

**ST. JOHNS GOLF AND COUNTRY CLUB
COMMUNITY ASSOCIATION, INC
BOARD OF DIRECTORS MEETING
September 17, 2018**

Minutes

CALL TO ORDER

The St. Johns Golf and Country Club Community Association Board of Directors meeting was called to order at 6:30 pm by Robert Sevestre, President. Board members present were Robert Sevestre, Matt Gulden, Patti Ernst and Larry Moorman. 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 regular meeting of the Board held July 16 and the special meeting held August 20, 2018 were reviewed following which, a motion was made, seconded and passed to approve the minutes corrected to reflect the correct spelling of Larry Moorman's name and change the word verbiage to wording in the August 20th minutes. (Ernst/Moorman)

FINANCIAL STATEMENT REVIEW

Alice presented the financial report for the period ending August 31, 2018. The Association ended the period with an operating balance of \$163,855.80, year to date operating income of \$646,081.86 and year to date operating expense of \$626,730.04. Accounts receivables for both cable/internet and Association fees totaled \$34,432.44. Following review, a motion was made, seconded and passed to approve the financial report as presented. (Gulden/Sevestre)

Alice reviewed with the Board the aged owner balances greater than \$1,000 and asked for clarification regarding filing liens and foreclosures on accounts that were delinquent due to violation fines. Following discussion, a motion was made, seconded and passed to file the liens but withhold on filing the foreclosure. (Gulden/Moorman)

COMMITTEE REPORTS

Architectural Review Committee & Owner Appeal of Tree Replacement

Alice provided the Board with a report of the committee's activities for July and August.

The owner of 1176 Eagle Point Drive was present and appealed to the Board for a variance to the requirement that she replace an Oak tree that was removed from her yard. She addressed the Board and advised she was requesting the variance due size limitations of her front yard and the location of cable and electrical boxes in proximity to the area where the tree was removed. She further advised that the tree that had been removed caused damage to her driveway pavers and she anticipated the damage would continue if the tree was replaced with another Oak tree. The Board discussed the matter with the owner and made various inquiries. The owner was asked to provide more detail with respect to the dimensions. The Board advised that they would conduct further due diligence to include an inspection of the property and would contact an

arborist for consultation on tree root systems and recommended space requirements. A motion was made, seconded and passed to engage an arborist on Oak tree replacement to advise under what circumstances a variance should be granted (Gulden/Sevestre)

Covenant Enforcement Committee

Alice provided the Board with the most recent violation report and noted that the next inspection would be held on September 18th. Alice provided the Board with two flyers she had drafted proposed to be mail out with the annual meeting notices. The flyers had been requested by the Covenant Enforcement Committee to address dog waste and other frequent violations. The Board reviewed and approved the distribution of the flyers to the community.

UNFINISHED BUSINESS

Communication of Street Parking Policy

A final draft of the street parking policy having been reviewed and approved by the Board, the Board determined the policy would take effect November 1, 2018 and would be mailed to the owners. Alice advised that First Coast would communicate the approved policy to the CDD and coordinate with the patrol company for reporting violations to management.

Conclusion of Revisions to ARB Submittal Form

Alice provided a draft of the revised architectural application review form in the meeting packet. The form having been revised for clarification purposes to move the homeowner's signature line to the bottom of the document following the disclaimer wording. Following review, a motion was made, seconded and passed to approve the revised form. (Gulden/Ernst)

NEW BUSINESS

Preliminary Review of 2019 Proposed Budget

Alice provided the Board with the proposed 2019 operating budget and underlying assumptions for review and advised that the Board would vote to adopt the budget at the meeting on November 19th held just prior to the Annual meeting. The budget as proposed reflects the contractual increase to the cable/internet contract with Comcast.

MISCELLANEOUS DISCUSSION

Tom Hudson advised the Board that the current website did not reflect the most current information for the HOA. Alice advised that the information had been provided to Leah Tincher. Tom advised that the CDD would be moving forward to change the website to be ADA compliant and it is anticipated that there will be limitations on the volume of historical data that will be maintained on the website. Alice advised that the association's official records are maintained by the management company for a minimum of seven years in accordance with statutory requirements.

ADJOURNMENT

With no further business to come before the Board the meeting was adjourned at 8:20 p.m. (Gulden/Moorman)