

TWIN LAKES

subdivision homeowners association, inc.
A Corporation Not-for Profit

Meeting Minutes

Date: Aug. 25, 2009 **Time:** 6:00 p.m. **Location:** Ferman Dealership on Hwy 54

- I. **Call to order:** President Paul Theriault called the meeting to order at 6:07 p.m.
 - A. **Officers present:**
 1. President - Paul Theriault
 2. Vice President - Joe Saladino
 3. Secretary - Dean Goldsworthy
 4. Treasurer - John Pavka
 - B. **Members present:**
 1. Randy Cook
 2. Steve Fickett, present but tardy
 - C. **Residents:**
 1. Jim Harper
 2. Joe Click
 3. Lori Hall
 4. Gary Willie
 5. Kathy Willie
 - D. **West Coast Management Co.**
 1. Denise Helbig
 2. Camille Sanabria, LC AM
- II. **Proof of Notice of Meeting:** The meeting notice was posted on the pool cabana and lighted entry way bulletin boards on July 20, 2009. Agenda was posted August, 23.
- III. **Minutes:** A **motion** to approve the minutes for the Association members meeting on July 15, 2009 was made by Joe Saladino and seconded by Steve Fickett. All voted in favor, the motion carried.
- IV. **Officer's Reports**
 - A. **President's Report:**
 1. Paul Theriault set the next board meeting for Sept 16.
 2. Set annual meeting for Oct. 17.
 3. Set community garage sale for Oct 24.
 - B. **Treasurer's Report:**
 1. Paul Theriault verified the new management company received the July financial statement from the old management company. Denise Helbig noted future financial reports will be changing slightly, in that they will be easier to read.
 2. Paul Theriault asked if financial statements can be sent electronically instead of being mailed out? Denise Helbig said yes, she will send out a pdf from now on. We'll get a balance sheet, an income statement, a general ledger, a checking account balance and a reconciliation statement and she will continue to send delinquent account notices to all board members.
 3. John Pavka reported we'll stop using the accrual accounting method, and start using the cash basis accounting method.
 4. John Pavka reported \$ 72,000 in reserves. Current receivables are \$ 29,000. One third of receivables due is made up of just 6 residents, all of which have been lienied by the association (some are in foreclosure), suggests we concentrate recovery on these

addresses. Denise Helbig recommended using a different lawyer that doesn't require up front money for liens. Then she explained the lien process: 1) lien property, then 2) lien foreclosure - HOA takes the property away from the owners) Then she clarified a mortgage foreclosure is when the mortgage hasn't been paid. As our agent the new management company is notified of mortgage foreclosures and they will notify the board. Denise Helbig then said their company is very proactive in working with home owners to work out payment plans to avoid liens at all, "they want to work with residents."

5. John Pavka took on a special project looking for FDOT grant requests. He stated the local roadways are handled by Pasco county metropolitan planning organization. John has been speaking with Sr. planner Manny Lajmiri and Manny will propose at the Sept. MPO meeting that Foggy Ridge get sidewalks from the pool to highway 54 by placing it as a candidate for the enhancement priority list via the American Recovery Act. This may add a Foggy Ridge sidewalk at no cost to us. Repaving of the road is a separate issue.

V. Committee Reports

A. Architectural Review Committee:

1. Denise Helbig reported Naomi handles architectural request reviews for West Coast Mgmt. co. and offered to have architectural reviews start with the management co. & then be forwarded to ARC committee chairman.
2. John Pavka reported an approved white vinyl fence for 24215 Twin Lake drive. It is replacing a wooden fence.

B. Landscaping:

1. Lori Hall requested permission to plant a dusty miller and other plants at the front entryway and spend apx. \$ 150 to replace dead plants around trees. A **motion** to spend \$150 or less on plantings was made by Joe Saladino and seconded by Randy Cook. All voted in favor, the motion carried.
2. Reviewed how landscaping committee saves money by planting, mulching and fertilizing plants themselves instead of hiring a company. **Denise Helbig** noted checks for payments normally will be cut on 15th and 30th of the month. But anytime someone has an expense, such as the landscaping committee, and they need a check cut right away just note "ASAP" with their request.
3. Set Sept. 12 at 9:00 a.m. as the next planting date.

C. Curb Appeal Award:

1. Steve Fickett reported July & August photos were mailed to Dean Goldsworthy to post on the web site.
2. Steve Fickett stated current winners had an interest in helping name the subsequent month's winner.

VI. Manager's Report:

- A. Camille reported she'll drive two inspections a month. Paul Theriault requested one inspection be done either early or late in the day so she can observe such things as commercial vehicles (which aren't there during the work day). Denise Helbig invited board members along on inspections. Board members can report violations any time and residents can email photos of violations to West Coast Mgmt. Camille reported
- B. Denise Helbig reported she is working on next years budget with John Pavka.
- C. Denise Helbig introduced a "hearing board/panel/committee." She reviewed our documents and they do not preclude such a thing. Florida statues allow for fines or assessments for issues that are out of compliance with our by-laws and to assess a homeowner after they have been given proper notification (a first, second and final notification sent by certified mail). It is possible to fine \$ 100/day up to \$ 1,000/occurrence. The goal of this statue is to motivate homeowners to come into compliance with the by-laws. It becomes an encumbrance on their property. They cannot sell or refinance their house until the fee is paid off. Residents will get a notice of hearing, the hearing board will meet with the resident (with the management company present) and determine whether or not to fine the resident. The hearing panel has discretion to allow flexibility in the time frame to come into compliance. For example, if the resident asks for a 30-day extension the hearing board may negotiate and allow a 10 day extension.

The hearing board will require 3 non board members to meet with residents who have complaints lodged against them. If residents don't show up, the hearing panel must rule in favor of the board of directors and fine the homeowner. The hearing panel process will negate the need for \$ 105 3rd violation letter currently in effect. Jim Harper and Joe Click volunteered to be on the hearing board. Jim Harper recommended a four member panel. Denise Helbig noted it is possible to phone in a member.

VII. Unfinished Business

- A. Paul Theriault inquired when the Daily Group would start painting the pool cabana? Joe Saladino reported work would begin on or after the 10th of Sept.
- B. Paul Theriault reported three steel doors have been installed as a security enhancement. He noted a spring needs adjusting.

VIII. New Business

- A. An anonymous resident would prefer in the meeting notes that resident concerns were stated as "concerns" and not "complaints." Denise Helbig said if a resident wants to remain anonymous they can state so before they speak, but reminded everyone they are speaking in a public forum.
- B. An anonymous resident welcomed the new mgmt. co. asked if they received all the files from the old management company and if the new management had read all the covenants and bylaws. Denise Helbig said they have.
- C. Anonymous resident wanted to know if the new management company had encountered any legal issues with our covenants that may need clarification. Denise Helbig said they have not.
- D. Anonymous resident wanted to know if the new management company has performed a drive thru yet and asked if a board member attended the drive through. Denise Helbig said last Thursday they did a drive through with a board member present. Denise Helbig encouraged residents to contact the management company to take care of concerns in between board mtgs.
- E. The residents at 2313 Foggy Ridge Parkway inquired about a "parking on lawn" violation letter they received. They asked if there was photo evidence of the violation. They stated they don't park on their lawn. Denise Helbig said sometimes mistakes are made and please call and talk to them at the office where they have information on the violations. Denise Helbig asked if their neighbors park on the lawn? Denise Helbig and Paul Theriault apologized for the error and thanked them for coming in to clear it up right away.
- F. John Pavka reported Southwest Florida Water Management District reported the lowest lake level ever for Twin Lake in May and that was 59.5 ft. above mean sea level. He reported pumping numbers dropped to 0 in December and that he is requesting more recent graph data from SFWMD because what they sent him was useless.
- G. The board discussed the 2010 budget and should an increase be made to it. John Pavka recommended, recognizing times are economically difficult, we make some increase to assist in building our reserves and because the last time we did not increase the budget at all we ran a deficit. Some large expenditures coming up are increased security costs, remarketing the pool, and replacing the original pool filter. Paul Theriault stated in a best case scenario a 5% increase would be desirable to achieve building our reserves for repaving, remarketing, etc., but with uncertain economics ahead and with unemployment up and people struggling perhaps we should consider a small increase this year. Steve Fickett and Dean Goldsworthy proposed a 0 to 2% increase may be appropriate. A **motion** to increase the budget by 2% was made by John Pavka and seconded by Joe Saladino. A majority voted in favor, the motion carried. Steve Fickett opposed the increase.

- IX. **Adjournment:** A **motion** to adjourn was made by Dean Goldsworthy and seconded by Steve Fickett. All voted in favor, the motion carried. Meeting was adjourned at 7:53 p.m.

Respectfully submitted,

Dean Goldsworthy
Secretary

Minutes approved: _____ Date: 9/16/09