

**Southampton Owners Association BOD Meeting Minutes
December 14, 2022
Orange Park Town Hall- Council Chambers, Orange Park FL, 32073**

The Board President Dion James called the regular meeting of the Board of Directors of the Southampton Homeowners Association, Inc., to order at 6:04PM at the above address. FL. LAW 720.112(2)(c), F.S.

I. Roll Call:

President – Dion James	P
Vice President – Keith Money	P
Secretary – Claudia Decurnou	P via speaker phone
Director – Cari Andreani	P
Director – Peggy Brister	NP

Christina Bloomfield was present on behalf of The CAM Team.

II. Approval of the Minutes:

Dion James made a motion to accept the minutes from September 13, 2022. Keith Money seconded the motion, all were in favor, and the motion carried.

III. Management Company Update:

a. Current Financial Report

Popular Operating Account	\$30,349.02
Popular Money Market Account	<u>\$33,873.73</u>
Total Operating/Reserve Account	\$64,222.75

Dion James wanted to table approval of the October 31, 2022 financials until November are available. Jillian Stewart had emailed the November financials to the Board at 8:20 am on December 14, 2022, and they were reviewed by phone. The Board discussed and approved the November financials.

Dion asked to have the irrigation amount reviewed against prior months because he felt the October and November usage cost were higher than normal.

b. Collection Tracker –The collection tracker was not reviewed however the CAM went over the aging report totaling \$6,369.12.

c. Community Status/Violation Tracker – Christina Bloomfield stated that her overview of Southampton was positive and sought clarification from the board on violation policies regarding basketball goals, lawns, and trash. It was determined that garage doors being opened are not violations, and that unsightly mailboxes as long as they are standing are not violations. The Board does not want to send members to the attorney to avoid up front costs they cannot recoup.

Keith Money asked that The CAM Team verify the irrigation repair at the marquis sign was completed in October.

IV. Old Business:

- a. Bulletin Board Brick Replacement** – The Board is happy with the Premier American Construction bid for the sign.
- b. Camera System** – Dion James indicated we need a bid to take the cameras down and reinstall them.
- c. Entrance Flowers** – Advised these were approved and would be installed in January if not sooner.
- d. Dogi-Pot Stations** – The Board wants Bold City to install two (2) signs, one at the front by the bulletin board on the island between the street and the sidewalk and the second possibly near 2055 Frogmore between the road and the sidewalk. Need to clarify if the owners there are okay with that and if Clay County will permit it. We also need to know the cost for Bold City to dump it weekly as a part of the contract.
- e. 2023 Budget** – The Board reviewed the budget and asked that the assumptions comment be changed for Management Fees to be changed to four (4) in-person and four (4) virtual meetings vs. five (5) meetings. Dion James called for the vote. Cari Andreani motioned and Keith Money seconded. The motion carried.

V. New Business:

- a. Spring/December yard letter** – The Board wants this letter to be mailed out with the Holiday Decorating Contest flier and the Violations Policy letter in December 2022. They will each walk the property for three (3) decoration contest winners and convene on the top three (3) finalist to win the gift cards.
- b. Schedule Future Board Meetings** – The Board scheduled all meetings for 2023 as follows:
 - January 18, 2023 (Wednesday) at 6:00 pm – Virtual
 - February 8, 2023 (Wednesday) at 6:00 pm – In Person
 - April 5, 2023 (Wednesday) at 6:00 pm – Virtual
 - June 7, 2023 (Wednesday) at 6:00 pm – Virtual
 - August 9, 2023 (Wednesday) at 6:00 pm – In Person
 - September 12, 2023 (Tuesday) at 6:00 pm - In Person Annual Meeting
 - November 8, 2023 (Wednesday) at 6:00 pm – In Person Budget Meeting
 - December 6, 2023 (Wednesday) at 6:00 pm - Virtual

VI. Committee Report:

- a. ARC** – ARC for 1636 Dartmouth Drive Roof was reviewed. Dion signed off to approve the ARC from November 8, 2022. Cari Andreani needs to be added to the Smart Webs system.
- b. Welcome Committee** – Five (5) new homeowners provided to Cari Andreani who will take welcome jars to their doors.
- c. Rules and Documents** – Dion James stated that the Board had made some changes that had not been recorded.
- d. Community Website** – 133 Page Views in the past 30 days, up 42% from prior 30 days.

VI. Adjournment:

Motion was made to adjourn the meeting at 7:48 pm; motion passed unanimously. The next meeting will be a virtual meeting at 6:00 p.m. on January 18, 2023 on Google Meet.