

# RIVER WATCH

HOMEOWNERS ASSOCIATION, INC.

## Board of Directors Meeting March 20, 2019 Meeting Minutes

### 1. Call to Order-Certifying of Quorum

Margaret Cabral called the meeting to order at 7:00 p.m. Board members Susan Flynn and Becky Clemments were also present, therefore a quorum was established. The board verified timely meeting notice and Manager presented affidavit of mailing for postcard notice sent to all owners. Doug Pinner and Jennifer Conti represented McNeil Management.

### 2. Approval of Meeting Minutes: Board reviewed the prior meeting minutes.

**On Motion:** Duly made by Susan, second by Becky and carried unanimously.

**Resolve:** To waive reading and approve the prior meeting minutes as presented.

### 3. Open Discussion

Sidewalk Issues – Discussion regarding removal of trees and sidewalk repairs. Several specific issues noted along Freesia Court, including 12305 Freesia Court. Board asked Manager to follow up with HOA's preferred vendor to request inspection and repair proposals for affected areas.

Gutter Pan – Owner at 9617 Birnamwood presented photo indicating the gutter pan is not draining toward storm drain. Water is backing up and pooling in front of her home. Manager will ask HOA's preferred vendor to inspect this area along with sidewalks and propose repairs as needed.

Golf Carts – Board and owners mentioned that some residents have been seen driving golf carts that are not roadworthy along community streets. Owners are asked to alert Manager when drivers can be identified by name or property address, so Manager can send violation letters as appropriate.

Private Security – Margaret said she had received general questions regarding the possibility of hiring private security for nighttime patrols within River Watch. Board asked for input from Manager, who provided input regarding past experiences from other clients regarding private security. Essentially, other clients had found it expensive, underwhelming service and lacking in overall value. A homeowner in attendance echoed these sentiments based on his own professional experience with security personnel at his own workplace. Board will continue to rely on Off-Duty HCSO patrols if/as needed.

Gate Remotes – Manager reports that initial attempt was made to find keychain style remote in place of larger remote. Devices attempted thus far have failed, apparently due to difference in frequency. Homeowner shared information regarding keychain remote model that has been found to work. Manager will research further.

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## 4. Business Items

**Electric Issues With Up-Lighting:** Committee reported that landscapers continue cutting wires attached to up-lighting on left side as entering community. Committee will replace GFI outlets that keeps tripping.

**Gate Preventative Maintenance:** Board discussed renewal of annual preventative maintenance contract with American Access Controls.

**On Motion:** Duly made by Margaret, second by Susan and carried unanimously.  
**Resolve:** To renew the preventative maintenance agreement for the entry gate.

**Reserve Study Update:** Manager shared proposal from Reserve Advisors for conduction of reserve study update. Margaret shared a recommendation from James Pulkowski, Treasurer that the study be updated. The last update was conducted approximately 10 years ago.

**On Motion:** Duly made by Margaret, second by Susan and carried unanimously.  
**Resolve:** To approve the Reserve Advisors proposal for performing a reserve study update, with 1 additional hardcopy to be provided.

**Parking & Towing Policy:** Board discussed overnight parking and towing requirements. Manager will forward adjusted/adopted policy to Board and attorney for final review. Association will distribute new policy to all owners and ask attorney to record with county.

**On Motion:** Duly made by Becky, second by Susan and carried unanimously.  
**Resolve:** To define overnight street parking as parking in the street anytime between the hours of 1am and 6am.

**On Motion:** Duly made by Susan, second by Becky and carried unanimously.  
**Resolve:** To send violation letter and place sticker as warnings prior to towing.

**On Motion:** Duly made by Margaret, second by Becky and carried unanimously.  
**Resolve:** To override prior vote and utilize the warning sticker as only method of notification regarding parking infraction. No violation letter will be sent.

**On Motion:** Duly made by Becky, second by Susan and carried unanimously.  
**Resolve:** To adopt Parking/Towing policy as adjusted.

**Gate Access Policy:** Board discussed and reviewed the policy for Directory entry. Manager will forward adjusted/adopted policy to Board and attorney for final review. Association will distribute new policy to all owners and ask attorney to record with county.

**On Motion:** Duly made by Becky, second by Susan and carried unanimously.  
**Resolve:** To adopt the Gate Access Policy for Directory entry method.

**Gate Items:** Board asked Manager to contact American Access Control (AAC) to reduce the closing delay/timing on the entry and exit gates if possible. Homeowners say that

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tailgating is too easy and happening often due to how long it takes gates to close after each vehicle. Manager will also ask AAC to propose keypad locks for the pedestrian gates.

**Records Access Policy:** Board discussed and reviewed the policy. Board asked Manager to insert statement regarding expected response time following submission of request. Manager will forward adjusted/adopted policy to Board and attorney for final review. Association will distribute new policy to all owners and ask attorney to record with county.

**On Motion:** Duly made by Becky, second by Susan and carried unanimously.

**Resolve:** To adopt the Records Access Policy with addition of response time.

**Architectural Standards:** Board reported that committee is still working to draft/propose updated standards. Topic tabled until committee completes its effort.

**Annuals Planting:** Board reviewed proposal for \$305 for planting annuals. As this is a budgeted item, manager was directed to ask landscaper to proceed.

**Preservation of the Covenants and Restrictions:** The board considered the desirability of filing notices to preserve the covenants or restrictions affecting the community or association from extinguishment under the Marketable Record Title Act, chapter 712, and whether or not to authorize and direct the appropriate officer to file notice in accordance with s.720.3032.

**Yard Sale:** The Board discussed the details for the community wide yard sale. Board asked manager to forward information to webmaster to place on the website. HOA will place ads in local paper(s).

**On Motion:** Duly made by Margaret, second by Susan and carried unanimously.

**Resolve:** To conduct the Yard Sale from 8am to 3pm on Saturday, April 6, 2019.

**Alteration Requests:** Board reviewed the Architectural Committee's recommendations regarding incoming alteration applications. Manager presented an updated and streamlined version of the Alteration Application form for review and consideration. The Board asked Manager to insert a statement on the new Alteration Application form regarding "no storage of building materials." Manager will adjust the form and send to the BOD/ACC for final review prior to implementation.

**On Motion:** Duly made by Becky, second by Susan and carried unanimously.

**Resolve:** To approve the Architectural Committee's recommendations regarding submitted requests.

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**5. Reports:** Manager reviewed financial and management reports. There were no questions. The board also reviewed the attorney reports and determined the following on violation matters:

- 1) Manager and Board to check for vehicle after expiration of agreement on 4/13/19, then follow up with attorney to either close matter or proceed as appropriate.
- 2) Ask attorney to take the next step, preferably a demand letter
- 3) Board indicated property has corrected prior noted violations. Request attorney send reminder letter regarding yard ornament limitations
- 4) Ask attorney to proceed with statutory offer to participate in mediation
- 5) No action
- 6) Report to attorney that matter is resolved and considered closed.

## 6. Adjournment

**On Motion:** Duly made by Becky second by Susan and carried unanimously.

**Resolve:** To adjourn the meeting at 9:20 p.m.



Prepared by Manager on behalf of Secretary