

Foxwood at Panther Ridge Homeowners Association

Board of Directors Meeting Minutes
Saturday, October 20, 2012 at 10:00 AM
At the Foxwood Park

Call to order: The Board of Directors meeting was called to order at 10:06 am by Anita Zavacky as chairperson.

Determination of a quorum: A quorum was established with five board members present. Those members present were President; Anita Zavacky, Secretary; Stephanie Little, Director; Keith Downs, Director; Ken Scheidt, Jeff Scott; Financial Consultant Volunteer. Also present were Michelle Thibeault and homeowners in the audience.

Proof of Notice of Meeting: The notice for the meeting was posted in accordance with the bylaws of the Association and the requirements of Florida Statute 720.

Minutes: **MOTION** made by Keith Downs and seconded by Stephanie Little to approve the minutes as presented.

President/Treasurer Report:

Anita reported that Jeff as a non-paid volunteer is working on the fence project and will discuss it later on in the meeting.

Appointments/Resignations:

Board of Directors re-organization: Anita resigned from the position of Vice President and nominated Keith Downs. Stephanie made a **motion** to appoint Keith Downs as Vice President which was seconded by Ken Scheidt. Motion passed unanimously with a vote of 4:0. Anita reported that she would follow in Jeff's' footsteps as President/Treasurer. As Anita is already President, Michelle informed the Board that they still need to appoint Anita as Treasurer. Keith Downs made a **motion** to appoint Anita as Treasurer and Ken Scheidt seconded. The motion passed unanimously by a vote of 4:0.

Welcome Committee Appointments: Anita resigned from the Welcome Committee. Anita made a **motion** to appoint the following members to the Welcome Committee; Stephanie Little, Nikki Olarsch and Judi Scheidt (for re-appointment) Keith made a **motion** to appoint the committee and Anita seconded the motion. The motion passed unanimously with a vote of 4:0.

TREASURER REPORT:

Accounts Receivable: Michelle began with the accounts receivable report. Total outstanding maintenance fee are \$21,797.26 with one home owing \$10,998.15. By September 30, 2012, \$10,117.24 in maintenance fees were received for the October quarter. There was a brief discussion on uncollectable bad debts.

Financials: Jeff Scott reported the financials on schedule. Jeff noted that 2 CDS have quite a difference in interest rates. Michelle reported that it may be due in part because of the CDs term length. Michelle to further investigate with Florida Shores.

Jeff reported that we are under budget for the year. The Operating account has \$30,000 in cash in the bank as of September 30, 2012. Financials are done on an accrual basis; the income statement does not depict actual cash on hand. Jeff reported 30,000 in Operating and an expected surplus of \$7,000.00. Board expects to spend excess surplus funds to avoid the possibility of a 30% on excess funds.

Surplus: Keith inquired that if we are under budget, why couldn't the fence project come out of surplus from Operating instead of the reserves. Jeff reported that surplus monies should be paid down by end of year and the park project should be expensed from surplus.

Michelle reported that the *draft* budget will be prepared by the management company. Michelle reported to the board that management is *not* responsible for the *final* budget; the Board of Directors is responsible for the budget process and approval in its entirety.

Note: Surplus is voted on by the membership vote for rollover of surplus monies and not where it is actually placed. The Board of Directors designates 1 of 3 places; 1st being into next year's budget 2nd to be placed into the reserves (which the Board at Foxwood usually does) and 3 give it back to the owner; which is not recommended by the accountants.

MANAGEMENT REPORT:

Fence at the Park: Waiting a time where Jeff and Hyatt can meet. Jeff reported that this Tuesday / Wednesday might be possible. Otherwise the week of October 29th.

Compliance: Michelle reported on several homes in non-compliance. Several homes are leaving commercial trucks or vehicles in view of the street. Fences and mailboxes are due for a cleaning as well.

Pet Registry and Directory: Anita reported that we often find pets getting lost at Foxwood and we do not know who they belong to in the neighborhood. A homeowner suggested that Foxwood put together a Pet Registry. It would be on the website as a secure pet registry of the owners with pets. Michelle was instructed to research further.

Trails: Michelle reported that the trails are in need of a trimming. Anita instructed Michelle to ask Ronnie Jeglie to trim the trails.

Culverts: Michelle reported that several homeowners have complained that the county is not maintaining the culverts. Michelle reported that the county is short staffed and often sends out a group of prisoners. On several occasions, members at Foxwood complained that prisoners were working on Foxwood grounds. Owner – Ronnie Duthie noted that they are not serious offenders and do a great job. Michelle reported that Foxwood is more likely to get the work done if the prisoner detail came out to Foxwood.

Mulch at entrance to be placed in Fall. Red ant treatments in the park as well. Management to call Ronnie Jeglie to instruct him to move forward with both projects.

HOMEOWNER COMMENTS: Roni Duthie asked what the plan is for the parking lot at the park. Jeff reported that a white PVC fence and chain-link against it so that animals can't get through.

Roni inquired about the flags on the concession side of Lindrick. Anita reported that we don't interfere with the Concession property as it is not Foxwood property.

Ted Meuche asked if there were any reported **burglaries**. Anita said that there was nothing to report. Owner – Chris Bayles reported seeing the Sheriff out and about at Foxwood on several occasions. Anita suggested that we investigate patrols for the holiday season.

PARK: Jeff reported that for the completion of the fence at the park project, several other items might need to be done. The Board instructed Michelle to bid Dirt Design for the following items; hydro-seeding, filler/dirt, plants, shell, edging with rebar and plants.

Next Meeting: The November meeting will be the budget committee meeting at the Zavacky residence on;
Saturday, November 10th at 10:00 AM.

The December Board meeting will be the **Board budget meeting on Saturday, December 8th, 2012.**

Adjournment: MOTION was made by Keith Downs and seconded by Stephanie Little to adjourn the meeting at 11:30.

Respectfully submitted,
Michelle S. Thibeault
Michelle S. Thibeault/LCAM

SMG

Association Management Group
For the Board of Directors at
Foxwood at Panther Ridge