

Port Orange Plantation Homeowners' Association, Inc.

Board of Directors' Meeting Minutes

Thursday, August 27, 2020

Call To Order: The Port Orange Plantation Homeowners' Association, Inc., Board of Directors' Meeting was called to order at 6:00PM by President D. Moeller via Conference Call.

Roll Call:

Deb Moeller	President	Present
Rita Anderson	Vice Present	Present
Denise Osterberg	Secretary/Treas.	Present
Sherry Clifton	CAM	Present

(3 owners present)

Proof of Notice of Meeting: The Notice/Agenda was properly posted on-site and on HOA website.

Approval of Minutes: Motion made by D. Moeller, seconded by R. Anderson, to waive the reading and approve the Minutes of July 23, 2020; motion carried.

Financial Reports: Written financial reports were presented (Balance Sheet/Profit and Loss). Operating (07/20) \$56,293.12; Reserve (07/20) \$238,735.70. Customer Balance Report was provided. 12 unit(s) are currently in legal for past due amounts. Second foreclosure action pending. Approx. 34 letters sent to owners with balances of \$400 and under. The 2021 Proposed Budget is in progress. With insurance increases, upcoming seawall projects, possible increases in delinquencies, and recognizing the CPI for increases in materials and labor; a \$20/year increase is being discussed. The 2021 Proposed Budget will be mailed to all owners on or about October 16, 2020.

Manager's Report:

*S. Clifton, CAM, was present on behalf of Clifton Management. Written report of items completed/pending was provided (07/20-Present). Violation report spreadsheet provided. 3 properties were forwarded to legal after receiving multiple notices. 3-4 are pending upcoming property inspection. Management to review units that have occupancy issues resulting in parking issues.

Rules of Civility: The following is noted to assist with meeting procedures; particularly during telephone conference meetings. *No one may speak without being recognized by the Meeting Chair and introducing their name and address. *Each person will be treated with respect and treat others with respect. *Personal attacks, abuse or disrespectful language, and disruptive behavior are strictly prohibited. *No debating and or redundancy. *No one may speak twice before all have spoken. *No one may speak more than three minutes.

UNFINISHED BUSINESS:

*Seawall Update: Parties involved have finally reached a conclusion. Landscaping will be contracted, following repairs, to install erosion assisting plantings. Scheduling is pending.

*Entryway Signs/Lift Station Improvements: It was noted that 2 signs had initially been painted a different color from remaining 7. Color(s) chosen did not appear as they seemed once started. New colors more similar to current are being reviewed.

*Landscaping: Brightview was terminated earlier that its 30 day notice for continued damage and failure to perform. Exclusive Landscaping has been retained and will begin tomorrow. Exclusive was retained

early to trim palms, replace damaged society garlic, and repair damaged property. All of which have been deducted from Brightview. Final billing with Brightview to be reviewed.

*Signage: Project is completed. Billing remains in review.

*Insurance Renewal: Insurance renewal was completed and reflected an 8% increase.

NEW BUSINESS:

*ARB: Motion made by D. Moeller, seconded by R. Anderson to approve ARBs received pending receipt of any additional required paperwork (i.e. surveys/permits); motion carried.

RESIDENT PARTICIPATION/BOARD MEMBER REMARKS:

*Members present provided comments on landscaping, budget, and painting project.

*A sign has been damaged by landscaping on pole located at McGuiness.

Next Meeting: Thursday, September 24, 2020 @ 6PM (via Conference Call)

Adjournment: Motion made by D. Moeller, seconded by R. Anderson, to adjourn the Meeting of the Board of Directors at 6:45PM; motion carried.

Minutes of Thursday, August 27, 2020, approved this ____ day of _____, 2020, by

_____(Secretary)