

CYPRESS HEAD MASTER HOA
C/o Clifton Management, Inc.
1326 So. Ridgewood Avenue, Ste. 14
Daytona Beach, FL 32114

BOARD OF DIRECTORS' MEETING MINUTES
Cypress Head Master HOA
October 16, 2018 - 7:00 P.M.

CALL TO ORDER/ROLL CALL: The meeting was called to order at 7:00 P.M. by President, Dan Hunter. The quorum was established by the presence of: Dan Hunter, President, Jane Taylor, Vice President, Mitch Pietras, Treasurer, P.J. Doyle and Jean McMahon, Directors. Sherry Clifton (CAM) was present on behalf of Management. The audience arose for the Pledge of Allegiance to the Flag. The Board of Directors will remain at 5 (with 2 vacancies) until appointment is made.

RESIDENT PARTICIPATION: None.

APPROVAL OF AGENDA: A motion was made by J. Taylor, seconded by J. McMahon, to approve the agenda as presented; motion carried.

READING OF THE MINUTES: A motion was made by J. Taylor, seconded by P.J. Doyle, to waive the reading and for approval of the Minutes of September 18, 2018; motion carried.

STATUS OF ACCOUNTS: M. Pietras provided a verbal report and written balance sheet showing a total reserve and operating balance of \$843,463.09 (09/31/18). The written report also included prior month comparisons for total operating cash, total reserve cash, total CD/reserve accounts, and Reserve Fund-Deferred Maintenance. FCB is now partnering with Synovus Bank. Discussion occurred regarding the retention of a vendor to prepare an updated Reserve Study. The last study was performed in 2007. Motion made by J. Taylor, seconded by M. Pietras, to approve the financial report(s) as presented; motion carried.

2019 Proposed Budget: The Proposed Budget is scheduled to be mailed to all owners on or about October 22, 2018 with Notice of its adoption at the meeting of November 20, 2018.

MANAGER'S REPORT: Written (09/18) and verbal report was provided to the Board of items completed or in progress. Maintenance, Bob Apat, provided report(s) for items completed and/or pending. There was a leak in the men's restroom resulting in water intrusion at several areas of the clubhouse. Servepro was retained for the dry out and cost(s) were approximately \$2,900. Management to file for a water abatement. Motion made by M. Pietras, seconded by J. McMahon, to approve a claim be filed with insurance; motion carried.

UNFINISHED BUSINESS:

*Seating Wall Violations: 6289CSP will be forwarded to legal if change(s) to unapproved wall are not completed on or before October 31, 2018.

*Wild Life Rehab" Donation: Request made my owner to support not-for-profit group East Coast Wildlife Rehab on either a case by case basis or automatic (i.e. yearly/monthly). Discussion of board felt that matter(s) will be handled on a case by case basis. S. Lowe was asked to put the contact information for this wildlife assistance vendor in the newsletter.

NEW BUSINESS:

*Pool Furniture – Replacement: Current pool furniture was purchased in 2012. ET&T Distributors provided several options for board's review. Motion made by J. Taylor, seconded by J. McMahon, to approve the Sling Style Furniture in the amount of \$7,821.01; motion carried. Management to follow up with ET&T to provide 3 recommended color choices, see if they can store new furniture until Spring 2019, and review the umbrellas stands to insure there are locks (and determine if all new ones are needed).

*Pool/Tennis Court Fencing/Gate: Proposals obtained for replacement of pool gate and pool fencing and tennis court fencing. Pool gate has some minor rusting and board to inspect prior to replacement. Pool fencing and tennis fencing bids were obtained for reserve study/funding purposes.

Roofing: D. Hunter provided spread sheet for roofing proposals for replacement vs. repairs. The clubhouse roof is 26 years old and is still in good condition (no leaking). Management asked to contact insurance to inspect roof to insure any current damage(s) (broken tiles, cupola area, vent boots) are not storm or hail related.

*Entryway Security- Discussion: Proposals obtained and outline provided for tag reader cameras at the main entryway. M. Pietras will review the 3 proposals and report findings to the board.

*Ornamental Statuary – Discussion: Legal has recommended in order to enforce CC&R 3.32 that all properties be listed containing same. D. Hunter provided a list of 30-40 residences. Discussion occurred regarding past enforcement and location of statues. Board members have requested legal to clarify its opinion and provide a draft letter to be sent to residences with this violation.

*Christmas Decorations: Christmas decorations are currently located in storage off of Big Tree Road. In the past it has been community volunteers that have assisted with the tree decorations/wreaths/and entryway lighting. It was discussed to possibly have new maintenance assist with, at a minimum, picking up and delivering the stored items.

*Pine Tree Removals (CSP south of Siesta Key)/Sidewalk Repairs: There are 3 pines uplifting the sidewalk in this area. Rountree has provided a proposal for the pine/stump removal(s). Management to seek proposals for sidewalk repairs.

*Master HOA Board Vacancies, Communications: D. Hunter requested ideas and strategies for obtaining new members to participate in the communities' boards and committees. Suggestions included, but not limited to, free "sign up" stations and form in the newsletter (similar to garage sale application).

COMMITTEE REPORTS:

*Social Committee: M. Geiger was presented and reported the Pizza Party Sept. 22nd had 97 in attendance. The Chili-Cook-Off is scheduled for Nov. 17th. The Community Christmas Social will be at the Spruce Creek Fly Inn, Sat., Dec. 8th. A chairperson for the 2019 committee is being sought.

*ARC: R. Lee was present and discussed with the board the committee's current discussions which include researching the need to be "up to date" on owner project requests that approvals may not have been done for in the past. Modernization changes such as fire pits, pergolas, and summer kitchens, and in-ground generator units are being reviewed. Committee members are being sought and recommendations will be provided to the Board for appointment(s).

*Newsletter: S. Lowe reported income to date is doing well. Advertisers continue to come forward. An issue regarding the irrigation vendor advertised was discussed and Ms. Lowe will look into.

*Garage Sale: M. McCormack is appreciatively serving as chair for the upcoming Nov. 10th community garage sale. Applications are being received (60) and it is hopeful to have the same number as last year (100).

BOARD MEMBER REMARKS:

*D. Hunter: In need of volunteers to assist with mailbox cleaning within the community.

*P.J. Doyle: Introduced new owner Bob Magnone (sp?) from Palm Vista whom may be interested in serving on the Master HOA BOD.

*M. Pietras: Discussed a need for entryway signage review (new signs/old signs/consolidation of signs).

NEXT MEETING: November 20, 2018 @ 7P (Budget)

ADJOURNMENT: Motion made by J. McMahon, second by M. Pietras, to adjourn the meeting (8:40PM); motion carried.