



HARTSFIELD VILLAGE III HOMEOWNERS ASSOCIATION, INC.

WWW.HARTSFIELDVILLAGE3.ORG

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▶▶ BOARD@HARTSFIELDVILLAGE3.ORG ◀◀

GRAY UNITED MEMORIAL METHODIST CHURCH
2201 OLD BAINBRIDGE ROAD
TALLAHASSEE, FLORIDA 32303

Jarrold D. Acoff
President

W. Alan Peltz
Vice President

Deann L. Peltz
Secretary/Interim Treasurer

Sterling K. Arms
Member-at-Large

Brandon R.A. Wright
Web Administrator

2016 ANNUAL MEMBERSHIP MEETING

*** MINUTES ***

Monday, March 21, 2016

I. CALL TO ORDER

The meeting was called to order by Vice President Alan Peltz @ 7:13 p.m.

II. ROLL CALL

A. Board of Directors ("Board") present:

Vice President:	Alan Peltz – presiding officer
Secretary/Interim Treasurer:	Deann Peltz
Member-at-Large:	Sterling Arms
Web Administrator:	Brandon Wright

B. Other attendees:

1.	Kristin A. Gardner	(H.O.A. Attorney)
2.	Joshua Lehman	2287 Nannas Loop
3.	Kathleen Arms	2284 Nannas Loop
4.	Sharmarie Gray	2381 Foster Court
5.	Peggy Rigsby	2250 Nannas Loop
6.	Rebecca Burke	2051 Foster Drive
7.	Adam Selvidge	2278 Nannas Loop
8.	Yvette McCullough	2434 Jolene Lane
9.	Melinda Singleton	2241 Foster Drive
10.	Wanda Mitchell	2237 Foster Drive
11.	Brendan Mulholland	2250 Foster Drive
12.	Oliver Leong	2291 Nannas Loop
13.	Danessa Hayes	2377 Hatten Smith Lane
14.	Melanie Nickeo	2315 Nannas Loop

II. NOTICE OF MEETING

The required 30-day notice of the 2016 Annual Homeowners' Meeting was included in the 2016 Dues Assessment letter sent to the Membership on February 8, 2016. Additionally, a notice was posted on the HOA website and a meeting sign was placed at the front entrance of the Community on March 14, 2016.

III. INTRODUCTION OF NEW H.O.A. WEB ADMINISTRATOR

Mr. Peltz introduced the HOA's new Web Administrator, Brandon Wright, who said a few words about himself including his I.T. education and experience. Mr. Peltz also mentioned that Mr. Wright does website work as a sideline business while working on his Master's Degree.

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IV. INTRODUCTION OF NEW H.O.A. ATTORNEY

Mr. Peltz introduced the HOA's new attorney, Kristin A. Gardner, Esquire, who is with the law firm of Dunlap & Shipman, P.A., located at 2065 Thomasville Road, Suite 102, Tallahassee, Florida 32308. Due to the recent influx of legally-based issues for which the Board has needed legal advice, Atty. Gardner's firm was hired on an annual, flat-fee basis via the contract signed by Mr. Peltz on March 11, 2016.

V. APPROPRIATE MEETING CONDUCT

Mrs. Peltz read the following: *"This is an Annual Homeowners Association meeting. Members may participate in discussion of a topic only if they have signed the "Discussion Sign-Up Sheet," thereby identifying the agenda topic on which they wish to speak and **acknowledging the two-minute speaking limitation**. Unruly and inappropriate behavior will not be tolerated! Law enforcement will be called if necessary; therefore, please conduct yourself in a pleasant and professional manner. **ALL HOA OR BOARD MEETINGS MAY BE RECORDED BY AUDIOTAPE OR VIDEOTAPE.**"*

VI. HOA MINUTES {7:19pm}

- A. January 18, 2016. Mrs. Peltz stated that these minutes were approved on March 10, 2016.
- B. February 15, 2016. Mrs. Peltz stated that these minutes were approved on March 14, 2016.
- C. Posting of Minutes. Mrs. Peltz stated that the following minutes have been uploaded to the new HOA website, www.Hartsfieldvillage3.org, which commenced its existence on February 25, 2016 (and the Board is attempting to have all other minutes uploaded prior to the April meeting):
 1. March 2015 (includes installation of new President, Vice President, Secretary and Member-at-Large)
 2. December 2015 (includes installation of new Treasurer)
 3. January 2016 (includes installation of Interim Treasurer)
 4. February 2016 (includes installation of new Web Administrator) + Addendum

VII. TREASURER'S REPORT: As a copy of the following documents were made available to attendees, Mrs. Peltz gave only an overview emphasizing the main points of interest such as income and expenditure totals.

- A. {7:20pm} 2015 Annual Statement of Income vs. Expenditures (see Appendix "A")
- B. {7:23pm} 2016 Proposed Budget (see Appendix "B")
- C. {7:30pm} Treasurer's Report - Budgeted vs. Actual Expenses (see Appendix "C")

VIII. DISCIPLINARY PROCEEDINGS {7:35pm}

- A. Code Enforcement Violations. Mr. Arms stated that there had been none in last 30 days.
- B. Towing. Mr. Arms stated that there had been none in last 30 days.

IX. OLD BUSINESS

- A. {7:37pm} Records Request: Mr. Peltz acknowledged that Adam Selvidge, the owner of 2278 Nannas Loop, made an official records request to the Board and discussion ensued regarding the request. Records were to be made available to Mr. Selvidge after the annual meeting adjourned.
- B. {7:41pm} Update: Back Dues Collection. Mr. Peltz stated the following:
 1. \$5,925.40 2016 dues paid as of 3/21/16 (from 43 HOA Members)
 2. \$16,262.85 Collected in delinquent dues and fees

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3. \$20,000.00 2016 projected budget

- C. {7:43pm} Update: Paving of Hatten Smith Lane, Jolene Lane and Tamarind Court. Mr. Arms stated that he previously obtained the following paving bids from North Florida Asphalt: \$5,800 – Hatten Smith Lane; \$600 – 400 feet at both ends of Jolene Lane; and \$6,300 – Tamarind Court.

MOTION: Mr. Arms made a motion to pave Hatten Smith and Jolene Lanes for a total cost of \$6,400; Mrs. Peltz seconded the motion. Mr. Peltz called for a vote, and the motion PASSED 3:0. Mr. Arms said this project could begin as early as next week, weather permitting.

- D. {7:52pm} Update – Mitigation of Flood Areas. Mr. Arms will be meeting with several homeowners on the west side of Foster Drive to discuss mitigating flooding of their homes.

- E. {8:02pm} Update – HOA Website/E-mail Accounts. Mr. Wright reaffirmed that both are now up and running smoothly; further, the website undergoes constant revisions, and he is planning to completely revamp it at some point to clean up issues brought over from the former website and to give it a fresh, new look.

- F. {8:05pm} Auditing of HOA Books. Mr. Peltz advised the Membership that “*the Board does not have the funds to pay for an audit of the HOA’s financial records; therefore, any Member who wishes to do so may review the records and make copies thereof by sending a written request to the Board.*” Atty. Gardner added that the Board is not statutorily-required to undergo an annual audit if the HOA’s revenues are less than \$150,000.

- G. {8:11pm} HOA Bookkeeping Procedure: Mr. Peltz stated that the new Treasurer and another Board member must review and edit the draft bookkeeping procedures. Upon completion, their suggestions will be sent to the Board for review, approval and finalization.

- H. {8:13pm} On-Boarding of New HOA Members. Mr. Peltz said it is unnecessary for the HOA to obtain a membership to the Tallahassee Realtors’ Association to access information as to new Homeowners who move into the Community. Atty. Gardner further advised that she can show the Board how to research properties in our Community to determine whether any have been sold.

- I. {8:15pm} Paving Issue – 2381 Foster Court. Mr. Arms obtained an initial bid of \$1,200 from North Florida Asphalt to build up the northwest side of Foster Court near its intersection with Foster Drive to alleviate standing water which – following completion of the Phase II paving project – now pools in front of the driveway at this address after rains. Mr. Peltz recommended that Mr. Arms and the Homeowners (Sharmarie Gray and John Goelz) meet with NFA to discuss possible resolution of this drainage issue.

X. NEW BUSINESS {8:25pm}

- J. Amendments to By-Laws.

1. Article VIII, Section 8(d), Treasurer. Following Mr. Peltz’ statement about “auditing of HOA books” (*see ¶IX.F. above*), Mr. Selvidge mentioned that Article VIII, Section 8(d), states: “*The Treasurer shall... cause an **annual audit of the Association books to be made by a public accountant at the completion of each fiscal year....***” (Emphasis added.)

Accordingly, Mr. Selvidge pointed out that this is in direct conflict with the lack of statutory requirement mentioned in ¶IX.F. Atty. Gardner advised that a vote could be taken at this meeting to amend the By-Laws, since there was a quorum of Members present. (*See Article XIII, Section 1, “Amendments.”*)

2. Article III, Section 1, Annual Meetings. Mr. Selvidge also mentioned that Article III, Section 1, states: “*The first annual meeting of the members shall be held within one year from the date of incorporation of the Association, and **each subsequent regular annual***”

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meeting of the members shall be held on the same day of the same month of each year thereafter, at the hour of 2:00 o'clock, P.M. If the day for the annual meeting of the members is a legal holiday, the meeting will be held at the same hour on the first day following which is not a legal holiday." (Emphasis added.)

After some discussion by the Membership about how ridiculous this requirement is, Atty. Gardner again advised that a vote could be taken at this meeting to amend same, since there was a quorum of Members present.

MOTION: Brendan Mulholland made a motion to amend Article VIII, Section 8(d), to delete the requirement for an annual audit of the Association books by a public accountant and to amend Article III, Section 1, with the generic wording suggested by Atty. Gardner ("There shall be at least one annual meeting of the members held each year at a date and time as determined by the Board of Directors.") to make it more reasonable; Yvette McCullough seconded the motion. Mr. Peltz called for a vote, and the motion PASSED without any dissention; whereupon Atty. Gardner stated that she would draft an AMENDMENT TO THE BY-LAWS incorporating the changes to Articles III and VIII tomorrow, after which she will email it to the Board for its review and approval.

- K. Election of Open HOA Board Seats. Mr. Peltz explained to the Membership that since Mrs. Peltz, Mr. Arms and he were elected to the Board in 2015, their three-year term has not ended. However, due to the ending of President Acoff's three-year term and the "interim" Treasurer status of Mrs. Peltz, there were two vacant Board seats to be filled.

When signing in for the meeting, Members who were eligible to vote as of 3/21/16 were given an election ballot containing the names of two people who made the Board aware of their interest in serving as a Director: Sharmarie Gray and Brendan Mulholland. The floor was opened for additional nominations whereupon Mr. Arms nominated Oliver Leong who was added as a "write-in" on the ballot. Upon receiving no other nominations, Mr. Peltz asked each nominee to stand and say a little something about themselves after which he instructed all eligible Members to place a checkmark next to *only two* of the three names on their ballot; further, Kathleen Arms and Josh Lehman would collect and tally the ballots.

Following general discussion reflected in ¶XI below, Mr. Peltz announced that **Sharmarie Gray** (2381 Foster Court) and **Brendan Mulholland** (2250 Foster Drive) received the most votes and, therefore, had been elected to fill the vacant Board seats. Mr. Peltz stated that the new Board would decide which position each Director will hold prior to the next Board meeting.

XI. GENERAL DISCUSSION {8:33pm}

Florida Statutes §720.303(2)(b) states, "*Members have the right to attend all meetings of the board. The right to attend such meetings includes the right to speak at such meetings with reference to all designated items. The association may adopt written reasonable rules expanding the right of members to speak and governing the frequency, duration, and other manner of member statements, which rules must be consistent with this paragraph and may include a sign-up sheet for members wishing to speak.*" Accordingly, an "Agenda Topic Discussion Sign-Up" sheet was made available for this purpose, and discussion ensued by the Members present as to general HOA issues.

The next meeting of the Board of Directors is scheduled for **Monday, April 18, 2016**, at 7:00 p.m.

XII. ADJOURNMENT: Meeting was adjourned at 9:10 p.m.

MINUTES PREPARED BY:

Deann L. Peltz, Secretary

<<< APPENDIX "A" >>>

HARTSFIELD VILLAGE III HOMEOWNERS ASSOCIATION, INC.

2015 Annual Statement of Income vs. Expenditures

(as of December 10, 2015)

Income	Budgeted	Actual
2015 Dues + Delinquent Dues + Fees	\$1,200.00	\$24,473.38
Estopple Fee	\$1.00	\$200.00
Insurance Payout	\$1.00	\$3,845.29
Total Income:	\$12,002.00	\$28,518.67

Expenses	Budgeted	Actual
Clean Sweep	\$1.00	\$0.00
Common Area Maintenance	\$1,200.00	\$4,494.12
Cona Membership Dues	\$1.00	\$0.00
Division of Corporation Fees	\$70.00	\$420.00
Gray Memorial Methodist Church	\$100.00	\$0.00
HOA Liability/Officer Insurance	\$1,200.00	\$1,373.00
HOA Post Office Box	\$60.00	\$80.00
Legal Fees	\$500.00	\$378.00
Miscellaneous	\$500.00	\$775.12
Office Supplies	\$100.00	\$0.00
Postage	\$180.00	\$0.00
Returned Checks	\$1.00	\$262.00
Road Repair	\$1,000.00	\$16,350.00
Tax Prep	\$120.00	\$0.00
Utilities	\$3,400.00	\$2,190.85
Total Income:	\$8,433.00	\$26,323.09

Note: Statement Provided to the HOA Board by the Treasurer at the 12/14/15 HOA Board Meeting.

<<< APPENDIX "B" >>>

HARTSFIELD VILLAGE III HOMEOWNERS ASSOCIATION, INC.

2016 Budget

<u>Income</u>	<u>Budgeted</u>
2016 Dues	\$15,709.20
Delinquent HOA Dues and Fees	\$20,000.00
Estoppel Fee	\$300.00
Total Income:	\$36,009.20

<u>Expenses</u>	<u>Budgeted</u>
Common Area Maintenance	\$2,000.00
Cona Membership Dues	\$50.00
Division of Corporation Fees	\$70.00
Gray Memorial Methodist Church	\$100.00
HOA Liability/Officer Insurance	\$1,500.00
HOA Post Office Box	\$90.00
HOA Website/Email	\$350.00
Legal Fees	\$4,000.00
Miscellaneous	\$500.00
Office Supplies	\$300.00
Postage	\$180.00
Returned Checks	\$1.00
Road Repair	\$20,000.00
Tax Prep	\$120.00
Utilities	\$3,000.00
Total Income:	\$32,261.00

<<< APPENDIX "C" >>>

HARTSFIELD VILLAGE III HOMEOWNERS ASSOCIATION, INC.

03/21/16 - Treasurer's Report

Income	Budgeted	YTD Actual
2015 Balance Brought Forward	N/A	\$16,028.72
Dues and Fees	\$35,709.20	\$22,188.26
Estoppel Fee	\$300.00	\$0.00
Total Income:	\$36,009.20	\$38,216.98

Expenses	Budgeted	YTD Actual
Common Area Maintenance	\$2,000.00	\$100.00
Cona Membership Dues	\$50.00	\$0.00
Division of Corporation Fees	\$70.00	\$61.25
Gray Memorial Methodist Church	\$100.00	\$0.00
HOA Liability/Officer Insurance	\$1,500.00	\$0.00
HOA Post Office Box	\$90.00	\$86.00
HOA Website/Email	\$350.00	\$185.00
Legal Fees	\$4,000.00	\$1,302.00
Miscellaneous	\$500.00	\$75.00
Office Supplies	\$300.00	\$139.73
Postage	\$180.00	\$147.00
Returned Checks	\$1.00	\$0.00
Road Repair	\$20,000.00	\$12,042.83
Tax Prep	\$120.00	\$0.00
Utilities	\$3,000.00	\$438.50
Total Income:	\$32,261.00	\$14,577.31

3/21/16 HOA Check Register

Balance: \$23,639.67