

**Southampton Community Association
Board of Directors Meeting Minutes
Tuesday, November 15, 2011**

The President, Dion James , called the regular meeting of the board of directors of the Southampton Homeowners Association, Inc., to order at 6:20 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>E</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 Becca of the CAM team, for Linda Woods Southampton Property Manager.

II. Reading of Minutes: Date for Wednesday, October 12, 2011

A motion was made by Ray and second by Keith to wave the reading of the minutes because everyone had an opportunity to read the minutes before hand.

Corrections: Change the date on the minutes from January 24, 2011 to October 12, 2011.

Motioned by: Ray Potts Second by: Keith Money to accept the minutes with the necessary corrections. None opposed motion carried.

III. Reading of Treasurer Report:

Becca informed the board of directors she did not have the proper documents to give the board a complete summary of the Treasurer Report. Dion suggested we table the reading of the Treasurer until next month. The board agreed unanimously. The accounts control by Southampton as of October 31, 2011 was

Compass Operating Account6,832.60

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

IV. Unfinished Business:

- a) **Title:** Letter from the lawyer on repeat offenders



Bob requested direction on how to proceed with the letter from the lawyer for Home owners who will not comply with the by-laws and are repeat offenders on the Violation tracker. The Board informed the cam team to proceed with the letter after the third violation letter and the cam team does not need to address the board for approval every time.

b) Title: Clarification of financial reports

Aging reports and collection tracker are two reports that have the same information. The cam team informed the board that the reports are similar but are composed by two different organizations. The collection tracker is submitted from the cam team and the aging report is submitted by the collections. The two forms will not have the exact information because they are prepared on two different dates and the data should be close. This is a system of checks and balances for the Board. They are providing different reports supplying the same information for the board to balance against each other.

V. New Business:

a) Title: Violation reporting process

The cam team will perform a drive through the development and document all the violations. Then the home owners are notified and have seven days to comply. If they do not comply a second letter will be sent, then a third letter. Cam was informed they do not need to bring this to the board for approval to go to the attorney. Cam can get the proper information and proceed with a letter from the lawyer. The Board inquired how would the cam team like us to report violations. Pictures help the most and a phone call works also. E-mail with the address and a brief about the violation.

b) Title: Main Entrance Sign

The repair of the two bricks loose on the front entrance was completed. Dion and Keith will re-inspect the sign for more repairs possible and inform the cam team what is needed. The board request cam to notify Cutshall about the trees behind the sign being over grown and would it be possible to have them trimmed. Keith said he will wait until all the repairs are completed to the sign and will determine if it needs pressure washing or just cleaning. Dion asks cam to notify Cutshall about tree and bush trimmings are being thrown behind the entrance sign and can they get some one to clean that up. The Board also requested Cutshall plant different flowers and not the same as North Glenn. Dion suggested we post a message on the web page for people who want to help with the plant selection in the spring. Maybe this will help to get people involved in the community. The board will review the plant selection come February.

VI. Committees Report:

a) **Title:** ARC Tracker

The board requests that the cam team make a few changes to the ARC Tracker. It would like to see two new columns added to the report. An approval date and a projected completion date. These two new columns will aid the board by giving it a quick review option instead of having to go back and find the completed ARC request form.

b) **Title:** ARC 1644 Dartmouth

The board inquired about the progress on this addition to the home. The homeowner was waiting on a sliding door that had to be special manufactured. Once the door was completed they will resume work on the outside of the home.

c) **Title:** ARC procedures

The board reviewed the length of time for completing an ARC. The form on the web page states it has to be completed in six months or submit a new ARC. It was a unanimous decision to keep it like it is on the web page.

d) **Title:** New Home owners

No new homeowners this month.

VII. Adjournment: Next meeting was scheduled for December 7, 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 8:00 p.m.