

Meadow Cove HOA Board Meeting

Minutes

Tuesday, December 4, 2018

1669 Clover Circle, Melbourne, FL

Time: 6:00 PM

Meeting called to order

In attendance:

Maria Rivera

Pat Baehr

Rhoda Philips

Sharon McCall

Linda Cutting

Paulette Howell

1. Discuss and approve 2019 Assessment Letter to be mailed 12/15/2018

- a) Include Intent to lease letter and form to homeowners who do not reside in Meadow Cove
- b) Cost of stamps approximately \$100.00
- c) Discuss and approve Letter to homeowners who do not reside in Meadow Cove
 - o Intent to lease letter and form reviewed.
 - o Letter and form approved by the board
- d) Discuss reason for requiring information
 - o Time sensitive information: prevents immediate contact with homeowner (*I was unable to remind 5 homeowners about the special assessment*).
 - o Unable to inform homeowner of community issues concerning their tenants (*able to send snail mail only*)

2. Discussed and approved the December 2018 Newsletter

- a. Discussed the *2019 Assessment letter*

3. Discussed the Special Assessment Ledger/Action taken

- a) On 12/04/2018 @ 6:00 pm there were still 5 unpaid accounts
- b) 4 Accounts are rental properties
- c) Check the mailbox 12/1/2018. There were no more checks

- d) After texting the other board members, it was agreed to make a final attempt to make personal contact with the remaining homeowners before sending the ledger.
 - Rhoda Phillips agreed to do it.
 - It was agreed by the majority, since the payment is late, a late fee and interest charges was added to the assessment bringing the total amount to \$155.00.
 - Homeowners was given the opportunity to pay that amount then or be included in the ledger sent to the law firm.
 - Was able to contact 5 homeowners and collected 4 checks. One homeowner refused to pay despite reason.
- e) Email sent for board members to Approve ledger to be sent to law firm for collection.

4. Discussion and Approval to Increase 2019 Dues to \$57.75

- a) 55.00 was past amount. 5% added this year per Covenant and restrictions

5. Discuss the New candidates for the BOD and the election process

- a) Boxes with Election News were removed 11/30/2018
- b) 150 copies were printed providing each homeowner residing in Meadow Cove with a copy. Two volunteers oversaw the boxes. 56 homeowners did not pick up the notice.
- c) Failure to fill the quorum initiating the process turning over the HOA receivership.
- d) Candidate Box was removed from 1669 Clover Circle 12/1/2018
- e) Received Only 1 candidate application in the mail from Linda Cutting
- f) Discuss Letter of Receivership and impact on the association (*will be filed in January 2019*)
- g) Discuss Letter from the President about Receivership (*to be posted in realtor boxes/30 copies mailed to homeowners who do not reside in Meadow Cove*) 150 copies will be printed.
- h) What will be require in January if there is no board and process of receivership commences. This will not constitute a board.
 - Assessments: Deposits/collection
 - Paying Creditors

- Maintaining Website
- Answering emails
- i) If receivership is turn over: The association comes under strict management with enforced fines for violations to Rules and Regulations (*no negotiations/no notice*). Informed by the law firm, Assessment dues will increase to more than \$500 annual.

6. Fence/Columns

- a) Work on Columns completed by J. Black Masonry
 - Cost: \$4,200/ half down deposit, balance paid after inspection (Mike Painter)
 - 9 columns straighten, and extra concrete poured to secure
 - 1 column demolished and reconstructed, and a stucco finish applied
- b) Contracted notarized and signed with Professional Grade 11/30/2018 by president
- c) Deposit of \$10,000 was paid by check
- d) Email was received from Professional Grade Fence with all signed documents
- e) President is Unwilling to sign Land Clearing Form due to added cost that the association cannot pay at the time of completion for any removal of plants, trees, etc.
- f) Review Letter dated November 7, 2018 regarding clearing 2 feet to 17 homeowners
- g) Lots need to be inspected to ensure clearance has been done before document is signed and emailed.
- h) Notice to be posted on the homes along the fence of regulations related to fence land clearing described in the letter sent to home owners on November 7th.
- i) Discussion to visit and inspect homes along the fence to ensure that the area along the fence is cleared.
- j) Informed the permit could takes two weeks to receive
- k) Work to complete the fence should be done before the end of the year.

7. Discuss to reformat the Home page

- a) Add a “What’s New” button on home page
- b) Remove “What’s recently been added” list on home page
- c) Added sign up form to receive updates (*email*). Residents can sign up to receive email.

d) Changes voted and approved by Board

8. New Business:

Question: Who will run website if no board is appointed.

Lawyers will manage it.