

**ST. JOHNS GOLF AND COUNTRY CLUB
COMMUNITY ASSOCIATION, INC
BOARD OF DIRECTORS MEETING
November 21, 2016**

Minutes

CALL TO ORDER

The St. Johns Golf and Country Club Community Association Board of Directors meeting was called to order at 6:33 pm by Jim Frederick. Board members present were James Frederick, Jeffrey Gibbons, Amanda Dean, Robert Sevestre and Matt Gulden. Alice Hubbard from First Coast Association Management was also present. A quorum of the Board was verified.

REVIEW OF UNAPPROVED MEETING MINUTES

Minutes from the September 19, 2016 regular meeting of the Board were reviewed following which, a motion was made, seconded and passed to approve the minutes as recorded. (Frederick/Gibbons)

FINANCIAL STATEMENT REVIEW

Alice Hubbard presented the financial report for the period ending October 31, 2016. The Association ended the period with an operating balance of \$154,342.34, year to date operating income of \$1,035,941.67 and year to date operating expense of \$1,017,165.08. Accounts receivables for both cable/internet and Association fees totaled \$80,002.40. A motion was made, seconded and passed to approve the financial report as presented. (Frederick/Sevestre)

Alice reviewed with the Board the Accounts with Delinquencies greater than \$1,000. A motion was made, seconded and passed to proceed with the next step in the collection process on five accounts. (Gibbons/Sevestre)

Amanda Dean stated that she preferred not to serve as the Treasurer for the Association. Following discussion a motion was made, seconded and passed unanimously for Matt Gulden to serve as Treasurer. (Dean/Sevestre)

COMMITTEE REPORTS

Covenant Enforcement

Alice provided the Board with an updated violation report. Tom Hudson, a member of the committee attended the meeting and addressed the board. He advised that no hearings were scheduled for November; however an inspection was conducted on the 15th. Discussion was held regarding lawns and lawn debris and Tom advised that committee was liberally enforcing at present due to recent Hurricane and related damage and ongoing clean up. He advised that "Yard of Month" program is suspended until Spring. Discussion was held regarding condition of mailboxes and the Association contracting for mailbox repair and whether a hearing was required prior to contracting for the repair. Alice advised that she would research and place the matter on the agenda for next board meeting. She provided a draft community wide flier to be

included with assessment coupons and requested board provided any editorial comment by December 9th.

Architectural Review

Alice distributed an updated Architectural Review report. Discussion was held regarding having a representative of the Committee attend Board meetings. Following discussion, it was decided that a request to the committee to have someone attend the Board meetings would be made, and in instances where the Board is asked to consider an appeal of an ARC decision, a member of the committee would be required to attend. Matt Gulden volunteered to be the liaison to the Architectural Review Committee.

NEW BUSINESS

Review and Vote to Adopt the 2017 Operating Budget

The board reviewed the 2017 proposed operating agreement and underlying assumptions. Jeff Gibbons requested the budget be revised to reflect the exact number for the 2017 assessments that he had provided, noting it was off a few cents. Following discussion, a motion was made, seconded and passed to approve the budget as revised and to issue all homeowners a credit in the amount of \$114.39 which will be given via a reduction in the first quarter assessment. (Gibbons/Frederick)

MISCELLANEOUS DISCUSSION

Amanda Dean asked that she be provided with the Association insurance policies. Alice suggested that the insurance agent be asked to attend a future board meeting to review coverage with board and answer any questions.

ADJOURNMENT

With no further business to come before the Board a motion was made seconded and passed to adjourn the meeting at 8:00 p.m. (Frederick/Sevestre)