

# **Bristol Harbour Property Owners Association, Inc.**

c/o Guardian Association Management  
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## **Annual Meeting of the Members**

**March 14, 2020**

**9:30 AM**

**Community Picnic Tables**

**NE 101<sup>st</sup> Avenue**

**Earlton, FL 32631**

### Location

Community Picnic Tables, NE 101<sup>st</sup> Avenue, Earlton, FL 32631

### Call to Order

The meeting was called to order at 9:39 AM.

### Attendance, Roll Call, Determination of Quorum

Owners present signed in, there were twelve (12) owners present, ten (10) in person and two (2) via proxy. A quorum was established. Representative present from Guardian Association Management was Kelly Burch.

### Proof of Notice of the Meeting

A signed, notarized affidavit is included in the meeting packet that notice of the meeting was mailed, or emailed to all Unit Owners.

### Election of Directors

David Ling nominated Valarie Mickler to be re-elected to the Board of Directors. It was seconded by Harry Kennedy and approved unanimously.

### Financial Report

Management reported that the Association had \$29,593.21 in the operating account and \$48,115.26 in the Reserve account. There were questions about how the Reserve line items were funded and Valarie explained that each year the Reserve line items were evaluated with life expectancy, replacement cost and how much was in the reserve for that item and the amount to be collected was adjusted based on the need and formula.

### Old Business

Management was asked to speak with the Lawn Maintenance Company as the hedges along the roadway were not being trimmed with each service as they were asked.

### New Business

- Roofing Special Assessment: Valarie Mickler made a motion to approve the Special Assessment at \$2,500 due on May 1, 2020. Harry Kennedy seconded the motion, and it was approved unanimously.
- Owner Notice: David Ling reminded everyone that the landscape company doesn't maintain the landscape beds at the unit and does not trim all of the bushes. He also suggested a quarterly roof cleaning to help maintain the life of the roofs.

- Pond Drainage: John Battle reported that the drainage area would have to be resurveyed per the engineer prior to any further movement on the drainage issue.
- Unit Insurance: Marty Streeper reported that they found that each unit requires an “HO6” policy and that it does not cover the garage.
- Owner Concerns: All owners were asked to compile a list of their top 10 concerns and forward to management to compile for pricing.
- Susan stated that she had updated contact information for almost everyone in the community. She requested updated contact information for the Becketts.

#### Adjournment

There being no further business, the meeting was adjourned at 10:57 AM.

Respectfully submitted by Kelly Burch, Guardian Association Management