

**Southampton Community Association  
Board of Directors Meeting Minutes  
Wednesday June 11, 2012**

**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                        A

Also present was Bob Woods of the CAM team, for Linda Woods Southampton Property Manager and John Neff property owner.

**II. Reading of Minutes: Date for Wednesday, May 23, 2012.**

A motion was made by Keith Money and second by Jim Dowling to wave the reading of the minutes. Board members had an opportunity to read the minutes and corrections were made before the meeting. None opposed, motion carried.

**III. Property Manager’s Reports**

**A. Financial Report (\*)**

Bob Woods presented May’s financials. The accounts control by Southampton as of May 31, 2012 was,

CAB Operating Accounts .....	20, 776.76
CAB Money Market Accounts.....	16, 818.40

\*All the BBVA Compass accounts have been closed and transferred to Mutual of Omaha Bank, Community Association Banc (CAB).

**B. Violations Tracker**

Jim Dowling questioned the amount of paper used for the violation tracker and the method they use. He volunteered to come by the CAM team and assist them to ensure a more

efficient process. Bob Woods expressed the CAM team is willing to hear any suggestion that can help them to improve a process. Jim Dowling was more concerned about the amount of paper we are using and can we reduce it in any form.

### **C. Collections Tracker**

The board has questions concerning the AR Resources. Bob Woods said he will research them and inform the board.

### **D. Community Status**

Bob Woods informed the board the community has improved with all the rain we have gotten over the past couple of weeks. The green lawns and beautiful color has done wonders for the development. We still have the minor problems of non compliers but as a whole the development looks much better.

## **IV. Unfinished Business**

### **A. Surveillance Cameras Placement**

Extreme Digital presented the board with the final installation of the surveillance cameras. The board had requested all four cameras at the Island be mounted on the camera polls. Eric explained the problems with that decision being if some one hit the polls then the HOA would be down two cameras. If we went with the original decision and mounted two cameras on the polls and two cameras on the side of the bulletin board then the risk of destruction would be reduced. Eric explained that if the HOA did not have the monitoring in place then it would cost the HOA \$185.00 each time to pull any information off the cameras. He deviated from the original plan of having one master system at the sign and brings the front on a wireless system. He has now installed two separate systems allowing them to manage it remotely which if there is an incident them they can retrieve the information. Digital Extreme will be placing another sign informing the community about the surveillance cameras. He had to special order the sign so when it comes in he will have it mounted on the same poll that has the neighbor hood watch sign for all to see. Keith Money made a motion and Jim Dowling second to leave the cameras at the position they are currently at, one at the main entrance and two mounted on polls at the island and two mounted on each side of the bulletin board. This is a work in progress and the board will make the necessary adjustments through the advice of Digital Extreme. None opposed and the motion carried.

### **B. Sprinkler Damage**

Bob Woods informed the board there was a problem concerning the sprinkler system. Keith Money told Bob Woods that the problem started with a communication problem with the CAM team. Ms Becca was researching the complaint for the Department of Transportation on the damaged they caused to our sprinkler system when installing the fiber optic wires. She

contacted the board and asks for pictures of the damage to go along with the complaint. Keith Money took the pictures and e-mailed them to the CAM team. Ms Carman took the pictures as damage needing repairs and forwarded them to Cutshall and asks them to repair all the discrepancies. She informed the board by e-mail the damages will be repaired the following week by cutshall. Dion James contacted Bob Woods and instructed him not to do any repairs because we were summing a claim to the DOT for them to repair the damage. Bob Woods said a member of the CAM team contacted Cutshall by phone and e-mail and instructed them not to perform any repairs. On Wednesday May 6, 2012 around 1030 Keith Money passed the front entrance and saw someone performing repairs to the sprinkler system. He contacted Carmen at the CAM office and asks if they had some one doing repairs? She responded no so he informed her what he saw. Keith Money returned to the front entrance and found out the person performing the repairs was Troy Cushman. Keith Money asks if anyone from the CAM team had contacted him about not doing the repairs. Troy Cutshall response was no. Keith Money explained what was happening with the claim to the DOT and Troy Cutshall said no one from the CAM team contacted him. Dion James told Bob Woods that if Cutshall sends him a bill for the repairs then he is to forward that bill to DOT. If DOT refuses to pay the bill then Southampton will not be responsible for that bill and will not pay Cutshall. Bob Woods said he will keep the board informed

## **V. New Business:**

### **A. Communications**

Dion James asks Bob Woods to check on the communication break down that has occurred on a couple of issues involving Southampton. Bob Woods informed the board the CAM team just discussed this issue earlier this week and are working hard to ensure the issue is resolved. Jim Dowling used the sprinkler incident to express his concerns. Keith Money raised concerns about the board and do we need to make a motion on who will contact the CAM team. Dion James said this issue was addressed before and he is the point of contact for the board when contacting the CAM team and the CAM team will be the point of contact when contacting any sub-contractor. The board should not contact any sub-contractor unless they are in charge of that project. When a board member is in charge of a project then that board member will be point of contact for all.

### **B. Web Page**

Dion James expressed concerns about the web page and how it lacks emotion. Bob Woods explained that was the type of web page his company offered. Dion James raised questions about other developments that they provide the same service. The other developments have more information and pictures involving them. Southampton's web page has more pictures of Remax then of Southampton. Jim Dowling requested to talk to the person handling the web page and asked permission to access the server and make some changes. Fran Watson said she

went on the web page and clicked on some sites and nothing happened. At this time Bob Woods informed the board that goggle and Microsoft shut down the whole system for everyone and now they are rebuilding all the web pages. Jim Dowling had made a request for a counter to be installed on the web page and he will make this happen. He would like to see some thing on the web page about yard of the month for summer and each occasion to follow.

**C. 2013 Proposed Budget and Annual Meeting**

Bob Woods told the board in June they will send out flyers to all venders to see if they plan on raising their fees for the coming year. He also plans on presenting a draft Budget at the next meeting. Dion James also mentioned the Annual Meeting will be on the second Tuesday of September which happens to be September 11. Fran Watson reminded Bob Woods we will need to rent the Thrasher Horn Center for the meeting.

**VI. Committees Report:**

**A. ARC committee**

No ARC request pending at this time.

**B. Welcome committee**

No new residents this month

**VII. Adjournment: Next meeting was scheduled for July 11, 2012, 6:30 p.m. in the CAM offices at 1008 Park Avenue, Orange Park, Fl. There being no further business Dion James called for a motion to adjourn: a motion to adjourn was made by Jim Dowling. Meeting was adjourn at 8:11 p.m.**