

**Southampton Community Association  
Board of Directors Meeting Minutes  
Monday 6, June 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           \_E\_\_
- c. Secretary/Treasurer – Keith Money   \_P\_\_
- d. Director – Fran Watson                   \_P\_\_
- e. Director – Ray Potts                      \_P\_\_

Also present was Linda Woods, Southampton Community Association Manager and homeowners Kathleen Lancaster and Robert Curry.

**II. Reading of Minutes: Date for Tuesday May 10, 2011.**

**Corrections:** Change Chapter IV. Unfinished Business, Paragraph A. Replace third sentence to read Fran said we may want to contact other homeowners and see if they want to get involved and help do something. No further corrections need to be made, Dion James asks for a motion to accept minutes with the corrections.

Motioned by: Fran Watson   Second by: Ray Potts   None opposed and motion carried

**III. Reading of Treasurer Report:**

**Financial Report:** Mrs. Woods gave an overview of the association’s financial standings. She informed the Board that the turnover with All Property Management Company is complete. Through this process the Cam Team was happy to report that the all the HOA money is accounted for. She also discovered that APM had two different money accounting systems in place. APM had the accrual system in place and then switched to a cash basis in March 2011. To switch systems a journal entry was made in the accounting which made the February financials and March financials appear to be out of balance. Linda also said the books are accurate and up to date. Linda then presented the Board with a Collection Tracker that contained a list of homeowners who had liens filed against them. After reviewing the list she explained how this subject needed more investigating. She was not sure which liens were outstanding at this time

and which had been satisfied. This month she will be sending out a courtesy letter to the homeowners who have liens filed against them and continue research to determine if any actions are required. This will start the lien process all over again. She went on to show how the process works. Fran asked if not paying dues was the reason for lien and Linda responded yes.

#### **IV. Unfinished Business:**

a) **Title:** New Home Owners

Fran contacted Logo Express regarding printing on candy jars and they said they could print a logo on the jar. Linda said she can send a website to Fran containing logos. Fran said she will review them and will choose three to be sent to the other Board members to choose which one they like and Fran will forward which one was chosen by the Board to Linda. The Board approved unanimously.

b) **Title:** Web site

Dion requested we table this subject until the Board is in full attendance. The Board agreed.

c) **Title:** Yard Sale Sign

Fran informed the Board the yard sale banner will cost \$75.00 and ten days to manufacture. Kathleen asked about the placement and Dion described where it will be displayed at the entrance.

#### **V. New Business:**

a) **Title:** Southampton Community Association Violation Tracker

Linda then introduced the Southampton Community Association Violation Tracker. She explained how the system worked. She discussed how date compliance was formulated. This will be an ongoing process that will be constantly updated. Kathleen asked about people with trouble not being able to do or have the money to pay to have someone do it. Linda said if she or anybody she knew that had either of these problems for them to contact the management office and something can be worked out to where all parties will benefit.

#### **VI. Committee Report**

a) **Title:** Arc Report

Dion ask Ray if there was any ARC requests outstanding and Ray replied none to report.

**VII. Adjournment: Next meeting was scheduled for Monday August 1, 2011, 6:30 P.M. in the offices of CAM 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 adjourned at 8:40 p.m.**