

The Links at Haile Plantation Condominium Association, Inc.

Board of Directors Meeting

March 28, 2016

Approved

Links Clubhouse

Call to order/Roll Call/Determination of Quorum

Diane called the meeting to order at 6:00 pm and a quorum was established with Diane McAlhany, Tom Hamilton, John Crowley, Ron Bunker and Ellen Snyder attending. Also present were owners Steve Ferguson, Elaine Heinrich, Jeanne Wilbar, Charles Geiger, Jeanne Kirk and Joyce West. Also present was Kathy Houchins CAM Mgr and Stan Carrier, Maintenance.

Proof of Notice

Notice was evidenced by posting on bulletin board and by signage posted on Friday, March 25, 2016.

Reading of Minutes

Motion was made by Ron with a 2nd by Tom to approve the February 22, 2016 Minutes as presented. Motion passed unanimously.

Reports of Officers

Presidents Report – Diane reported that there will be two visitors shortly that will be addressing the board and members present and that the Board will discontinue discussions when the visitors arrive.

Treasurer's Report – Ron reviewed the financials and commented that Kathy and her team were getting the financials in a format that they are much happier with as it reports the reserves separately from the operating with their owner balance sheet and statement of accounts. There will be some fine tuning left to do but we are getting much closer.

Committee Reports

Compliance Committee – Elaine provided her report and that many owners have been getting their violations corrected. Her current report is mostly entry doors and kick plate violations. Also she advised the board that there are many screens that need cleaning again. However, until the pollen stops falling she will wait to do a full inspection of screens (more than likely in May or June).

Owner Charles Geiger wanted clarification on the requirement of painting his doors (unit and garage door) black as required in the covenants. Diane explained that only unit entry doors are to be black and that the brass hardware and kick plates were not holding up well and the Board reviewed and determined to change the kick plate and hardware to nickel. Diane instructed Kathy to add language to the Rules & Regulations that clearly defines that the unit entry doors are to be painted black and nickel kick plate and hardware installed when they have to be changed out, adding that the garage side doors on the other hand are to be painted white. Kathy will provide this change in the language to the Board for approval prior to reprinting of the handbook.

Motion was made by John with a 2nd by Ron to approve the proposal from ICI Painting to paint the 15 garage doors that are black – to paint them white at a cost of \$150.00 each. Motion passed unanimously.

(Note to motion) this was done by the Board as a one-time event and owners will be responsible after this to maintain their garage doors white. It was not clear in the covenants/rules/regulations.

First Visitor arrived – Larry with SnG Paving. Stan introduced him and he advised the Board that his intent is to complete the work that still needs to be done in repairs to the sealcoating application that had some faulty areas that needed to be addressed. He has completed several of those areas and will be finishing up in the next few days providing he has a couple of days of dry weather. He is coordinating with Stan.

Landscape Committee Report

Committee Chair was unable to attend however pictures were provided to the board of before and after photos of each building completed since the last meeting. The Committee has completed all the approved work scheduled for 2016 as per the budget and has funding still left over.

Motion was made by John with a 2nd by Tom to move the remaining funds in the landscape budget that has not been spent to date to the BBVA Compass Bank operating account # 6709129935 with a balance of \$378.93 in the account as of Feb. 29, 2016. Motion passed unanimously.

(Note to the motion – the balance remaining in the budget of \$25,000 not spent to date is \$1,337)

Manager and Maintenance Reports

Manager Report (Attached to these minutes) – Items requiring attention or direction from the Board are:

Issue regarding 137 and 136 water damage. This has been sent to the attorney who has advised management that the Association must replace the rotted wood which is in the floor of 137 bathroom as that is common area and that the Association will have to move forward with an Injunction to that owner to help recover the cost of that repair as the damage to the common area was caused by that owner's tenant placing excessive water on the floor of that unit.

SUBROGATION WAIVER INSURANCE - 2nd visitor arrived – Dave Turgeon – King Insurance Vice-President – Links Insurance Agent – Discussion was held regarding the 2 paragraphs in the Links documents that state both the Association (para 10.1) and the Unit Owner (para 10.2) are required to waive subrogation by their insurance company against another unit owner to recover their costs. Dave provided an explanation as to how subrogation works and the pros and cons.

Q and A was conducted by Board members and owners present at the meeting. It was determined that the Board should remove the statements of Waiver of Subrogation within Paragraphs 10.1 and 10.2 of Article X – Insurance of the Links Declaration. This will allow the owners to vote on the issue and give power back to the insurance companies of each owner and the Association to collect funds paid out from the damaging party insurance co.

Approval of Perry Roofing proposal to clean the shingles – to be sent to Atlas Roofing for approval and payment. ***Motion was made by Tom with a 2nd by Ron to approve the sending of the Perry Roofing proposal to clean the asphalt 3-M shingles for \$29, 854 on to Atlas Roofing as they have agreed to pay to have the shingles cleaned. Diane, Tom, Ellen and Ron approved and John voted against as he wanted to open up a discussion with Perry regarding the performance of the product at the same time as getting Perry to clean the shingles. The remaining board members wanted to get the ball rolling to get the shingles cleaned.***

Soffit work being investigated to see if they can be cleaned or will have to be replaced. The soffit expenses are in the Capital Repairs section of the Reserve Study and contribute approximately \$7,000 when the buildings are painted. Since no soffit work was done when the buildings were painted last, Kathy stated that we have \$14,000 to use to replace soffits if needed. However, they are attempting to have them cleaned to see if money can be saved prior to looking at replacing them.

K-59 – Beam replacement completed. Having all the beams inspected and will report to the Board once that report is completed.

Approval to reimburse owner of U-126 for expenses they paid that were Association related from late 2014 and early 2015. Board reviewed the expenses as provided on the attached receipts.

Motion was made by John with a 2nd by Tom to approve reimbursing the owner of U-126 Audry Morrison the \$934.15 in Association related expenses that she paid for and was not reimbursed. Motion passed unanimously

Kathy advised the board that she had prepared a handout (on the meeting table in front of each board seat) that was titled “Other Expenses” and that this was the attachment that didn’t make the email that she had sent out earlier that contained the financial reports. This document shows the breakdown of all the items charged in this account totaling \$21, 662.34 as all fully reimbursable from the reserve accounts. For informational purposes.

Maintenance report – (Copy attached to these minutes) – Stan reported on items as recapped below:

Florida Pest Control – had been on property and provided service March 3

Perry roofing had done sealing work from March 9th thru March 22nd (copies of work done are on meeting table for the Board to review.

SnG will be coming back to finish up their work

Interior Contractors will return next week to work on wood rot issues

All materials for the pool deck have arrived and work will begin tomorrow

GRU leveled the meter boxes at Bldg GG

Dan accidently damaged several sprinklers when planting new shrubs but he replaced them

Halter Metals is preparing a proposal on cost to replace soffits

Garbage Compactor has been serviced and is working properly

Stan collecting bids to pressure wash the buildings

Repairs made to 2 roll up garage doors rather than replacing them

Before and after pics of resident pathway created at Bldg GG to compactor. We put stepping stones down to create a nicer look. Cost was \$45.00

Old Business

Board members Diane, Ron and John have been working for months in cleaning up the documents (mostly removing all references to the developer). With the help of Julie Naim, Atty. The final documents are ready for review and these board members will meet on Fri. April 1, 2016 at 2:00 pm in the clubhouse for the final review to make sure all areas to be amended have been dealt with.

New Business

2015 Audit has been completed and the draft sent to the Board. Board had no concerns and were happy that the audit was completed in a timely manner this year. Ron stated that he had a concern regarding what they had cited as “internal controls” and that he would send an email to Brad Million (auditor) to get a statement on what that meant. Other than that the audit was approved and Diane signed the representation letter to get the final audit reports completed and sent to the Links.

Next Meeting – Regular Board meeting to be held April 25, 2016 at 6:00 pm

ADJOURNMENT

With no further business to come before the Board the meeting was adjourned at 7:35 pm

Respectfully submitted by
Kathy Houchins, CAM

MINUTES APPROVED- 4-25-16

3-28-16 – LINKS BOARD MEETING

TASK LIST

- 1) KH. Contact HPW about request on sign (Sent to Tom Rohs)- need to follow up
- 2) KH. Prepare monthly evaluation of Skyfrog performance.
- 3) KH. Begin re-print master for Rules & Regulations Handbook (review April Meeting)
- 4) KH. Contact Alachua Co. Sheriff's ofc about sending a Deputy to talk about safety issues. (winter)
- 5) KH. Sent Perry roofing proposal to clean shingles to Atlas for approval
- 6) KH. Prepare funds to be moved to BBVA Compass regarding balance in landscaping account
- 7) KH. Prepare refund check to Audrey Morrison
- 8) KH. Contact ICI Painting to get started painting black garage doors white. There are 15.
- 9) Stan – Collect all pressure washing proposals and have ready for April meeting
- 10) Stan – Collect Halter Metals proposal on soffit replacement
- 11) Stan – Collect proposals to clean soffits
- 12) Stan – Assist with the evaluation of lawn companies preparing proposals for April meeting