

Mentone Homeowner's Association  
Board of Directors

Minutes of the Mentone Homeowner's Association Board Meeting  
July 16, 2009

Board Members Present: Todd Fraser, Angela Lounds-Singleton, Nick Nichols, Dave Jenkins, Ron Newman

Board Members Absent: Alan Tilly, Otto Ledee

Management Company Representative: Kelly Burch, Florida Community Management (FCM)

Board members gathered at 6:15 P.M. to review architectural requests, and a quorum was established. There was one item of business for the Architectural Review Committee, a comprehensive landscaping proposal for 7134 SW 80<sup>th</sup> Way. The Committee was convened to address this proposal. This proposal was approved, with the following conditions: No storage shed is to be installed; the board wants to see an illustration or description of the proposed trampoline and safety net, and the owner should contact his insurance company to ensure his liability policy will cover a trampoline; the proposed persimmon tree infringes on the county's sidewalk easement and must be relocated; there must be a grass border between the street and any mulch beds, i.e., no mulch beds can be directly adjacent to the street; the owner also proposed being allowed to move his fence toward the street, i.e., closer to the corner of the house, and this was tentatively approved with the stipulation that the fence must remain back a couple of feet from the corner of the house for consistency with the rest of the neighborhood. The ARC adjourned at 7:00 P.M.

- I. The Board of Directors meeting was called to order at 7:00 P.M.
- II. There was a brief review of meeting procedures and protocol.
- III. The minutes from the June 18, 2009 board meeting were motioned and approved (Note: this actually occurred during the report of officers).
- IV. Reports of Officers:
  - a. The current President, Todd Fraser, addressed the board. He thanked the board members for their service and spoke of some of the challenges we face in the months and years ahead. Todd then stated he is resigning as President effective immediately, and his resignation was reluctantly accepted by the board with sincere thanks for the many great things Todd has done during his tenure. Todd turned over his keys to the Vice-President, Angela Lounds-Singleton and indicated he will work with Angela and Kelly to ensure a smooth transition. Todd also suggested that we consider moving any available funds from Operating to Reserves and encumber them for the pool deck and repair/replacement of the Pecan Park fence. Todd then excused himself from the formal proceedings of the board meeting.
  - b. The board then considered and accepted a letter of resignation from Otto Ledee.

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- c. We considered a request from Karen Ledee to join the board, and this request was motioned and approved.
- d. The board then motioned and approved the following assignments of officers: Angela Lounds-Singleton, President; Dave Jenkins, Vice-President; Karen Ledee, Treasurer; Ron Newman, Secretary.
- e. Angela addressed the board and briefed us on the intent and format of the action items list. This document will attempt to capture and consolidate all old business and open tasks that are being worked by the board and FCM. Dave will maintain the action item list for the time being and ensure it is updated, as a minimum, in conjunction with production of the board meeting minutes. Items will be numbered sequentially, preceded by a date group indicating the year and month the item was established. As items are closed, they will be moved to an inactive list and the active items will be renumbered sequentially.
- f. Dave addressed the Board as departing Secretary, and asked that members review, motion and approve last month's minutes, which was done.
- g.
  - i. Karen addressed the Board as Treasurer, and expressed some concern about negative balances resulting from encumbrances and projected expenses on Todd's spreadsheet. It was determined that Todd had projected expenses for the pool and Pecan Park. Karen will need to ask Todd for clarification as needed when she updates the spreadsheet after FCM closes the June ledgers and disseminates the June Mentone financial information.
  - ii. Karen also pointed out that several categories of the Mentone budget are out of balance. For example, category 07095, Pavilion/Pool Maintenance and Supplies, is overspent while category 07094, On-Site Maintenance Staff, is underspent. Part of this may be budgeting errors, but it's also likely that some expenses are not being attributed properly in the accounting process.

V. Committee Reports:

- a. Landscape:
  - i. Nick Nichols addressed the board and asked for additional volunteers to review the Yard of the Month nominees for July. Several people volunteered and Nick distributed a list of nominees. Angela suggested everyone submit their top 3 in rank order so Nick will have an easier time picking a non-unanimous winner. This idea was accepted and Nick asked the volunteers to call him at 374-6569 with their top 3.
  - ii. Then we discussed the overall procedures and effectiveness of the monthly yard inspections. Kelly briefed that a homeowner must receive two letters before being fined, and can only be fined upon receipt of the third letter. Also these letters must be consecutive, i.e., the homeowner must be in violation for three consecutive months and must receive a letter each

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- month before fines can commence. If there is a break, either because the homeowner came into compliance or because FCM failed to send a letter, the clock resets to zero. Dave asked that we tighten up the yard inspection procedures. All reports of inspection should be sent to Kelly via e-mail, with cc: to Nick, by the second weekend of the month. On the Wednesday following that second weekend, Kelly will inform the board of any missing sections so the board can take appropriate action to get Kelly the missing inspection reports.
- iii. Angela requested that Kelly provide information concerning active violations and letters sent, and Kelly has agreed to provide this information although it will take time to put together. Dave will add this to the action items list as AI 09-07-20.
  - iv. Dave suggested that the inspections not be allowed to lapse during the winter months. This suggestion was tabled for the time being and will be discussed in greater detail in the fall.
- b. Financial: We discussed the timeline for next year's budget. We should plan on having a budget workshop in September and then a formal budget meeting in October. In the run-up to the budget workshop, Karen, Angela and Dave should meet, at FCM if possible where Kathy, the FCM accountant, will be available to answer any questions. Next, we discussed receivables and the owner aging report and Kelly gave us a rundown of some of the larger balances and what is being done to collect. She reviewed the foreclosure and lien process and discussed how debts carry forward to the new owner.
- c. Playground/Recreation/Pool:
- i. Stephanie Kolb was absent, and we decided to discuss pool area deficiencies during the review of action items. Kelly provided a copy of the Aquatics maintenance contract, and this document appeared to be legally insufficient to the board. Kelly needs to establish (or find in FCM files) a formal, legally binding maintenance contract with Aquatics.
  - ii. Angela expressed concern with the sanitation of the bathrooms. We need to ensure the bathroom floors are pressure washed and sanitized on a regular basis. Dave will update the action items to reflect this desire.
- d. Social:
- i. Debra Martinez led a discussion of the potluck picnic, scheduled for Saturday, July 25, 4 to 7 P.M. with a rain date of Sunday, July 26.
  - ii. All is on track, with lots of fun, music and activities planned.
  - iii. The committee is on budget, with about \$100 spent so far on drinks, supplies and flyers.
  - iv. Debra has walked the recreation field, and there is one sprinkler head which will be marked on the day of the picnic with a red plastic cup.
  - v. Debra has volunteers lined up and a plan for trash disposal and recycling.
- e. Welcoming/Love thy Neighbor: Angela briefed us that the Welcoming Committee has the letter for new residents all done and ready to send out.

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- f. Architectural Review Committee: No additional business.
- VI. General Manager's Report: Kelly had nothing new to report from FCM. We had discussed removing this item from the agenda, but Dave asked that it be retained as a placeholder so Kelly would be reminded to keep us updated on any corporate news from FCM.
- VII. Unfinished Business.
- a. Review of Action Items. Please see Action Items list for updates.
  - b. Pool Heater. The electrical work has been completed. Please see the Action Items list, AI-09-06-10 for details of the engineering steps required for final installation.
  - c. Playground Area Fence. Please see the Action Items list, AI 09-07-17. We decided that we need to understand exactly how much unencumbered money is available before committing to this project.
- VIII. New Business:
- a. Street Parking. The Association has no legal authority to force residents to park their cars off-street. We need to jiu-jitsu any parking complaints back to the residents who are bringing offenders to our attention, with the suggestion that a polite, friendly, neighborly discussion will have better effect than the board or FCM trying to control what is not within our purview to control.
  - b. Jogging Trail. Brad Batie has offered free mulch if we want it. This material is the chipped wood from trees that Mr. Batie has taken down. We decided to take him up on his offer, and ask him to mulch the short entrance to the jogging trail which comes off the east side of SW 85<sup>th</sup> Ter between 7023 and 7105. This will give us an opportunity to see if we like the material or not. This task will be added to the action items list as AI 09-07-21.
  - c. Other. No additional business
- IX. Homeowner Questions/Comments: It was after 9:00 P.M. at this point, so no residents were still present.
- X. Adjournment: A motion was made, seconded and approved to adjourn the meeting at 9:15 P.M.