

## Meadow Cove HOA Board Meeting

Date: Monday, March 09, 2015

Location: 1687 Clover Circle

Start: 4:00PM

### Attendees:

Rhoda Phillips – President

Wayne Bigler – Vice President

Nancy Romero – Treasurer

Johanna Romero – Secretary

The meeting commenced with the group going through the issues that were brought up during the HOA.

- Speed humps – a request for residential traffic calming was sent to the City of Melbourne Engineering Dept for a survey. The request was received and acknowledged by the City. Pending response from the City.
- New Facebook page called Meadow Cove Hoa was created to share information and receive request, complaints, and suggestions. Three homeowners have “liked” the page to date.
- Problem with parking on grass and curb on the Clover Circle corners were addressed with the tenants responsible for the issue. Pending corrective actions on their part.
- Initial review of the Covenants and By-Laws was performed.
- Violations for trash can, boat, trailer, ambulance are to be addressed via letter to the resident of the home in breach of City Ordinance and/or HOA Covenant and By-laws

### New Business

- Collection Agency - Rhoda consulted with a lawyer with respect to the homeowners with dues in arrears that were sent to collections. It is common practice to collect up to 5 years of unpaid dues.
  - Action Item – Wayne to send letters for all homeowners that had that had 2008-2014 dues in arrears and did not receive a letter for 2015 dues by the end of next week.
- Estoppels Letters -
  - Action Item – Wayne to continue addressing all requests for Estoppels letters to ensure that all new homeowners are aware of the HOA and its dues.
  - Action Item – A welcoming committee will be created to greet new homeowners and ensure that they are aware of the HOA Covenant and By-laws and its dues.
- Violation Notices - Rhoda consulted with a lawyer with respect to the homeowners' violations and stated that the HOA may levy fines against violators. Written notification stating that they have 10 calendar days to correct the violation, otherwise they will be fined \$100 per day per violation violations to City and/or HOA Covenant and By-laws.
  - Action Item – Rhoda and Johanna will perform an assessment of the 180 homes to validate violations.
  - Action Item - Johanna to create violation letters for those resident/homeowners with boats, trailers, ambulances, and/or other violations as per the City Ordinance and/or HOA Covenant and By-laws. The letter will state that the resident/homeowner will have 10 calendar days to correct the violation or they will be fined up to \$100 per day per violation. If fines are not paid they will be sent to a collection agency.

- Pond Maintenance – Escor will be replaced with Aquatic Systems Inc. Aquatic Systems Inc. will perform maintenance on a month to month basis.
  - Action Item – Johanna to contact Escor and notify them that their services are no longer required.
- Lawn Maintenance – The current lawn maintenance will remain in place.
- Stewart Entrance – The lights on the “Meadow Cove” entrance sign on Stewart Rd was not lit. Faulty wiring and one sprinkler head were replaced.
- Validation of residents – The Board needs to confirm the names of the owners and lessee against the current list of residents.
  - Action Item – Rhoda and Johanna to perform a home by home validation this week. This validation will also confirm how the resident would like to receive notifications.
- Newsletter – The creation of a newsletter was discussed.
  - Action Item – Johanna to produce a rough copy of the newsletter. Items on the
    - Introduction of the new board and how to contact us
    - Welcoming Committee
    - Community Safety – parking on street corners, house break-ins,
    - Signage on homes
    - Trash collection best practices
    - Dog Ownership and Responsibilities
    - Community Service – requests for volunteers to repaint the Lake Washington entrance, pressure washing collective, etc.
- Letter Stamp – a new stamp is needed that has a full name of the HOA.
  - Action Item – Johanna to go to Staples and purchase a new stamp.
- Next HOA Meeting – Residents are requesting updates on the items addressed at the HOA meeting on February 18. A meeting will be scheduled for the middle of May to allow sufficient time for progress to be reported.
  - Action Item – Wayne to confirm the availability of the hall for the following dates in May – 12, 14, 19, 21.

Meeting adjourned at 6:00PM.