.

VII. Old Business

Board wants a landscaping plan from Gjon.

VIII. New Business

Board decided to table discussion on signing a waiver of release for First Coast Scoopers COI waiver of subrogation.

IX. Adjournment

Motion to adjourn the Meeting: by Ruth Johnson, Treasurer

Motion Seconded: Mike Lee, President

All in favor: Motion passes.

Meeting adjourned at 8:00

Minutes Drafted by:

Elle Newbold-Semenov, L-CAM

Property Manager

Respectfully submitted to the Board of Directors
