

Meadow Cove HOA Homeowners Meeting Minutes

Date: October 12th, 2015

Time: 7:00PM

Meeting was called into order at 7:02PM by Board President Rhoda Phillips.

- ⚙ President introduced the newly elected Board.
- ⚙ Campbell Wren distributed handouts regarding the 'Robert's Rules of Order' to be followed at tonight's meeting and all following meetings. Once a motion has been presented, each member has the opportunity to address the audience to ask questions or make any remark.
 - Once a motion has been presented, please raise hand and wait to be acknowledged by the meeting Chairperson.
 - Stand up, state your name and address the Board and Membership. You have three minutes to discuss the motion – ask question, make remarks, and/or challenge the motion being addressed.
 - You will be allowed any follow-up questions, remarks, and/or challenges once all other members have had an opportunity to address the Board and Membership.
- ⚙ Pat Baehr presented the Treasurers Report. As of the end of September, the HOA had a balance of \$6,602. Current expenses are approximately \$600 a month with three more months to complete the year. Monthly expenses are:
 - Water
 - Electricity
 - Pond Maintenance
 - Postage
 - Fence Maintenance
 - General administrative costs
- ⚙ Rhoda Phillips presented the motion to increase the annual assessments from \$40 to \$50. The increase is necessary to replenish the reserves established to cover for wood fence replacement. This \$5000 reserve established for the replacement of the Stewart Rd fence has instead been used to cover legal fees to sever the contract with HOA Capital Advisors. The Board finds it necessary to increase the assessment to cover increased administrative feeds and additional costs that were not required in the past:
 - Wall maintenance reserve
 - Pond drain mechanism problems
 - Liability Insurance & Fidelity Bonds for those who sign checks
 - Annual Audits
 - Website
 - Increased office supplies
 - Legal fees
 - HOA members that do not pay their dues
- Tom Hasenmayer asked "What do we consider our expenses as per the Bylaws, Declaration of Covenants & Restrictions, and Articles of Incorporation?" He questioned the fences and entrances being part of the "common area" that is owned by the HOA and requires maintenance.
 - Rhoda Phillips explained that the fences and entrances are part of the property owned by the HOA and produced documentation from the City of Melbourne pertaining to the ownership. She stated that there is a lot of old documentation that has been lost through the years and some that are still with old Board members and that they still have not reviewed those documents.

- Tom Hasenmayer also asked “How many votes are required for making a change to the assessments?” He stated that the Bylaws are antiquated and are not specific.
 - Campbell Wren stated that the DCRs state that the requirements for voting to change the assessment amount are 2/3 of the membership attending the meeting or via proxy. Discussion ensued with regards to what we declare is quorum
- Linda Cutting asked “How much is the monthly expenditures?”
 - Pat Dietland Baehr answered that the current expenses are approximately \$600 per month. However, they will increase in 2016 New Year when the required insurances are added.
- Bob McMillan asked “We have 180 lots; how many are required for votes 2/3 of 180 lots or members and proxy present?”
 - Campbell Wren answered that it was 2/3 of the present members and the proxy votes.
- Linda Cutting asked “How many homes are represented tonight?”
 - Kelly Wenzlick and Rhoda Phillips answered 52 present and 5 proxy votes - 57.

⚙ Vote was called and the motion passed with 49 Yea votes, 7 Nay votes, and 1 Non-vote.

⚙ The floor was opened to questions and comments from the membership.

- David Toombs requested that the Board send out a financial statement with the breakdown of all expenditures.
- Who is responsible for the maintenance of the interior side of the “common walls” (facing Stewart Rd and Lake Washington Rd) when it comes to such as painting or pressure washing? Is it the homeowner or the HOA?
 - Rhoda Phillips stated that the homeowner is responsible for the maintenance of the interior of the wall– including integrity of the foundation by ensuring that the landscaping does not affect the foundation.
- Has everyone on the Board received their certification?
 - Rhoda Phillips answered yes and all certifications are filed with the Secretary.

⚙ Terry Oliver from the City of Melbourne’s Code Compliance Division came to the meeting to address code compliance.

- Boats, motorhomes, trucks, etc. are to be stored on the side lot of the house, behind the house, or outside of the view from the street. They are not to be stored in the garage. They may be the street for longer than 48 hours for loading.
- Trash cans are not to be stored on the face of the property. They are to be stored 10 feet behind the property line on the side of the house, in the garage, or behind a fence.
- Code Enforcement will address grass overgrowth when it is twelve inches (12”) or longer. The City will contact the homeowner and allow 10 days for the homeowner to contact them before they proceed with mowing the lawn.
- A question was asked with regards to the line of sights for landscaping overgrowth that obstructs line of sights on corner lots. Mrs. Oliver stated that she wasn’t sure on the measurements for this and will send Rhoda Phillips the details on this matter.
- Cars can park on the easement.
- Issues of cars parked on sidewalks or obstructing sidewalk right of way would need to be addressed by the Police.
- Noise disturbances should be addressed by the Police.
- Joan Burch stated that she was getting harassed by someone who was ringing her doorbell and knocking on her door late at night. She was told by the non-emergency police line to call 911. Mrs. Oliver stated that harassment issues like this need to be immediately addressed by the Police by calling 911.

- ⚙️ Kelly Wenzlick addressed the membership to discuss the Architectural Control Committee (ACC) and its purpose. It is the purpose of the ACC to ensure design continuity in the neighborhood, basic maintenance standards, and send notices to members with regards to infractions.
 - The ACC would like to prepare Welcome packages new homeowners and/or tenants that move to the neighborhood. These packages would include a folder with the HOA documentation (Articles of Incorporation, Declaration of Covenants & Restrictions, and Bylaws) a list of the Board Members, latest newsletter, and a directory.
 - The ACC would like to put together a list of homeowners with a specific skill or trade that can be offered to the membership at a discounted price or by barter. For example, if there are notaries, contractors, painters, landscapers, computer technicians, etc., that would like to advertise their services to their neighbors.
 - A member asked “Does it really take the ACCs take 30 days to process a request?”
 - Kelly answered no. Requests are usually taken care of in 2-3 days.
 - The same member asked if all work to be done on a home is required to be completed in 60 days. She recalled that she thought she saw it
 - Kelly answered that the ACC did not place time limits on when projects would need to be completed.
- ⚙️ A member asked if there would be a budget for 2016.
 - Rhoda Phillips stated that the 2016 Budget will be sent to the membership with the invoice for the 2016 Dues. This will also include a detailed Financial Statement for 2015.
- ⚙️ A member asked what was the amount that was required to have for the reserve.
 - Rhoda Phillips stated that at this moment the Board did not have that number. At minimum, the reserve should be \$5000.

Motion to adjourn the meeting was presented at 8:30PM by Wendell McDaniels and seconded by Kelly Wenzlick.