

# SPANISH TRACE HOMEOWNERS ASSOCIATION

Annual Owners Meeting

August 28, 2018

## Minutes

### CALLED TO ORDER:

The meeting was called to order at 6:10 p.m.

### OWNERS REPRESENTED:

Begue

Butler

Goolsby

Neville

Peckinpaugh

Preston

Russell

### GREG SHIRES – Asphalt, Paving, & Seal Coating, Inc.:

Greg Shires presented the association with a re-paving proposal for 1 ½ inch hot mix asphalt with paver to, with compact and roller:

1. Via Conquistadores
2. Calle Cabeza De Vaca
3. Calle De Narvaze
4. Calle Hernando Desoto
5. Calle Ponce De Leon

The proposal did not include the circle on Calle Ponce De Leon (recently paved). The quote also did not include any repairs that might be required prior to repaving and does not include man hole cover extensions. The contractor also noted that no man hole covers appear to be on the streets.

The total bid amount was \$117,750.00. Greg Shires provided an overview of the conditions of the streets in Spanish Trace and fielded several questions from the homeowners. In closing, Mr. Shires mentioned that, if the association does not repave the streets soon, further deterioration will occur, and complete removal of the existing street will be required, which will dramatically increase the cost of the project.

After Mr. Shires left the meeting, the association discussed ways to pay for the paving project. Based on the associations July 31, 2018 Financial Report, Kevin Etheridge, Association Manager, projected that the association would carry over approximately \$30,000.00 at the end of 2018 into 2019 and suggested that a portion of these funds could be used to off-set part of the cost of the repaving project. After discussion, it was noted that funding for the project should be made in full and the ~\$30,000.00 carry over could be used if there are any collection issues.

Kevin Etheridge discussed three (3) potential ways to pay for the repaving.

### Option 1. Special Assessment –

**Section 4 – Special Assessments for Capital Improvements.** In addition to the Annual Assessments authorized above, the association may levy, in any assessment year applicable to that year only for the purpose of the frame, in whole or in part, the cost of any constructions, reconstruction, repair, or replacement of a capital improvement upon the common area, including fixtures and personal property related thereto, provided that any such assessment shall have the assent of 2/3 of the votes of each class of members who are voting in person or in proxy duly called for this purpose.

There was unanimous consent among the members at the meeting that the roads would need to be repaved.

It was noted that if a special assessment were passed, the obligation to each owner would be as following: \$117,750.00 / 75 lots = \$1,570.00 per lot owner. It was suggested that this amount could be spread over a six (6) month period, requiring each homeowner to pay either in full or six (6) monthly payments of \$262.00 per month.

**Option 2.** Santa Rosa County (Municipal Service Benefit Unit) MSBU –

Etheridge Property Management can assist the association in submitting the required paperwork to the county to fund the road paving project through an MSBU. The MSBU would have to be passed by a certain percentage of the owners within the association which would be affected by the funded matter and votes would be taken and received through paperwork provided by Santa Rosa County. The deadline for submitting an application for an MSBU for Road Paving is January 30. If an MSBU were to be passed, the county would levy an additional assessment for the MSBU onto the tax bill as a non-ad valorem assessment for each parcel owner affected by the work that is being done, which is spread over a certain number of years (this amount of time is determined by the County).

**Option 3.** Seek out a bank loan to fund the project –

If this option is to be accepted, the association would be required to provide documentation to the bank that a special assessment has been passed in order to fund the pay back of the loan.

Conclusion: The homeowners directed Kevin Etheridge to discuss the association's options and desires to have the roads repaved with the association's attorney, Karry-Ann Schultz, to discuss the protocol and documentation required to pass a special assessment. Once this information is received, Etheridge Property Management will review with the Board of Directors and subsequently send out an explanation and provide options to homeowners to vote on the funding option of their choice.

It was also noted that the La Mesa Homeowners Association pays Spanish Trace Homeowners Association \$1,400.00 per year, for the use of the Spanish Trace roads.

Other Notes –

1. Greg Shires noted that if the streets were to be repaved, the projected life of the new road would be ~20 years.
2. The association would be required to hire someone to kill any grass growing between the ribbon curb and street prior to repaving.

3. The rubber / plastic speed bumps currently in position along the streets of Spanish Trace, in many cases, are deteriorated. The Board of Directors have discussed installing asphalt speed bumps. If the paving project is approved, the association will have the contractor install asphalt speed bumps.
4. Greg Shires indicated that the time frame for repaving is 5 ½ – 6 days, depending on weather.
5. Kevin Etheridge was asked to make contact with Waste Pro concerning some of it's drivers not backing into the cul-de-sacs and, therefore, doing additional harm to the asphalt.

#### **LANDSCAPING:**

Ken Preston suggested that the area along 399, just to the west of the Spanish Trace entrance be added to the lawn service scope of work. It was also noted that the common island needs to be beautified, however, there is no irrigation on this island. Kevin Etheridge will discuss with lawn service contractor.

It was noted that the sprinkler system along Via Conquistadors is in need of repair. Low pressure indicated in some areas. Some heads may need to be cleaned out or replaced.

#### **DRAINAGE:**

A few owners at the meeting were concerned with portions of the drainage system in certain areas. Kevin Etheridge suggested that the association may want to find a drainage contractor that could properly maintain the drainage pipes on a routine basis. Kevin Goolsby indicated that he is very familiar with some of the immediate issues with regards to drainage issues and pipes and offered his assistance in pointing out these issues.

#### **NEW BUSINESS:**

Ken Preston noted that there are a number of street signs which are damaged or missing. Kevin Etheridge will evaluate and replace missing or damaged signs.

It was mentioned that the Spanish Trace entrance sign is in need of repainting.

Kevin Goolsby suggested that the association send a few shifts of off-duty police officers to monitor traffic in Spanish Trace.

#### **ELECTION OF DIRECTORS:**

A motion was made and seconded to change the makeup of the association Board from three (3) to four (4) Board Members. The following were nominated:

Kevin Goolsby  
Ken Preston  
Mike Harrington  
Becky Butler

John Butler moved to accept the four (4) nominees. Joe Begue seconded. Motion passed, unanimously.

#### **ADJOURNMENT:**

There being no further business, the meeting adjourned at 7:35 p.m.