

Southampton Home Owners Association

Meeting Minutes

Wednesday November 6, 2013

The President Dion James, called the regular meeting of the board of directors of the Southampton Homeowners Association, Inc., to order at 7:00 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 E
- 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 August 5, 2013 and Dated October 9, 2013

A motion was made by Mrs. Garraway and second by Mrs. Watson to wave and table the reading of the August 7, 2013 minutes until next schedule meeting in December. None opposed motion carried.

A motion was made by Mrs. Garraway and second by Mrs. Watson to wave the reading of the October 9, 2013. None opposed motion carried.

A motion was made by Mrs. Garraway 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 October 31, 2013 totaled \$24,874.66.

CAB Operating Accounts \$10,004.03

CAB Money Market Accounts..... \$14,870.63

B. Collection Tracker

Ms. Woods informed the board that she would like to take action on line numbers 14, 28 and 29 on the collection tracker for this month.

C. Violation Tracker

Mrs. Garraway informed the board about cars blocking main entrance and being parked on the lawn. Ms. Woods informed the board that a letter and pictures have been sent to the owner of the property. Mr. James also informed Ms. Woods that there are also multiple families living at the same residence. Mrs. Garraway informed the board of that a street light was out on the south east corner of Dartmouth and Southampton. Mrs. Watson informed the board about the overgrown property. Mr. James responded that the neighbors should get involved and notify the Department of Health that they are seeing snakes and rats in the area. Also if the neighbors suspect that there are squatters they should call Clay County Sheriffs Non Emergency Number to report it.

D. Community Status

Ms. Woods stated that the overall appearance of the community is good.

IV. Old Business

A. Security Cameras

Mr. James asked about Ms. Woods if she heard anything from Alex. Mr. James informed the Ms. Woods that we need to find out the cost of switching from Clearwire to Comcast at the end of contract that will be ending soon.

B. Entrance Sign Correction

Ms. Woods informed the board that she saw an entrance sign at a Condominium on Southside that was reasonably priced, it is raised lettered and metal. Ms. Woods suggested that this style might be a good choice for our new entrance sign.

C. Annual Letter

Mr. James asked for an annual letter of lawn care to be included with mailing of statements.

V. New Business

A. Community Christmas Decoration Contest

The board decided to continue with the annual Decoration Contest. Mrs. Watson suggested decorating the front entrance sign with lights, wreath, and garland. Ms. Woods suggested rope lights and will measure the sign and get pricing for the lights. The board set the dates for the contest and requested a letter to be sent to the home owners with the presentation of awards to be on December 14th 2013 at 2:30 p.m. The 7th of December at 9:00 a.m. was set to decorate the front entrance sign.

VI. Community Report

A. ARC Committee

There were no new ARC's for the month of November.

B. Welcome Committee

Ms. Watson welcomed the two new home owners in the community.

C. Covenants and By-Laws Committee

Mr. James requested documentation and samples be given to the homeowners that volunteered. Ms. Woods will meet with volunteers to give them instructions.

VII. Adjournment: Next meeting as scheduled for December 4, 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 8:16 p.m.

A handwritten signature in black ink, appearing to read "Dion James". The signature is written in a cursive style with a large initial "D" and a long, sweeping underline.

NOTICE

SOUTHAMPTON COMMUNITY ASSOCIATION, INC.

A Florida Corporation Not-for-Profit

C/O The CAM Team, LLC.

MEETING of the BOARD OF DIRECTORS

DATE: Wednesday 4 Dec 13

TIME: 1830 (6:30PM)

LOCATION: RE/MAX Specialists
1008 Park Avenue
Orange Park, Florida 32073

AGENDA

- I. CALL ROLL; CERTIFIES QUORUM; PROOF OF NOTICE.
- II. Reading and approval of minutes (August and November)
- III. Management Company Update
 - a. Financial Report
 - b. Collections
 - c. Violations (inspections/reinspections)
 - a. Weeds
 - d. Community Status
- IV. Old Business:
 - a. Security Cameras
 - b. Entrance sign correction
 - c. Annual Letter
 - d. Community Christmas decoration
 - a. Contest
 - b. Entrance
 - c. Presentation of awards
- V. NEW BUSINESS:
 - a. Spring planting
- VI. Committee Report
 - a. ARC
 - b. Welcome Committee
 - c. Rules & Documents
- VI. ADJOURNMENT