



*Oaktrails at Meadowridge IV and V
Homeowner's Association
Board Meeting Minutes*

November 30, 2020

❖ **CALL TO ORDER**

A meeting of Oak Trails at Meadowridge IV & V HOA Board Meeting was held at the Titusville Library on November 30, 2020. The meeting was called to order by the current HOA Board President, Heidi Waugh at 6:03pm. Board Members present were: Heidi Waugh, Julie Clements and Rob Holloway. Board Members not in attendance included Chuck Rake and Heather Rowton (on temporary leave). See enclosed [attendance](#) list.

❖ **FINANCIAL REVIEW & BUDGET 2021**

- **Financial update and proposed budget were presented by Julie Clements (see [attachment](#)) including the following key highlights:**
 - ALL but one of the homes is current on their HOA dues. That one home is 2 years behind.
 - Estoppel process. This renewed effort has helped with a variety of issues as homes in our community are sold.
 - 2019 Actuals (Previous Board) calculated to \$172.11, average per home. This was largely due to extreme fees for the web-site and for attorney fees.
 - Proposed 2021 budget calculates to \$115.20 per home. In review of the overall finances, the board is recommending that annual fees be kept at \$105 per home. The shortfall will be covered by estoppel fee collection.
- **Financial Review / Budget Q&A Detail**

Insurance: \$2815.63 annually for SJR Insurance.

- We transitioned to Prime-One as they gave us better coverage for only \$1607 annually. The fees show an increase because we went from January-to-January payment, to a July-to-July term. This increase is due to the period of coverage being 18 months instead of 12 months.
- Coverage is state-mandated and covers HOA Board members liability and any common area issues (example storms).

Attorney

- No real significant activity here.
- Budgeted \$1000 for next year. Examples of upcoming items: Metal Roofs, Updating Covenants

FL Registration

- Paid twice due to changes with the Board, per FL regulations.

Printing Costs

- A little high because we do not have email addresses for everyone.
- Example: The September poll was a challenge.

- ROB's IDEA: If not paperless, up their dues by \$10 per year.

PO Box

- Incurred an extra \$30 charge to change lock and acquire two keys.

Web Site

- Previously paid a LOT.
- Heather, our Secretary, is a computer whiz and updates our website.

ProLawn

- Relationship previously handled by our former HOA President (Jacob).
- Question presented about Tree Trimming. Board committed to reaching out for feedback.
- Question presented about mulching. Board committed to reaching out for feedback.
- Update provided on the Retention Pond work. Extended delays due to water in the large retention pond. Also noted that ProLawn brought in extra sod, without charge to the HOA.

○ **Budget Acceptance**

Rob motioned to accept, Heidi 2nd, Unanimous

❖ **Events Committee**

○ **Bonnie Fuller represented the Events Committee and presented the following:**

- 2020 Holiday Decorating Contest
 - 3 Prizes:
 - 1 Grand Prize
 - 2 Runner Ups (Honorable Mention)
- Holiday Luminary Idea
 - The events committee is looking into cost effective options to resume the Luminary Event in our community. Those homeowners who remembered this from previous years said it was quite impressive.
- Block Party – April – HOA Board Elections
 - The events committee is in the early stages of planning a block party for this coming April. It will likely be held in, or near the large retention pond on Cypress Oaks Street.
- Discussing a potential Block Party in April, around the time of our HOA elections.

❖ **Fining / Due Process Committee**

- **The Board is presenting an idea and soliciting feedback for the option to create and empower a “Fining and Due Process Committee.”**
- Discussion on this topic was lengthy and generally revolved around the following items:
 - The “best” path to compliance issues is a face-to-face dialog with the homeowner.
 - Homeowners are **STRONGLY** encouraged to kindly engage with one another, prior to bringing issues to the board.

- A number of individuals expressed concern over “how do you choose” which issues are targeted for action by the board. The board also agrees that this is an area of concern and is a challenge.
 - CURB APPEAL: The general consensus is that items dealing with “Curb Appeal,” are the ones that the vast majority agreed need to be addressed.
- COMMUNICATION. The Board acknowledged that the “tone” relating to dates within recent letters could have been better stated and even softened. It is important for homeowners to communicate plans to resolve issues, or challenges that are preventing resolution. These are community issues, and communication is critical.
- It was noted that Florida statutes and Titusville ordinances carry greater authority over the HOA covenants. Example: The City of Titusville limits how much concrete a homeowner can have on their property. Even if the Board “approves” a request, the homeowner still needs to comply with the law by getting City approval.

❖ Revisiting the Poll for Covenant Changes

- This topic (the poll) carried a lot of discussion.
 - General Question: Why aren’t the poll results directly being implemented into our covenants?
 - General Response: The biggest issue facing our community’s board is getting enough participation from home owners to provide a quorum. The poll only had a 50% response rate.
 - To change the covenants, we need approval from 75% (81 homes).
 - On Street parking. This continues to be raised as a safety concern in our community. It was noted that many are really doing a good job of honoring this issue.
 - Condition of Yards is an ongoing concern for many in our community.
 - Signage on vehicles. This issue seems to be a “non-issue” for vehicles that are not deemed of commercial size / weight. Regular pickup trucks and vans are not creating concerns.
 - Metal Roofs: There was extended discussions revolving around this topic. The HOA Board shared the burden of getting enough “signatures” to warrant changing the covenants, which will allow for the inclusion of a standard in our covenants.
 - Brian Bair, Diane Winrich, and Rob Arnold volunteered to walk the neighborhood to gather the needed signatures.

❖ Call for Volunteers

- The HOA Board is sharing a continuing need for Volunteers on the following Committees:
 - Hospitality Committee
 - ACC Committee

❖ New Items / Misc. Discussion

- Ongoing Discussion about the “Letters”
 - No human connection. Appreciate the conversation as opposed to just receiving a letter. Consider “the tone.”
 - Important that the “heart” of the board comes through, meaning that there is an openness to being flexible (within reason) in regard to the timing related to addressing an issue. It is important that a homeowner keep the board informed of progress and delays as they arise.
- Board Status
 - There was a question regarding the validity of the board’s election.
 - Due to the Corona-virus, the majority of the community agreed to the previous election, which was held in the common area.
 - Since that election, the HOA president moved out of the community, and one elected Board member stepped down. Both were replaced with willing individuals who were unanimously voted in by the Board.
 - There will be an annual meeting and election in April. The Board eagerly awaits that meeting!
 - It was noted that should the Board be replaced with a management firm, everyone’s fees would likely increase to at least \$500 and the enforcement of the covenants would likely become fairly strict.
- Appreciation
 - An audience member expressed an appreciation for the Board’s volunteer efforts and shared that the “meeting” helped address concerns they had relating to the “tone” of some letters that were sent out to address some issues.
 - It was mentioned that it is really “good” to get the neighborhood together!
- COMMENT TO THE COMMUNITY
 - Please, Please, Please pick up after your animals.
 - It was mentioned that some of these “walkers” are not from our neighborhood.
- Who is on the Board?
 - Heidi Waugh, Julie Clements, Heather Rowton, Chuck Rake, Rob Holloway

❖ Adjournment

Meeting was Adjourned at 7:26pm

Attachment #1 - Copy of Proposed Agenda:



Oaktrails at Meadowridge IV & V HOA Board Meeting
Nov 30, 2020 Agenda

- 6:00 Call to Order & Roll Call
- 6:05 Financial Review & Budget 2021
- 6:20 Holiday Decoration Contest
- 6:35 Fining/Due Process Committee
- 6:50 Revisit Poll for Covenant Changes
- 7:05 Call for volunteers: Hospitality & ACC
- 7:15 Trello
- 7:20 New Items

Attachment #2 - Copy of Sign-in Sheet:

OAKTRAILS AT MEADOWRIDGE IV + V HOA BOARD MEETING
 NOV 30, 2020
 SIGN IN SHEET

NAME	STREET ADDRESS	EMAIL NOTIFICATIONS Y/N	EMAIL ADDRESS
Dan Gable			
Nita Patel			
Don Frederick			
Greg & Theresa Ammonds			
Bonnie Fuller			
Robin & Jade Rymkos			
Teresa Deshotel			
Rich Sally Krause			
VINCE/JOYCE CICIRELLA			
ARIS/JENNY KRAMER			
Albert L'Ris			
Janette Boonstra			
Robert Arnold			
Brian Bair			
Sandra Bookhardt			

Attachment #3 - Copy of Budget

Oaktrails at Meadowridge IV & V Homeowners Association, Inc.			
PROPOSED 2021 OPERATING BUDGET			
(JANUARY 1 - DECEMBER 31, 2021)			
General Operations	2021 Proposed	2020 Actual (Projected)	2019 Actual
ADMINISTRATION			
Attorney	\$1,000.00	\$759.30	\$2,977.40
Insurance (policy 7/1/20 thru 6/30/21)	\$1,800.00	\$3,125.97	\$2,383.67
FL registration	\$61.25	\$122.50	\$61.25
Printing	\$150.00	\$183.99	\$42.69
Postage (stamps + certified letters)	\$120.00	\$111.95	\$100.00
P.O. Box	\$168.00	\$198.00	\$148.00
WebSite & Email Hosting	\$157.33	\$20.99	\$4,409.40
Bank Fees	\$0.00	\$49.76	\$36.00
SUB TOTAL ADMINISTRATION	\$3,456.58	\$4,572.46	\$10,158.41
LAWN MAINTENANCE FOR COMMON AREAS			
Lawn Services (Mowing, Mulching, Pruning)	\$8,400.00	\$8,400.00	\$8,400.00
SUB TOTAL LAWN MAINTENANCE	\$8,400.00	\$8,400.00	\$8,400.00
OTHER			
Doggy Station Supplies	\$50.00	\$39.99	\$0.00
Misc	\$200.00	\$242.39	\$29.05
SUB TOTAL OTHER	\$250.00	\$282.38	\$29.05
EVENTS COMMITTEE			
Garage Sales	\$35.00	\$0.00	\$0.00
Community Spirit/Christmas Contest	\$100.00	\$100.00	\$0.00
Block Party	\$200.00	\$0.00	\$0.00
SUB TOTAL EVENTS	\$335.00	\$100.00	\$0.00
HOA IMPROVEMENTS			
Retention Area/Stormwater Cleanup	\$0.00	\$1,820.00	\$0.00
Suggestions?	\$0.00	\$0.00	\$0.00
SUB TOTAL HOA IMPROVEMENTS	\$0.00	\$1,820.00	\$0.00
Total Proposed Funds for 2021	\$12,441.58		
Total Funds Spent in 2020 (Projected)		\$15,174.84	
Total Funds Spent in 2019			\$18,587.46
ANNUAL COST PER OWNER (108)	\$115.20	\$140.51	\$172.11