

Southampton Home Owners Association

Meeting Minutes

Wednesday April 3, 2013

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 - Keith Money P
- c. Secretary – Teresa Garraway P
- d. Director – Frances Watson P
- e. Director- Vacant

Also present was Ms. Woods Southampton Property Manager and home owners Diane & Francis Dudash, Mariane Beaton, and Glenda Neff.

II. Reading of Minutes: Dated January 9, 2013 and Wednesday February 6, 2013.

A motion was made to wave the reading of the minutes for January and February. None opposed motion carried.

A motion was made to accept the January and February minutes with necessary corrections if any. None opposed motion carried.

III. Property Manager’s Reports

A. Financial Report

Ms Woods presented Southampton’s financials. The balances of the accounts controlled by Southampton as of March 31, totaled \$42,952.21.

CAB Operating Accounts	\$29,342.39
CAB Money Market Accounts.....	\$13,609.82

- a. Mr. Money asked Ms. Woods about the Backflow testing
- b. Mrs. Watson asked about annual landscaping flowers on the YTD Budget

Ms. Woods responded that the backflow test is a yearly requirement and the flowers and mulch were amounts carried forward and not used to date.

B. Collection Tracker

Ms. Woods requested that the interest incurred after several accounts have been paid off be forgiven for lines 15, 18 and 28.

A motion was made to accept the recommendation of the management company. None opposed and the motion carried.

Ms. Woods informed the board that there are two accounts omitted from the collection tracker and sent to the attorney. Updated copies will be emailed to board members.

C. Violation Tracker

Mr. James asked about the current status of violations. Ms. Woods stated that previous violations discussed letters have been sent out by the attorney out last month however; she did not know the date the letter was mailed. Ms. Woods stated she would request copies of letters from the attorney. Ms. Woods recommended another homeowner be to the attorney.

Ms. Woods asked for permission to act on behalf of the board to setup payment plans for homeowners who call the office without waiting till the next board meeting for approval.

Mr. James expressed that the only problem would be with accounts that are in a foreclosure status.

Ms. Woods stated she would act on those accounts of a delinquent nature not ones in foreclosures without board approval. However she stated if money could be collect up front, the account could be put in a suspended status and see if the owners would default on the balance.

A motion was made to accept the recommendation of the management company to act on behalf the board to set up payment plans of delinquent home owner association fees. None opposed the motion carried.

D. Community Status

- a. As of March 31, Southampton billed out \$42,180.00
- b. As of March 31, Southampton collected \$34, 178.92 with a balance of \$8001.08 to collect

Ms. Woods stated she is going to send out a letter of demand giving the homeowners thirty days to respond before their account goes into collection.

Mr. James asked about the appearance of the community. Ms. Woods responded that a generic letter for spring clean up was going out early and to posted on the Southampton website

and asked if the board was interested in a community clean up to encourage home owners to get their yards in order. Mrs. Watson agreed that website would be optimal and to also mail a letter to home owners.

IV. Old Business

A. Security Cameras

Mr. James spoke with Alex but had not received the information he requested. Mr. Money expressed his concern about the non responsiveness from Alex. Ms. Woods stated she has an email going out to Alex.

Mr. Money requested the sign that was stolen be replaced.

B. Landscape

Mr. James asked about the status of the trimming of hedges at the front entrance. Ms. Woods stated she emailed the lawn service but has not received a response from them.

Mrs. Watson asked about the planting of the knock down roses

Ms. Woods received an email on March 20th from Angel Rodriguez stating there was never and discussion regarding knock out roses.

V. New Business

A. CAM Team Contract

Mr. James opened the discussion about the five percent increase on management fees. Mr. Money stated the CAM Team wanted an increase for fees or reduction in hours. If the number of meetings remained the same at twelve a year then the management company wanted a pay increase. If the number of meetings decreases then they are willing to negotiate the pay.

Current rate is \$1165.50 with the five percent increase the fee would go to \$1223.77

A motion was made to accept the five percent increase on management fees with the meeting to remain at twelve a year effective May 1st.with the new contact. None opposed motion carried.

B. Entrance Sign

Mrs. Watson asked about the status of the entrance sign that needs replacing to match the Articles of incorporation. Mr. James asked if any quotes were received; Ms. Woods has sent out letters with plans to rework the letter to read Southampton instead of South Hampton vendors but has not received a response.

C. Unauthorized Pit Bulls

Two Pit Bull dogs were reported in the neighborhood one at 2037 Frogmore and 1797 Dartmouth Drive. According to Article 6 Section 13 Pit Bulls are not allowed. Ms. Woods asked if she should send a letter to the owners or have the attorney send it out. Mr. James requested that the homeowners be contacted immediately to have the dog removed and be granted a reasonable time frame to find a new home for the animal. If they do not respond the matter will be turned over to the attorney.

VI. Community Report

A. ARC committee

- Two ARC was presented and approved
- Mr. Money will be the liaison between the board and the management company to notify approval of ARC request.

B. Welcome committee

- Two new homeowners will be welcomed into our community.

C. Covenants and by-laws committee

Still trying to find homeowners to be on the covenants and by-laws committee to review and update. One person so far has volunteered we still need two to three more members.

VII. Adjournment: Next meeting as scheduled for May 8, 2013, 6:30 p.m. in the CAM offices at 1008 Park Avenue, Orange Park, Fl. There being no further business meeting was adjourned at 8:17 p.m.