

# THE PRESERVE HOMEOWNERS' ASSOCIATION OF MILTON

P.O. BOX 962  
Milton, FL 32572

## Board of Director Meeting for November 7, 2023, 6:00pm Bagdad Community Center

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### Agenda

1. Meeting Call to Order at: 6:00 PM
  - a. Go over rules of the meeting: Noted & summarized by David Dubinsky (President)
    - i. Members of the HOA will be allotted 3 minutes to speak, address issues, concerns or ask questions that are listed on the agenda.
    - ii. No time restriction for Board Members to respond. But don't get carried away.
    - iii. Speakers will be reminded to state their name and address, speak calmly, no yelling, no profanity or smearing of other individuals.
    - iv. Anyone who has an outburst, speaks out of turn and refuses to adhere to the rules will be politely asked to leave to include the BOD or ARC. If individuals refuse to leave, then other legal means will be taken to have those individuals escorted off the property.
2. Roll Call, Sign-In Sheet: David Dubinsky reminded attendees to sign in on attendance sheet, (see Exhibit 1) and place their name on separate list if they want to address the Board of Directors (BOD), (see Exhibit 2).
3. Introduction of BOD/ARC members: Present at the meeting were David Dubinsky – President, Anthony Tranker – Vice-President, Bill Ferguson – Treasurer, and Ron Kaelber – Secretary.
4. Proof of meeting announcements: Signs with agenda were placed at both entrances, 2 days prior to meeting.
5. Old Business
  - o Update status of MSBU: David Dubinsky remarked that the HOA received the electric bill for October, which should be paid by the County, since the MSBU was approved by the County. Ron Kaelber was told by the County and FPL that they are aware and will provide feedback soon. The FPL rep said not to pay the bill, until further directed. A response is expected soon from the County and Ron Kaelber will follow up.
  - o Elected BOD Certification Form: All current Directors have submitted a form.
  - o Updating SUNBIZ documentation: David Dubinsky to provide information to Bill Ferguson to update BOD list and file annual report online.
  - o 2024 Annual HOA dues will be \$121 dollars annually and shall be paid starting on January 2 and will be delinquent if not paid by the 15<sup>th</sup> of February as per the CCR's: Noted & summarized by David Dubinsky
6. New Business
  - o Discuss HOA board of director meeting format process: David Dubinsky referenced a Homeowner email that had recommendations to improve the process of conducting HOA meetings. It provided observations, constructive criticism, and recommended solutions. One

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was that during the BOD meeting, Architectural Review Committee (ARC) members should sit with other Homeowners in attendance and wait to be recognized by the BOD before speaking.

- Lawn Maintenance Company notified. Service stopped until March/April timeframe or if anything is needed before then to contact them, and they will provide the needed service.
- Annual HOA Assessment invoices: Goal is to have invoices mailed by 11 December.
- 2024 Budget discussion, review, and vote: David Dubinsky read through the proposed budget line items noting increases due to inflation and extra expense in efforts to collect dues requiring a second and third mailing of invoices. Ron Kaelber mentioned that the Board may not have increased anticipated costs enough, because future inflation could be higher than expected. Bill Ferguson motioned to vote on approving the 2024 Budget (with the existing line items). An additional budget line item was singled out as a separate agenda item, (see next agenda item). Anthony Tranker seconded the motion. Ron Kaelber, Bill Ferguson and Anthony Tranker all voted yes.
- 3<sup>rd</sup> Party Management Company (NFI) discussion and vote: 3<sup>rd</sup> Party Management was evaluated as an additional 2024 budget line item. The 3 options considered had different starting months in 2024: January, April, and July. Income and expenses were projected for 3 years. Expenses were higher than income in the January start option. Starting in April resulted in contingency funding being too low. The option of starting in July resulted in an adequately funded budget for future years. Board members agreed that 3<sup>rd</sup> Party Management would help with execution of HOA business and provide professional advice. It was discussed and decided to verify the HOA budget prior to hiring the 3<sup>rd</sup> party management company. Anthony Tranker motioned to vote on adding the 3<sup>rd</sup> Party Management budget line to the 2024 budget with a start date of July 2024. Bill Ferguson provided a second. Anthony Tranker, Ron Kaelber, and Bill Ferguson all voted yes. (See Exhibit 3).
- Official Letterhead for the HOA to discuss and vote on: Bill Ferguson prepared 4 options to resolve the issue of the HOA not having an official looking correspondence due to the lack of a letterhead. Homeowner Sally Hestle offered to provide her recommendation based on her work experience. Option 4 (with no image) was recommended and chosen by the BOD. (See Exhibit 4).
- Official HOA business needs to be communicated with the HOA Board through the [preservehoamilton@gmail.com](mailto:preservehoamilton@gmail.com) or mail to The Preserve HOA of Milton, PO Box 962, Milton, FL 32572: David Dubinsky noted that we need to add the website link.  
<https://preservehoamilton.com/>

7. Current Financial Report to include financial transactions: \$15,532.17

8. Next Board / ARC Meeting Date / Location / Time: TBD

9. Items that need to be added for the next BOD/ARC meeting: TBD

**Open to the Floor:**

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Bill Ferguson – Reported that the front entrance sign has one of 4 light fixtures missing and that the other 3 fixtures should have their anchor bolts replaced. He was looking into where to get replacements. He also commented that he might find himself pulling weeds and laying down pine needle mulch while in that area.

Zach Feller – Wanted to know why we are going to use volunteers for work that was contracted out to the lawn service provider. David Dubinsky clarified that the weed pulling and mulching was an item the lawn service provider would perform for \$100 more and was offered by the lawn service provider. Present homeowners had volunteered to pull weeds and put down mulch in the front entrance area. David Dubinsky stated that this was included in the 2023 budget and in the lawn service contract to provide this service so we should contact the lawn service provider about performing this and not have volunteers work on it at this time.

Zach Feller – Asked for and was provided the monthly cost of the considered 3rd Party Management and was told that inflation was factored into income and expenses.

(Then attendees who didn't sign up to speak were allowed to provide feedback.)

Arlene Fletcher - Suggested that the BOD provide feedback with a report summary. David Dubinsky remarked that the Board would consider including a report summary in future meetings.

Mark Engley - Wanted to know if 3<sup>rd</sup> Party Management was going to communicate with Homeowners and was told yes.

Arlene Fletcher - Wanted to know about updating CCRs. David Dubinsky clarified that the CCR review is on hold but can be looked into again by asking homeowners to provide input at the beginning of the year.

Shannon Sanders – When do we get lights? Ron Kaelber said that FPL was planning to start in March.

Shannon Sanders – What are the steps to remove the HOA? David Dubinsky said that he understood it would take a vote of 75% of the Homeowners. Then he added, it would be a very lengthy process that involves many other parties.

Mark Engley asked if the attorney fees are collected by the attorney and was told yes by the Board.

Bill Ferguson moved to adjourn the meeting and it was seconded by Anthony Tranker. Ron Kaelber, Bill Ferguson and Anthony Tranker all voted yes.

**Adjournment at:** 7:09 PM



Exhibit 1 - The Preserve HOA of Mil



Exhibit 2 - The Preserve HOA of Mil



Exhibit 3 - The Preserve HOA of Mil



Exhibit 4 - The Preserve HOA of Mil



# THE PRESERVE HOMEOWNER'S ASSOCIATION OF MILTON

## Attendance Sign-In Sheet

~~Nov~~ 2023  
07 NOV

NAME	STREET ADDRESS (CITY NOT NEEDED)
Ron + Debbie Kaerber	8102 Silver Maple
Erin + Linda FERGUSON	8124 MAJESTIC CYPRESS
DAVID DUBOIS	8132 Silver Maple
ANTHONY TRANKER	8123 MAJESTIC CYPRESS DR
Jasmine Norris	4957 Red Oak
Claudia + Stan Zacharias	8109 Silver Maple Dr.
Shannon Sanders	8144 Silver Maple Dr.
George + Walsh	4982 Red Oak Dr
MARK ENGLE	7986 Majestic Cypress Dr
Ray + Beth Gourcic	8058 Red Maple Dr
TERRY + ARIENE FLETCHER	4734 RED OAK DR
Tom + Sally Hegtle	4805 Red Oak Dr
FELTHERS	8052 Red Maple
Marie-France Galvan	4692 Red Oak Dr
COPY LINTZ	4679 Red Oak
ESTELIAN G	7979 Majestic

Exhibit 1



The Preserve of Milton HOA		
2024 Budget		
Approved by BOD 11/7/2023		
<b>INCOME</b>		
Balance		\$15,750
dues \$121 x (297 of 297 lots)		\$35,937
		\$51,687
<b>EXPENSES</b>		
Insurance		\$4,500
Legal fees		\$4,000
Corporate filing fees	SubBiz	\$65
Meeting expenses	\$80 x 9	\$720
Postage & printing		\$1,400
Mgmt fees (\$1850 x 6)	Start July, 2024	\$11,100
Tech fee (\$75 x 6)	Start July, 2024	\$450
Inspection fee (\$150 x 6)	Start July, 2024	\$900
Office supplies		\$200
Lawn/landscaping	\$220 x 20	\$4,400
PO Box		\$250
Potential Uncollected Dues	20 x \$121	\$2,420
Sign light	\$40 x 12	\$480
File taxes		\$200
Website		\$0
NFI start up fee - mgmt		\$600
Contingency		\$20,002
		\$51,687

Exhibit 3

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*Exhibit 4*