

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

c/o Guardian Association Management  
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Board Meeting  
January 10, 2023  
High Springs New Century Woman's Club  
23674 West US Highway 27  
High Springs, FL 32643  
6:30 PM  
Minutes  
DRAFT

## Location

High Springs Woman's Center, 23674 West US Highway 27, High Springs, FL 32643

## Call to Order

The meeting was called to order at 6:39 PM.

## Roll Call/Certification of Quorum

Board members present were Dick Brodbeck & Rick Howe. 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 presented. It was seconded by Rick and approved unanimously.

## Consideration of Minutes of the Last Meeting – November 8, 2022

Dick made a motion to approve the November 8, 2022 meeting minutes as written. It was seconded by Rick and approved unanimously.

## Committee Reports

**Budget Committee:** Dick reported that the year ended \$1,500.00 on the positive side, the Board had managed the funds spot on throughout the year and reserve funds had been spent twice in 2022. Once delinquent property had been collected on and one new property had been sent to the attorney for collection. Dick noted that the Association was in good shape.

**ARC Committee – Ian** was not present, Kelly reported that there had been 1 approval in November, 6 approvals in December and 2 requests had come in for January but had not yet been considered by the Committee.

**Fining/Rules Committee:** Kelly reported in December there were 28 Friendly letters, 12 violation letters, 4 15-day letters and 10 Fine Notifications that were sent out. In January there were 26 Friendly letters, 10 violation letters, 5 – 15 day letters and 4 Fine Notifications that were sent out.

**Social Committee:** Lori reported that the Committee had a meeting scheduled for the upcoming Thursday to brainstorm for upcoming events.

**Nominating Committee:** It was announced that Chuck Cowen was added to the Architectural Review Committee, Lois Cowen was added to the Fining/Rules Committee and Debbie Dhue, Celeste Beck & Brooke Heisler were added to the Social Committee

**Manager's Report:** Kelly provided a Manager's report included in the meeting packet. She stated that all areas of sidewalk that had trees between the road and the sidewalk and needed grinding had been done. It was noted that the Board wanted all of the sidewalk grinding had been done and Kelly stated that she misunderstood what was wanted and would call SNG to ensure that all sidewalks were ground in the community. She also reported that the Phase 4 pond was being mowed and all holes had been filled.

President's Report: Rick reported that 2022 was the first year that all phases of the community were completed; that the completion of phase 4 finalized the development of Oak Ridge dating back to 2005. Phase 1 of the project started in 2005 and failed under the initial developer during the Great Recession. Howe Development took over for the bank in 2011 and completed phase 1. Phase 2 was started by a new builder/developer in 2015 and that developer failed; Howe Development was brought in by the bank and completed unfinished homes in Phase 2. Howe Development took over the remaining undeveloped land and completed Phases 3 & 4 in 2022.

#### Old Business:

There was no old business.

#### New Business

Election of Officers: It was decided by consensus that the 2023 Officers be as named below;

President – Rick Howe (1 year term)

Vice President – David John (2 year term)

Secretary/Treasurer – Dick Brodbeck (3 year tear)

Owner Comments: Eric Vinson stated that he submitted a request to install a fence but never got a response, Kelly stated that she would look into it and let him know what was happening with the request. He also stated that the fence that he shared with his neighbor was not installed on the property line, it was installed approximately 1 foot into his property. He was concerned about how the CCR enforcement process worked and the Board and Kelly explained the process.

The Board was asked to send out notification to owners to pick up after their dogs, it was mentioned that a newsletter would be sent out soon. Kelly was asked to have the final dog waste station installed at the wet pond area.

It was noted that there was a gap in the sidewalk at Lot 149. The owners were advised that the Builder, DR Horton was responsible for the installation of the sidewalk at the time of building.

It was suggested that additional signage be put into place at the island tree as people do not use the roundabout properly.

The meeting dates for 2023 were scheduled for April 11<sup>th</sup>, July 11<sup>th</sup>, November 14<sup>th</sup> and January 9, 2024.

#### Adjournment

There being no further business, the meeting was adjourned at 7:28 PM.

Respectfully submitted by Kelly Burch, Guardian Association Management