
Waterleaf HOA

12234 Waterleaf Boulevard
Jacksonville, FL. 32225

BOARD MEETING MINUTES

Date: Thursday, October 12, 2017

Time: 6:00 pm

Location: Waterleaf Elementary School

Directors Present:

President- Michael Lee
Vice President – Senh Kelly
Treasurer – Ruth Johnson
Secretary- Justine Wadyko

Others Present:

Regional Manager – Alan Ramsay
Property Manager – Elle Newbold-Semenov
District Manager – Daniel Cobreiro

Meeting Minutes

I. Call to Order and Establish Quorum

Meeting was called to order at 6:01 p.m. and Quorum was established with all directors present in person.

II. Proof of Notice

Notice was posted at least 48 hours in advance at the entrance of the community and on the Facebook page and website.

III. Approval of Previous Board Meeting Minutes

Motion: To approve September meeting minutes.

Motion Made: Ruth Johnson, Treasurer

Motion Seconded: Sehn Kelley, Vice President

All in favor: Motion passes.

IV. Reports

E. Newbold-Semenov presented manager's report on budget, delinquent accounts, violations and vendor concerns. CAM discussed delinquency number of 190 homes down 15 from last month. 12 are with LM Funding, 45 with Alliance. There were 28 payment equivalent to one missed assessment, CAM recommended these accounts be sent to Alliance. The remaining 105 were small balances of unpaid late fees and interest.

CAM sent 249 violations since last meeting. At this time CAM is awaiting payment plan from Yellowstone and sod delivery.

V. Old Business

N/A

VI. New Business

CAM introduced the items on the new business schedule. ACD candidate currently in the new-hire process. The board discussed the annual meeting notice. Roxanna Dorigo (KWPMC partner and budget reviewer for Waterleaf) is working on the budget and will have it prepared for review by the end of the week. CAM presented a preliminary bid for the option to move to a security company as well as the potential for ending the Waste Management contract as a cost savings by switching to Republic. The following motion was made:

Motion: Move to have meetings begin at 6:30 starting December 2017.

Motion Made: Mike Lee, President

Motion Seconded: Sehn Kelley, Vice President

All in favor: Motion passes.

Motion: Move to give Waste Management notice of contract cancellation.

Motion Made: Mike Lee, President

Motion Seconded: Ruth Johnson, Treasurer

All in favor: Motion passes.

Motion: Move to give waive \$3.83 in interest from all ledgers where that is the only amount owed.

Motion Made: Mike Lee, President

Motion Seconded: Sehn Kelley, Vice President

All in favor: Motion passes.

Notes:

- Contact Yellowstone about pest control in common areas.
- CAM will advise WM that we intend to terminate the contract (and pay 6 month penalty of \$1,300.00), in order to secure a lower monthly rate (\$102.00) with Republic. She will offer WM the opportunity to match lower rate.
- Ruth has scheduled JSO to patrol Halloween night. Officer will monitor parking on common areas grass in addition to handling security.
- CAM/ACD will ensure measures are taken to avoid cars parking on common area grass (stakes, caution tape)
- Repair quote for island is \$1200. BOD decided not to repair, pending alternate (cheaper) method. However, CAM will request that Yellowstone remove pieces of broken concrete around island.
- Yellowstone will change out flowers at entrance (seasonal change).
- Irrigation map has been received. Re-sod will begin shortly.
- CAM will follow up on 575 CB regarding pavers not approved per ARB.

- Quarterly, CAM will follow up to ensure ARB changes adhere to ARB guidelines and within the scope of the initial ARB approval.

Adjournment

Motion to adjourn the Meeting: by Mike Lee, President

Motion Seconded: Ruth Johnson, Treasurer

All in favor: Motion passes.

Meeting adjourned at 7:59 p.m.

Minutes Drafted by:
Elle Newbold-Semenov, L-CAM
Property Manager
Respectfully submitted to the Board of Directors