

# PARKER'S LANDING HOMEOWNER'S ASSOCIATION

Board of Directors Meeting

March 14, 2017

## Minutes

### **CALLED TO ORDER:**

The meeting was called to order at 6:30 p.m.

### **DIRECTORS ATTENDING:**

Leah Wilkening  
Linda Booher  
Wes Kauder  
Evelyn MacLeod

### **ALSO ATTENDING:**

Bob Anderson  
Ira MacLeod  
Kimberlie Turk – Etheridge Property Management

### **APPROVAL OF MINUTES:**

Wes Kauder expressed that he'd like to include the Financial Reports, specifically the Aged-Receivables in the Minutes but was advised by Kevin Etheridge, Association Manager, that Aged-Receivables weren't allowed to be noted in the Board Meeting Minutes due to privacy issues. Evelyn MacLeod mentioned that she didn't understand why they weren't allowed to be noted in the Minutes if the association had the right to post the Aged-Receivables at the entrance gate to the pool. The Board requested that Kimberlie discuss this further with Kevin and get a better understanding of this practice. The Board would like to see the Income Statement and Balance Sheet still included (as attachments) in the Minutes in the future. After discussion, Wes Kauder moved to approve the January 17, 2017 Board of Directors Meeting Minutes. Linda Booher seconded. Motion passed, unanimously.

### **PROPERTY MANAGER'S REPORT:**

Violation Report –

Kimberlie Turk presented a sheet listing all of the violation's that EPM has sent out since the beginning of the year. She explained that the last documented inspection was done during the week of January 30, 2017-February 3, 2017, which resulted in a small number of letters being generated and sent out to notify the Homeowner's that were in violation. It was stated that the only "reoccurring" violators that have been documented by inspectors were for parking in the street. Wes Kauder would like, at least, a monthly inspection be done by EPM and that Kevin Etheridge notify the Board of Directors of the results of that inspection, even if there isn't anything documented.

Legal Status Report –

A copy of the Coastal Law Group Assessment Collection Status Report was given to Wes Kauder and reviewed. Wes requested that Kevin Etheridge regularly update him on the legal status as Kevin is the one that communicates with Coastal Law Group. After the Board reviewed and discussed, Wes stated that the overall status of the Legal Action, for the association, has gotten better.

### **TREASURE'S REPORT:**

Wes Kauder reviewed the current financials as of Feb 17. Overall, the Association financial status is in fair condition. We haven't incurred any significant repair expenses for the last several months. But lying in the background is the repair of the entrance gate which could range from \$3,600 to \$4,200. Awaiting determination of the insurance company. In which case, the expense could be \$500. Also, repair of a section of the sidewalk by the lake is undetermined but have an estimate of \$5,000 from Emerald Coast Lawns. Looking for two more estimates of a lower amount from them. The financial

report shows the Year to Date Revenues for the end of February as \$53,014 which is \$3,722 behind of budget. Expenses as of end February for the quarter were \$528 under budget but \$2,792 over budget for the Year To Date. Management began collecting rent from the 9761 Leeward property in February.

The Petty Cash balance is at \$200 this month with only one expenditure since last report. A bill for \$24.09 was submitted by Wes for the surveillance camera for the front entrance.

The number of Aged Receivables past due for the second month of the 3<sup>rd</sup> quarter at the end of February was 21, which is up 3 from December. This results in a total of \$4,423 in outstanding dues and an overall total \$11,839, up a couple thousand from December. There were 11 Owners over 90-days in arrears as of 28 February, which is up 3 from December. There remains 5 Owners with legal action pending against them. Management will continue to process delinquent dues through the legal process.

At the end of February; there was \$4,383 in the Operating Account, \$200 in the Petty Cash Account, and \$34,086 in the Reserve Account and CD for total of \$38,670/41,538 in Total Current Assets. We spent \$800 from the Reserves for painting the entrance and stop light. The Reserves remain short from planned due to being used for some of last year's maintenance expenses.

From the Improvement/Repair Project List, the HOA completed the painting of the front entrance and stop sign. We received estimates from Emerald Coast Lawns for updating the scrubs at the entrance and the pool.

### **UNFINISHED BUSINESS:**

Pool Gate –

The Board would like to meet with the pool guys around July-August and potentially discuss changing the gate code. The cost to do that is ~\$150.00.

It was also noted, during the meeting, that there had previously been an issue with the pool gate not closing properly. Since this was reported, EPM has been out and repaired the “spring” mechanism. If it's observed that it's still having issues, the Board was asked to contact EPM for further repairs.

Security Cameras –

Wes Kauder stated that the “security camera” was installed at the entrance to monitor the gates. The Board discussed that this option would be monitored for a little while to see how affective they are in deterrence of association mishaps and perhaps install one or two at the pool.

9761 Leeward Way –

The Board discussed, in detail, the rental property and its status. Kimberlie explained that the tenants have been in the rental property since February 1, 2017, for a year-long least term, and that the beginning of the deductions for the cost of the maintenance of preparing the property would begin March 1, 2017. Wes Kauder requested that an income to debt ratio be, in detailed, broken down and sent to the Board, periodically, so they can keep monitor what's being paid versus the income coming in and the status of EPM's maintenance invoices being paid off. Kimberlie will discuss this further with the Association Manager.

### **OLD ACTION ITEMS:**

Wes Kauder reviewed the association's Action Items.

### **ASSOCIATION WALK AROUND:**

The Board of Directors would like to schedule a walk around the property with Etheridge Property Management. Kimberlie will review Kevin's schedule, discuss, and make arrangements with Kevin.

### **CONTACT FORM W/ ASSESSMENTS:**

The Board of Directors indicated that they would like an "Update Owner's Information" form to be sent out in the next set of assessment bills (including owner's name, owner's e-mail address, if they have a renter or a property management company and their contact information, etc.) Kimberlie will draw up a form and have Rachel with Etheridge Property Management include it in the next quarterly billing.

### **NEW BUSINESS:**

#### Entrance Gate Repair –

The Board of Directors discussed the entrance gate, specifically, the contract with Johnson Communication and the status of the insurance claim for the damage from the lightning strike. Kimberlie will follow up with Kevin to address, with the Board, what the status of the filing / update of the insurance claim to repair / replace the gate system. It was noted that the cost to replace the entire system and its board might be more logical, financially, long term than to try and repair the damage to the gate.

#### Sidewalk Repair –

The Board of Directors discussed the sidewalk repair to about 20 feet of sidewalk boarding the gate. It has become under washed and in danger of crumbling. The Board received an initial estimate of about \$4,500 from Emerald Coast Lawns. The Board deemed that too expensive and requested a second estimate which was received for about \$3,000. Wes is researching a less costly solution.

#### Landscaping Repairs –

This issue was tabled for now pending the financial outcome of the entrance gate repair and the sidewalk repair.

#### Entrance Drainage –

The Board of Directors discussed the need for a better drainage system at the entrance as there seems to be a problem with flooding of the entrance roadways on one side of the road. Bob Anderson noted that the land from the entrance to the small river is county owned and probably has numerous utility wires underneath. So, the Board decided not to pursue the idea.

#### Animal Control / Relief –

The Board of Directors expressed concerns with increased number of reports and observations of people not properly following the requirements of their animals within the association. Specifically, not picking up after them and allowing them to roam without a leash. The Board requested that Etheridge Property Management send out a blast e-mail notification requesting owner's cooperation and explain that it's not just against the HOA Rules & Regulations, but that it is also against the Santa Rosa County Animal Control and Leash Law(s) and that it is the responsibility of the owner of the property to ensure that their renters are aware of these rules and requirements and are responsible for ensuring that they are being abided by. These efforts have been made in the past and seemed to be temporarily successful.

#### Welcome Packets (Bob Anderson) –

Bob Anderson discussed with Kimberlie the current Welcome Packets and the desire / need to amend and update some specific information on them. Bob will work with Kimberlie on these changes and they will generate an updated Welcome Packet for distribution to new owner's / renters.

**PLANS FOR MAY GARAGE SALE:**

The Board of Directors decided that the garage sale would be scheduled for Saturday, May 6, 2017 from 7:00 a.m. – 1:00 p.m.

**ADJOURNMENT:**

Next Meeting Date –

The next Board of Directors Meeting will be Tuesday, May 9, 2017 at 6:30 p.m. at the Parker's Landing Pool.

There being no further business, the meeting adjourned at 7:45 p.m.