

**Southampton Home Owners Association**

**Meeting Minutes**

**Wednesday June 5, 2013**

**The President Dion James, called the regular meeting of the board of directors of the Southampton Homeowners Association, Inc., to order at 6:32 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.

**II. Reading of Minutes: Dated May 8, 2013**

A motion was made by Mr. Money and second by Mrs. Watson to wave the reading of the May 8, 2013 minutes. None opposed motion carried.

Mr. Money had a question as to changes made on the May 8, 2013 minutes. A motion was made by Mr. Money and second by Mrs. Watson to accept the minutes with corrections. 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 May 31, 2013 totaled \$37,494.82.

CAB Operating Accounts .....	\$23,524.90
CAB Money Market Accounts.....	\$13,969.92

**B. Collection Tracker**

Ms. Woods requested that we move forward lines 6, 10, 11, 15, 24, 25 and 26 on the collection tracker.

A motion was made by Mr. Money and second by Mrs. Garraway to accept the recommendation of the management company. None opposed and the motion carried.

A motion was made by Mrs. Garraway and second by Mrs. Watson to accept an offer from the bank in the amount of \$1500 and prorated fees on 2013 assessment as settlement on delinquent account. None opposed and the motion carried.

### **C. Violation Tracker**

The board received one half of the violation for this meeting due to problems with the program.

### **D. Community Status**

Ms. Woods will draft the Spring Clean up letters and lawn maintenance for the community. Mrs. Watson recommended that information about security camera also be added to the letter.

## **IV. Old Business**

### **A. Security Cameras**

Mr. James and Mr. Money had a meeting with Alex and a program for monitoring of cameras can be downloaded to smart phones. Alex informed Mr. James he would forward a program that can be used on PC's as soon as he get it. Alex will send pricing and information on LED lights and 360 degree view camera.

### **B. Landscape**

The board discussed the landscaping and asked Ms. Woods to contact the landscaper to have new plants put in and have the landscaper submitted a cost of mulch.

### **C. Entrance Sign**

Ms. Woods informed the board that the bid for new sign would be about \$3,000 for replacement. Mr. James recommended that the board get an exact cost on sign replacement. Ms. Woods will bring bids to next meeting.

### **D. Unauthorized Pets**

Ms. Woods informed the board that she has received response the owner of the property and received the report from the Humane Society on the dog. However the report did not contain the DNA of the animal in question because the Humane Society had lost the blood draw. Ms. Woods has spoken to the homeowner he responded that the tenant would get rid of the dog if necessary. Mr. James recommended that attorney send a letter to the owner of the property.

## **V. New Business**

### **A. Supply request**

A new recorder to tape the meetings has been purchased.

## **VI. Community Report**

### **A. ARC committee**

There was one new ARC for extension on patio. The homeowner was contacted and asked to submit a picture or drawing of the structure. The tabled the discussion pending further information.

Mr. James informed Ms. Woods to contact the homeowner who is painting their house not to continue until and ARC is submitted.

### **B. Welcome committee**

Ms. Watson informed the board that new homeowner have not received a copy of the covenants and by-laws. Ms. Woods suggested that the Welcoming committee obtain an email address of the homeowner and the information will be emailed to them.

### **C. Covenants and by-laws committee**

The board discussed the covenants by-law committee and decided due to non response by homeowners to volunteer the board decided to divide the task in sections and work on it. Mr. James will contact Mr. Potts on sections 11 thru 15, Mr. Money section 5, Mrs. Watson section 6, Mrs. Garraway section 7, and Mr. James section 10. Each member will respond by email by June 14<sup>th</sup> as to status of project.

**VII. Adjournment: Next meeting as scheduled for July 10, 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 8:59 p.m.**