

**Southampton Community Association
Board of Directors Meeting Minutes
Wednesday, December 7, 2011**

The President Dion James , called the regular meeting of the board of directors of the Southampton Homeowners Association, Inc., to order at 6:30 p.m. in CAM offices at 1008 Park Avenue, Orange Park, Fl. IAW 720.112(2) (c), F.S.

I. Roll call:

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

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

II. Reading of Minutes: Date for Tuesday, November 11, 2011

A motion was made by Keith and second by Jim to wave the reading of the minutes due to everyone having an opportunity to read the minutes before hand.

Corrections: Change paragraph V sub-paragraph b first sentence to read, the repair of the loose bricks on the front entrance sign was completed.

Dion asks to accept the minutes with the necessary corrections. None opposed motion carried.

III. Reading of Treasurer Report:

Bob Woods gave a brief to the board concerning the aging reports. Due to the Treasurer's report being tabled last meeting, Bob presented October's financials. The accounts control by Southampton as of October 31, 2011 was

Compass Operating Account6,832.60

Compass Money Market Account.....12,513.56

Bob then presented November's financials. The accounts controlled by Southampton as of November 30, 2011 was

Compass Operating Account.....5,163.86

Approved
Dion James

Compass Money Market Account.....12,848.16

The board reviewed the force cut fee and asks Cam to inspect the completed work. It was brought to the attention of the board the last force cut the front yard was only cut. The back yard did not get mowed. Bob inquired about the address and informed the board it will appear on the December report if that address was a force cut or the owner done it.

IV. Unfinished Business:

a) Title: Violation reporting process

The Cam Team addressed an issue one the homeowners had with the violation tracker. The home owner felt they were being harassed by the Cam Team. It was confirmed an address about repeated violations was incorrect. The Cam Team sent the homeowner several letters, which they ignored, reporting the violations. The Cam Team has sent a letter to the homeowner apologizing for the incorrect address. The board requested Cam to draft a map of the development that will help to clarify violation addresses. The board reminded all to call, stop by or do what is necessary to contact the Cam Team when you received a violation letter to discuss resolving the issue or clearing it up before it turns into a problem.

b) Title: Sign Maintenance

The board discussed the repair to the front entrance sign. More repairs are needed at this time. The board requested the Cam Team to inspect the work completed by all contractors. The sign facing the south needs some bricks repaired at the top aft section. The bricks move and can be pulled off by hand. The two inner seams on the forward corners of the sign running from top to bottom has had mortar come out. A board member was notified about the children waiting on the bus was jumping on and off the entrance sign. The board requested Ray to draft a letter to be sent out with the assessment letter reminding the parents of the children to do Not jump on the signs, please use the side walks and do not throw trash on the ground in between the bus stop and their house. Please help keep the development clean and trash free.

V. New Business:

a) Title: Plant selection

The board requested clarification about a check to Cutshall Enterprises concerning the amount \$599.40 for Seasonal Annuals. The board would like to see an itemized list from the contractor concerning the number of plants and the labor cost to install them. It also acknowledged the same flowers being placed at North Glenn development. Can we have a different selection then North Glenn? The board will make a selection concerning the spring flowers to be planted. The board requested the trees behind the front entrance sign to be

trimmed at least 12" off the sign and also to look at the trees along the fence line and can they be trimmed off the fence the same.

b) Title: House of the month

The board once again discussed the option of having a house of the month. Several different awards were considered for the house. It was suggested to combine all the seasons for the same prize. A house for the summer months as yard of the month and during the decorating times give the award for best decorating. A gift card to a local home improvement store was considered for the prize. The board again tabled the award siding it was too late to consider this year.

c) Title: Pond Retention behind Southampton

Bob Said he spoke with Clay County Commissioner Ronnie Robertson about the retention pond behind Southampton next to College Park development. Mr. Robertson expressed regret that the issue had some how slipped to the side. He will be assigning Dave Austin from his office to personnel handle this matter. He gave the board his assurance they will check on it. Mr. Austin was not aware of the history with the pond. Bob brought him up to speed with issue. Mr. Austin said he will have an answer by the next meeting.

d) Title: ARC (revised Tracker)

The Board reviewed the revised tracker and was happy with the new additions. The Cam Team explained with the new columns as homeowners file ARC this will fill the columns. The board also reviewed what action to take against home owners who do not comply by filing an ARC request. The CAM Team will notify the home owner to stop all work until proper paper work can be filed with the CAM Team. If the Home owner will not comply then it will be turned over to the attorney.

e) Title: Letters if intent to Lien

Bob requested the board authorize the CAM Team to file 17 intent to lien letters at a cost \$969.00 dollars. The HOA is owed at this point \$9,293.80. Ray made a motion to approved CAM Team to proceed with the letters of intent to lien. Jim second, none opposed, motion carried.

f) Title: Operating Account

Bob requested the board to authorize the CAM Team to move the operating fund from Compass bank to Community Association bank. Jim made a motion to approve the operating account be moved, Fran second, none opposed, motion carried.

VI. Committees Report:

a) Title: Welcome committee

The welcome committee will be extending a welcome to the new home owners at

2855 Southampton Dr.

1798 Dartmouth Dr.

b) Title: ARC committee

2855 Southampton Dr submitted an ARC request for the drive way to be widened. The ARC committee reviewed the request and found no discrepancies. The request was approved

VII. Adjournment: Next meeting was scheduled for January 11, 2011, 6:30 p.m. in the CAM offices at 1008 Park Avenue, Orange Park, Fl. There being no further business Dion called for a motion to adjourn: a motion to adjourn was made by Ray Potts. Meeting was adjourn at 8:20 p.m.