

# Oak Ridge at High Spring Homeowners' Association, Inc.

c/o Guardian Association Management  
10000 SW 52<sup>nd</sup> Ave, Gainesville, FL 32606  
Telephone: (352)353-4812 / Fax: (352)562-7453  
Kburch@GainesvilleGAM.com

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## Board Meeting

September 10, 2019

High Springs New Century Woman's Club  
23674 West US Highway 27  
High Springs, FL 32643  
6:30 PM  
Minutes

### Location

High Springs New Century Woman's Club, 23674 West US Highway 27, High Springs, FL 32643

### Call to Order

The meeting was called to order at 6:37 PM.

### Roll Call/Certification of Quorum

Board members present in person were Dick Brodbeck, Rick Howe, David John and Lindsey Redding. A quorum was established. Representative present from Guardian Association Management was Kelly Burch.

### Review and Adoption of Agenda Items

Dick made a motion to approve the Agenda as posted. Lindsey seconded the motion and it was approved unanimously.

### Consideration of Minutes of the Last Meeting – July 9, 2019

David made a motion to accept the minutes of the July 9, 2019 Board Meeting as written. It was seconded by Dick and approved unanimously.

### Committee Reports

- Budget Committee: Dick Brodbeck reported that that Budget Committee met on 8/13/2019. There was one property in foreclosure with a sale date of 10/31/2109. He stated that the collections process was going very well, there were 2 owners that had been sent to the attorney that had set up payment plans and one had paid in full. Dick made a motion that any account that pays assessments in full prior to being sent to the attorney have the \$25.00 administrative fee and interest waived. Lindsey seconded the motion and it was approved unanimously. Dick also reported that the Committee was in the process of completing the 2020 Budget, however, it didn't appear that there would be an increase in the monthly assessment.
- ARC Committee: Kevin Tibbetts reported that the process was running smoothly, Kelly was sending requests via email and he was responding. He noted that he was still compiling a list of expedited items. He had a question for the Board regarding whether tree removal was in the purview of the ARC and the Board agreed that it was.
- Fines/Rules Committee: Tom Storey reported that 35 letters were sent from the last inspection and one owner that received a Fine Notice had been in contact with the management company that the issues were being resolved. It was suggested that a note be added to the next newsletter regarding garbage can placement as many of the notices were about garbage cans. Tom agreed to write up something to send to Lindsey to include.
- Social Committee: Lindsey reported that the pizza party would be held Friday evening at 6:30 PM. She announced that a movie night and a cookie swap would be held in December with a date yet to be determined.

### Manager's Report

The managers report is attached.

### President's Report

Rick reported that City Manager Ed Booth had retired and that Howe Development Corporation (HDC) was ready to begin negotiations with the city to bring phase 3 & 4 into to the city. He presented to the Board a proposed Assignment and Assumption Agreement between HDC and the Association which would give HDC-the rights to annex future phases

into the Association as well as control the phase 3 & 4 architectural control of just the building of the homes. It would not give HDC Declarant rights and he that HDC would be bound by all the existing minimum standards of the governing documents such as square footage, garages, etc. He indicated that the plan for Phase 3 contained 43 Lots and the plan for Phase 4 had 46 Lots. In addition, he stated that he was considering the cost of installing a community pool on existing common property and that Howe Development would take care of the road work that was necessary to remedy the punch list items for the City of High Springs to take over the roads in Phase 2 while working on the roads in Phase 3 and 4. He was hoping to start work in late October to November. It was noted that Howe Development would begin paying vacant Lot dues as soon as the plat was recorded and that ARC responsibility for each Lot would go back to the Association as soon as a certificate of occupancy was given on each finished new home in phases 3 and 4. Rick cautioned that there were still so many things that had to be done and approved for the project to move forward that he wanted everyone to be prepared if it didn't go through. David made a motion to accept the intent to sign the Assignment and Assumption to allow Rick to develop Phase 3 & 4 with the amendment to the draft document as discussed. Lindsey seconded the motion and it was approved unanimously with Rick abstaining.

#### Old Business

Nominating Committee: Kelly reported that the Nominating Committee had been put into place at the last Annual Meeting and would need to meet to nominate owners to serve in 2020.

Lot 116: Kelly reported that a volunteer had mowed Lot 116 and that volunteer reported that he would continue to mow it.

#### New Business

There was no new business.

#### Owner Comments

Tom Storey reported that the big island on 192<sup>nd</sup> needed attention as it had low hanging branches. It was noted that Stuart Smith previously provided a proposal to clean out that island for 10k, however, the Association did not have the funds. The Board agreed to have the area looked and any limbs or trees that were an imminent threat removed. Dick reported that he had a meeting with Stuart scheduled for the next week to look at the area to provide a proposal for next year. It was questioned whether the original plan called for any amenities such as a pool or a playground within the community. Rick stated that it did not. It was noted that there had been several break-ins of vehicles throughout the community and the possibility of installing gates at the entrances was discussed. It was noted that the roadways were public, therefore, gates were not an option. An update on the status of Lot 116 was requested. It was noted that there were several lien holders, however, none of them had filed a foreclosure so the Lot was still owned by Innovative Homebuilders. The Board was asked if they had an attorney to review the Assignment and Assumption document prior to signing it. Rick noted that the former Association attorney, Julie Naim, had been working very closely with his attorney to bring her up to speed.

Kevin Tibbets stated that on street parking and parking in the grass was an issue. Rick stated that he planned to speak with the new city manager regarding his stance on the issue and try to have the city handle the issue. Kelly stated that parking on the grass was a CCR issue and letters were sent for all vehicles parked on the grass during inspections.

#### Adjournment

There being no further business, the meeting was adjourned at 8:03 PM.

Respectfully submitted by Kelly Burch, Guardian Association Management