

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

c/o Guardian Association Management  
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Budget Meeting

November 14, 2023

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 6:30 PM.

## Roll Call/Certification of Quorum

Board Members present were Dick Brodbeck, David John, and Lois Cowen. A quorum was established. Owners present signed in. Representative present from Guardian Association Management was Kelly Burch.

## Review and Adoption of Agenda Items

Dick made a motion to adopt the agenda as presented. It was seconded by David and approved unanimously.

## Consideration of Minutes

Lois made a motion to approve the minutes of the July 11, 2023, Board meeting. It was seconded by Dick and approved unanimously.

## Adopt 2024 Budget Service Contracts

Dick reported that the 2024 Proposed Budget reflected no changes in the monthly fees and that all of the vendors kept their prices the same for 2024. He reported that the only contractor that had changed was the irrigation maintenance contractor, and that they had rebid contractors to ensure that the Association was receiving fair pricing. He also noted that the reserves would be kept the same but that the Association would no longer get the Capital Contribution from the construction of new homes. Dick made a motion to approve the 2024 Budget as it was presented. It was seconded by Lois and approved unanimously. Lois made a motion to allow Dick to sign the contracts for Stewart Pest Control, Coastal Maintenance, J.M. & Associates, Perfect Lawn Maintenance and GAM. It was seconded by Dick and approved unanimously.

### Committee Reports

- ARC: Ian reported that there was one pending request that had just been emailed to the Committee but all other requests that had come in since July had been approved and the owners had been notified. He also reported that the process had been updated and a new form had been created that he provided to Kelly at the meeting to be updated on the website and provided to owners as they inquired about requests.
- Budget: Dick reported that the Association was doing well and had operated within the budget. He noted that legal fees were recovered from owners, that insurance costs doubled, electricity was high due to the second entrance lights being added and irrigation added at the second entrance.
- Transfer of Funds: Dick suggested that a transfer of \$10,000.00 from the Operating account to the Reserve account be made. It was seconded by Lois and approved unanimously.
- Fining & Rules: Tom Storey reported that inspections were done the first week of each month and letters were sent within a few days of each inspection. The Board requested that each letter be sent with photos. It was noted that there had been four inspections since the last meeting and most CCR letters were for garbage cans exasperated by the number of cans and parking in the common areas of the Association.
- Nominating: It was noted that there were no open positions.
- Social Committee: Lori reported that Committee had a successful international dinner event and was planning a cookie exchange and the house decorating contest.

### Old Business

- SNG signage/sidewalk: Kelly reported that stop signs and street signs had been placed at the back of the community in phase 4 and that the last section of the sidewalk that had been missing connecting phase 3 and phase 2 had been poured.

### New Business

- Irrigation well: Kelly reported that there was an area of grass at the entrance that appeared to be dying and when the sprinklers were checked it was found that the well was not working. A well company was sent out and it was determined that the well was not getting power. An electrician was then sent out and it was determined that the meter had to be pulled and it was pulling the proper volts so Clay Electric pulled the meter and determined that the problem was on the Association side of the meter. The Association had the issue repaired and the water turned back on.
- SNG restriping – Kelly reported that SNG had placed delineators along the sides of the pavement by the mailboxes to alert drivers to the fact that the pavement ended and that the grass began as many drivers kept driving onto the grass creating a drop off from the pavement. They had also started the thermoplastic striping of the crosswalks. The Board had previously reviewed a proposal via email. Dick made a motion to approve the proposal from SNG for the thermoplastic striping of the crosswalks. It was seconded by David and approved unanimously.

### President's Report

Easement parking and blocked sidewalk: Dick reported that the sidewalk in Phase one was blocked off at the instruction of Code enforcement as Public access was not allowed until a final

inspection was done. He noted that property owner was actively working with the City to get the work done as quickly as possible. Kelly was asked what could be done about the vehicle parking on the easement or on the common areas. She stated that fining owners or towing were the only options. Dick made the motion to get towing on Phase 4 easement to retention pond. David seconded the motion, and it was approved unanimously.

#### Owner Comments

Lois reported that the markings on the yard are for line locaters for Cox fiber optics.

The Board was asked if anything could be done regarding the wrong way driving at the round about. Kelly stated that the streets are owned by High Springs and that owners have to contact the Police Department.

The Board was asked if a children's area would ever be installed. David reported that he was looking at the cost of a playground and pavilion to the east of the island oak

#### Adjournment

There being no further business, the meeting was adjourned at 7:16 PM.

Respectfully submitted by Amber Alexander, Guardian Association Management