

Haile Forest Homeowners Association, Inc. AKA Hickory Forest  
Board Meeting  
May 1, 2023  
6:30 PM  
DRAFT

Haile Forest Board of Directors meeting was called to order by President, Andrew Roberts at 6:30 PM. Quorum was established.

Members Present: Vicky Klink, Karen George, Margaret Marcus & Andrew Roberts

Member Absent: Justin Turon

Guardian Association Management Staff Present: Kelly Burch

Homeowners Present: There were approximately 20 homeowners present.

Welcome Kelly and Guardian Association Management: Andrew reported that the Board of Directors had hired a new management company and introduced Kelly Burch as the new manager for the community. She was asked to mail the unapproved minutes from the meetings as well as information on how to sign up for the owner portal with the new owner letter.

Consideration of Minutes: It was noted that the minutes of the last meeting had not been available to the Board for consideration.

Financial Report: Kelly provided the details of the collection process, a reminder letter sent to any owner that had not sent in payment 30 days after the due date stating that it should be sent in within 10 days. After 30 days an Intent to File a Claim of Lien would be sent to any owner that had still not paid to all known addresses both regular and certified mail. The owner would be billed \$25.00 for the notice. If the owner did not pay within the statutory 45-day time period, the account would be forwarded to the attorney for collection. A [lien](#) would be immediately filed, and a demand letter would be sent to the owner from the attorney. All costs of collection would be billed to the owner. It was noted that access to the amenities could be turned off for non-payment of fees. Kelly was asked to price a reserve study for budgeting purposes as the Board wished to ensure that the Reserve account was properly funded and avoid possible special assessments.

#### Old Business:

- Car at clubhouse parking lot update – Andrew reported that the contract with the towing company had expired, and Kelly would contact the towing company immediately to enter into a new contract. The towing company would come out to the property, evaluate the signage and ensure that it met the legal requirements and repost the property if needed as well as post the vehicle and then tow it.
- Key fob update: Andrew reported that the key fobs had been working the last few weeks. Kelly would need some training on the system. The Board was asked if the fobs would work forever, they stated that the fob was to stay with the property when owners moved but the fob itself had a battery life and would not last forever.

#### New Business:

- Landscape Update – Review of Common areas, Contractor, etc. – It was noted that a new landscape company had recently been hired by Vesta, however, the Board was not aware of what their scope of work was as they had not been able to get a copy of their contract. Andrew reported that the Board walked the common areas with Kelly prior to the meeting and pointed out issues to be addressed with

the landscape company as well as items to be requested for proposals. It was noted that a proposal for a sign at the 1<sup>st</sup> retention pond would be obtained in the hopes to eliminate ATV traffic.

- Compliance Items – Andrew informed the community that in prior years grass would be mowed by the HOA after a 14 day notice to the owner that they were out of compliance and the owner would be billed and all other items were sent to the attorney for demand letters to be sent. He noted that Florida Statute allowed for fines to be levied against owners that violated the covenants, however, a Fine Appeals Committee was necessary so that if an owner wished to appeal a fine levied by the Board they had a remedy. Alla Chuble, Alex Chuble, Jeff Gill, Meagen Pultz, Patrick Pultz, Bryon Schaefer, and Gail Stege-Shepard volunteered to serve on the Fine Appeals Committee. Andrew made a motion to appoint those that volunteered to serve on the Committee. It was seconded by Karen and approved unanimously.
- Process to notify owners of property issues –
  - Yard maintained – what does that mean- continue to notify owners that if grass needs to be mowed (over 8 inches) it will be done at HOA expense and owner will be billed for the cost. Shrubs and plants must be kept lower than the eaves of the house and away from the home and off of other lots. Xeriscaping is allowed, but shrubbery must maintain a manicured appearance and edging is required on all hard surfaces and beds. All owners must maintain the strip of grass between the road and sidewalk. House numbers must be visible from the street.
  - Garbage/debris/yard waste – items should be placed at the curb the day prior to pickup and containers should be shielded from view from the street.
  - Parking on Sidewalks – Parking on grass is prohibited. Parking in the driveway or in the garage is the preferred parking space, however, in the event that guests are over parking in the street periodically is acceptable.
  - Basketball Goals – No basketball goals are allowed in the street. They may only be placed in the driveways.
  - Vehicle Maintenance – Vehicle maintenance may only take place in the garage of the home and not in the driveway.
  - Kelly provided an outline for sending notices to owners based on inspections. A friendly letter would be sent after the initial inspection when an item is noted which allowed 30 days to remedy an issue. If not resolved on the next inspection a violation letter would be sent which allowed another 30 days to remedy the violation. If not resolved on the 3<sup>rd</sup> inspection, a 15-Day Notice to Comply would be sent regular and certified mail which allowed 15 days to remedy the violation. If not resolved on the 4<sup>th</sup> inspection, a Fine Notification would be sent allowing 14 days before a fine would be imposed. If not resolved on the 5<sup>th</sup> inspection a fine would be imposed. Andrew made a motion to implement the covenant enforcement process. It was seconded by Mig and approved unanimously.
- Other – Meeting Minutes: Kelly was asked to send out the meeting minutes to the owners by mail for the first Board Meeting and post all future Board Meeting minutes to the Owner Portal for viewing and how to sign up for the Portal. Kelly was also asked to send out a reminder about items that needed to be addressed for compliance and the new Fine Procedure.

There being no further business, the meeting was adjourned at 8:20 P.M.