

Port Orange Plantation Homeowners' Association, Inc.

Board of Directors' Meeting Minutes

Thursday, July 23, 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.	Absent
Sherry Clifton	CAM	Present

(Approx. 12 owners)

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 June 24, 2020; motion carried.

Financial Reports: Written financial reports were presented (Balance Sheet/Profit and Loss). Operating (06/20) \$47,085.64; Reserve (06/20) \$235,840.25. Customer Balance Report was provided. 10 unit(s) are currently in legal for past due amounts. Second foreclosure action pending (first foreclosure action resolved with \$8,000 paid to HOA).

Manager's Report:

*S. Clifton, CAM, was present on behalf of Clifton Management. Written report of items completed/pending was provided (06/20-Present). Violation report spreadsheet provided. Owner present discussed removal of shed. 3 properties are being forwarded to legal after receiving multiple notices.

Rules of Civility: The following was 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. Holes are to be backfilled, sheathing is to be installed to prevent continued erosion, and repairs to walls are to be made by developer representatives. No fishing signs have been installed for multiple reasons with 1 being to keep individuals from walking on these walls. There currently are 2 reserve accounts – 1 being the entryway monuments/1 being for waterways, drainage, seawalls. Landscaping will be contracted, following repairs, to install erosion assisting plantings. Scheduling is pending.

*Entryway Signs/Lift Station Improvements: Colors and vendors have been chosen for improvements. Work to be completed following palm trimming in the vacinities.

*Fountain Repairs/Fountain and Lake Maintenance Contracts: Completed.

*Signage: Project is completed. Billing in need of review for possible duplication(s).

NEW BUSINESS:

*Landscaping (POP/Hawks Preserve): Several homeowners visiting the City of Port Orange to obtain clarification of ownership/responsibility of west area of bridge. City provided first draft of specifications reflecting the area was originally established as POPHOA ownership. D. Moeller visited city, property appraisers, and legal and located the third draft of specifications transferring ownership to Hawks Preserve. Property appraisers also reflects Hawks Preserve as the responsible party. Legal forward correspondence to the City of Port Orange to clarify per the research that the area is owned by Hawks Preserve. There is a second area that has been contested due to easement/access issues. Management/Board to work with legal to draft agreement of ownership and responsibility.

*Landscaping Vendor: Brightview has failed its contractual obligations for landscaping services. Multiple meetings, correspondence, and even a clarification agreement have been completed. Brightview has failed to mulch, palm tree trim, maintain weeds and grounds, killed the society garlic and failed to replace, repair and owner's fence, and so forth. Motion made by R. Anderson, seconded by D. Moeller, to forward a 30-day notice of termination to Brightview and retain Exclusive Landscaping in the amount of \$4,050/month; motion carried. Management to deduct from Brightview final pay the following: Replacement of society garlic, pro-rated amount paid for mulch, pro-rated amount paid for fertilizer/weed control, pro-rated amount for palm trimming, and repair to owner's fence.

*Insurance Renewal: D. Moeller reported the 2020-2021 insurance renewal is pending. There is a 7% increase noted. D. Moeller also noted a correction to the policy to include a pond not in original quote. Management to finalize renewal paperwork.

*ARBs: Discussion occurred regarding an application received to install a propane tank (for generator usage). Motion made by R. Anderson, seconded by D. Moeller, to require tank to be buried and permit is required prior to work beginning; motion carried.

Motion made by R. Anderson, seconded by D. Moeller, to approve the following 8 ARBs; motion carried:

Motion made by R. Anderson, seconded by D. Moeller, to deny the following 1 ARB as pools may not be placed on side of properties; motion carried:

RESIDENT PARTICIPATION/BOARD MEMBER REMARKS:

*Members present discussed items such as landscaping and violation concerns.

Next Meeting: Wednesday, August 27, 2020 @ 6PM (via Conference Call)

Adjournment: Motion made by R. Anderson, seconded by D. Moeller, to adjourn the Meeting of the Board of Directors at 7:35PM; motion carried.

Minutes of Thursday, June 23, 2020, approved this ____ day of _____, 2020, by
_____(Secretary)