

**Southampton Community Association
Board of Directors Meeting Minutes
Monday 01, August 2011**

The Vice-President, Jim Dowling , called the regular meeting of the board of directors of the Southampton Community Association, Inc., to order at 6:35 p.m. in CAM offices at 1008 Park Avenue, Orange Park, Fl. IAW 720.112(2) (c), F.S.

I. Roll call:

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|--------------------------------------|--------------|
| a. President – Dion James | <u> P </u> |
| b. Vice President – Jim Dowling | <u> P </u> |
| c. Secretary/Treasurer – Keith Money | <u> P </u> |
| d. Director – Fran Watson | <u> E </u> |
| e. Director – Ray Potts | <u> P </u> |

Also present was Bob Woods of the CAM team, for Linda Woods Southampton Property Manager.

II. Reading of Minutes: Date for Monday June 06, 2011.

Corrections: Change Chapter V. New Business, Paragraph A. Replace fifth sentence to create two sentences to read. Sentence Five, Kathleen asks what about people not being able to perform yard work? Sentence six, What about the people who have the money and can pay some one to do it but do not know anyone? No further corrections needing to be made, Jim Dowling asks for a motion to accept minutes with the corrections.

Motioned by: Keith Money Second by: Ray Potts None opposed and motion carried

III .Reading of Treasurer Report:

Financial Report: Mr. Bob Woods explained the collection letters for the aged accounts generated a collection of over \$3,600.00 of past dues and fee's. He went on to explain the steps in the collection process which is time controlled for those that have not paid yet. Jim asks if the demand letter can be combined with the intent to lien letter. Bob said he will check to see if it is possible. The intent to lien has to be 45 days from the first collection notice. Jim asks if we can go ahead and send out information on the process to the homeowners letting them know what is going to happen. First collection letter, Second demand letter, Third letter of intent to lien and last it will be turned over to a collection agency and that will add another 25% to the bill. Bob recommended we let the process carry it self. Jim said he would like all to be notified by the

annual meeting of the process. Jim explained the need for urgency because changing Property Managers has put the whole process behind about 3 months. We should try to all informed by the annual meeting. Bob said he would check on it to see if it was legal.

Violation letter- Bob explained the violation letters and how the violation dictated how soon the discrepancy should be corrected. Bob also asks the board to be patient and not to try and get things done over night. The community has some problems and the violation tracker is a tool and will work, we just need to be patient. Bob ask the board to consider making the third violation letter to come from the attorney. Dion made a motion for the third violation letter and any after that to come from the lawyer. Ray second, none opposed and the motion carried.

IV. Unfinished Business:

a) **Title: Candy Jars for New Home Owners**

Bob Woods requested the board make a decision on the label to be placed on the New Homeowner's Welcome candy jars. Bob presented several suggestions. Ray recommended we go with same pattern as what is on the sign at the entrance. The board approved unanimously.

b) **Title: Web site**

Dion requested the board to revisit the decision for a web-site. Jim made a motion to have the CAM team start up a web-site for Southampton. Keith seconded. Ray voiced concern about the cost. Bob explained the start up fee and what the maintenance fee would do. Keith said the board and the HOA has been trying to get a web-site since the development of the HOA. He asks that we move forward and make this a reality. None opposed, motion carried.

c) **Title: Yards in community**

Dion requested for Linda to send a letter to person who owns the second lot on the left on Southampton Dr and let them know we will be charging them in the future for cutting that grass. This will be classified as a forced cut and will cost \$50.00.

Dion inquired about the bank owned yards that were to be forced cut based on a motion made at a previous meeting.

V. New Business:

a) **Title: Cam team point of contact**

Dion asks for a point of contact for the ARC reports. Bob said to call for Carmen. She will be handling all the ARC's for the HOA. Bob also said that if any one wants to contact them just

call the office. Anyone can call the office and anyone there can and will assist them or make sure some one in the office with the information will return their call.

b) Title: Lawn Company

Dion recommended that the board prepare a set of lawn care requirements based on the current contract, which will be presented to the vendors bidding for the contract.

c) Title: 2012 Budget

The 2012 budget was discussed and changes were recommended. After the changes are made the board will vote on the budget.

VI. Committee Report

a) Title: Arc Report

Ray informed the board that the ARC request for 1644 Dartmouth paperwork had been completed and the homeowner notified. Ray also asks Linda to add ARC request for 2010 Frogmore Dr to the ARC tracker, replace the fence. Bob said he will inform Carmen. A follow-up inspection after the job is completed will be schedule.

VII. Adjournment: Next meeting will be the Annual meeting followed by Board of Directors meeting, if necessary, Tuesday September 13, 2011, 7:00 P.M. at the Thrasher-Horn Center, College Drive Orange Park, Fl. There being no further business Dion called for a motion to adjourn; a motion to adjourn was made by Jim Dowling. Meeting was adjourn at 8:45 p.m.