

THE PRESERVE HOMEOWNERS' ASSOCIATION OF MILTON

P.O. BOX 962
Milton, FL 32572

Board of Director Meeting 23 September 2024, 6:30 PM CST

Link: <https://us02web.zoom.us/j/3961987123?pwd=bmRiRmISMIltN1V6bW5HSXg4amlIQTO9&omn=89508768598>

ID: 396 198 7123 Passcode: 7FYw6x

Meeting Minutes

1. Meeting Call to Order at: 6:30 PM by Tony Tranker (President) who announced that the meeting is being recorded for permanent record keeping. He then summarized the following guidelines.
 - a. Go over rules of the meeting:
 - i. Members of the HOA will be allotted 3 minutes to speak, address issues, concerns or ask questions that are *listed on the agenda*, during 'Open to the Floor'.
 - ii. Board members have no time restriction for responses.
 - 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. If conducting meeting via Zoom or other electronic means, members will simply be cut off and terminate their connection.
 - v. To transact such other business as may properly come before the Board of Directors or any Adjournment or Postponement thereof.
2. Roll Call, Sign-In Sheet: Name/Address of everyone on Zoom call; Ron Kaelber (Secretary), read out the names of attendees that were recognizable on the Zoom display and asked some attendees to clarify their name to properly include them as attending, see [Exhibit 1].
3. Introduction of BOD/ARC members: Directors at the meeting introduced themselves in the following order: Bill Ferguson (Treasurer), Tony Tranker (President), James Sanders (Director), Robby Gentry (Director) and Ron Kaelber (Secretary).
4. Proof of meeting announcements: Signs were placed at both entrances, and the agenda was posted on the website and Facebook page prior to the 48-hour requirement.
5. Old Business:
 - o Collections Report: Bill Ferguson reported that outstanding dues were \$6,145.38, current bank balance is \$40,153.25, receipts to date are \$34,935.89, and total expenditures are \$14,761.67, see [Exhibit 2]. He also mentioned that the invoices for dues have been changed to simplify admin efforts. Additionally, if a CCR violation occurs or additional monies are due after an estoppel letter is filed, the Secretary or Treasurer must contact the title agency and notify them of the updates, PRIOR to closing date.
 - o CCR (Covenants, Conditions, and Restrictions) Change Report: Bill Ferguson mentioned that the deadline for input to change CCRs to the email account has passed and there have been no new emails since July. However, the BOD was advised by our lawyer that additional changes are needed to reflect Florida HB 1203, passed earlier this year.
 - o First Bank: Bill Ferguson said that the transition from having a debit card to credit card is complete.
 - o Annual Meeting: Live meeting, Bagdad Community Center October 8, 2024, 5:30PM: Tony Tranker announced the Annual meeting is in person at Bagdad Community Center on October 8th at 5:30 PM.
 - o FaceBook: Tony Tranker noted that our lawyer previously advised the BOD to not reply to social media comments. Bill Ferguson moved that no Board member, ARC member, or sub-committee member respond to comments made on the neighborhood Facebook page. James Sanders provided a second. Homeowners were asked if there were comments and Tammie McClellan suggested having an official response that tells them to contact the Board using email, preservehoamilton@gmail.com. Bill Ferguson reminded everyone that there is already a statement to that effect on the page. However, the Board agreed that it might help to place a canned response in the comment area, directing

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them to use email. The Board thanked her for the input. Bill Ferguson amended his motion to the only response on Facebook would be to contact the BOD via email, preservehoamilton@gmail.com or send mail to The Preserve HOA of Milton, PO Box 962, Milton, FL 32572. James Sanders provided a second and all 4 Board members voted yes.

- Retention Pond Mowing/Red Oak: Tony Tranker provided information on the work orders submitted to the County to clear/mow County property adjoining to The Preserve HOA of Milton. The County said that their prisoner workforce was limited, and they could only mow retention ponds once a year. After a discussion the County mowed 2 of 4 ponds for the second time this year. The President will continue to contact the County to persuade them to maintain their property.
- (added) Violation Notice (attorney advice): Bill Ferguson clarified that the Violation Notice process could be: Courtesy Notice (14-days), then Violation Notice (14-days), followed by Notice of Intent to Fine with 10 days of progress checks. Then the Board would vote on fine.
- (added) Board of Directors (BOD) Our attorney explained to us that the single most important duty of the BOD is to enforce the CCR's.
- (added) Notice of Meetings: Not required at alternate (Persimmon Hollow) entrance, no HOA property. Website and Facebook HOA page are optional but will be used along with the 1 sign at the main entrance. Those Homeowners with email consent forms on file may also receive email correspondence from the BOD. Marie France Alegrett Galvin asked if a notice of meeting is going to be emailed and was told they are now but may not be in the future. The info is available on the website (www.preservehoamilton.com) and Facebook HOA page.

6. New Business:

- Violation Sub-Committee: Bill Ferguson said that the attorney mentioned that most HOAs have Homeowners appointed to a Violation Sub-Committee. The BOD is asking for Homeowners to volunteer to be on the Violation Sub-Committee. It would involve driving the neighborhood every 2 weeks, taking pictures, noting the address and turning the information into the BOD for consideration of sending out either a courtesy notice and/or violation. Then perform a follow-up in 2 weeks to check progress. To volunteer contact the BOD via email, preservehoamilton@gmail.com.
- Past Due Notice Authority: Bill Ferguson was working on an uncollected dues case and our attorney recommended that the HOA establish policy by having a vote, that the Treasurer makes the decision to send a Notice of Intent to File a Lien based on being delinquent longer than a set period, like all the other HOAs. There was some discussion among BOD members to get clarification and understanding. Then Bill Ferguson moved that on Homeowners who owe money 2 years or more that the Treasurer (or acting Treasurer) decides when to send it to the attorney (Notice of Intent to File a Lien). Robbie Gentry provided the second. There was no input from Homeowners. A vote was taken, and all 4 Board members voted yes.
- Election information: Nomination deadline for the next BOD and ARC (Architectural Review Committee) was September 9th. All 5 Board positions have a nomination and 4 of 5 ARC positions have a nomination. All nominees will be automatically elected. No election package will be sent out. Someone could volunteer at the annual meeting for the 5th position on the ARC. The Annual Meeting will be held 8 October 2024, 5:30 PM at the Bagdad Community Center. A Homeowner asked if the Board meets once a month. They were told that meetings occur as needed, (currently less than 12 times a year). The Homeowner asked about ARC meetings and was told that the ARC has 30 days to respond to a request and could meet every 2 weeks.
- Entrance Landscaping Proposals: Bill Ferguson provided information on the estimates received to improve the front entrance landscape with trees, plants, grass and irrigation system on both sides of the road. There are 2 different proposals. The total amounts from both are: B & C Nursey \$28,625 and A Cut Above \$22,231. (Both may be reduced up to \$1,000 by reducing the number of sprinkler zones.) Since this is such a large amount, it would need to be funded with a one-time assessment, requiring the 296 Homeowners to pay an additional amount to cover the cost. Bill Ferguson moved to set up an HOA Members' Meeting with a 14-day notice, to hear Homeowner comments before the Board votes. Robbie Gentry provided a second. Homeowners were asked for comments. Tammie McCellan asked if the Board had asked for volunteers to maintain the front entrance. Bill Ferguson mentioned that the Board has been informed that there is a liability involved when having volunteers perform work. Marie France Alegrett Galvin asked for

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clarification on the motion and when the meeting would occur and how it would be announced. Bill Ferguson said that the Homeowner Meeting will have a 14-day notice provided on a sign, on the website and on the Facebook HOA page. A called Special Homeowner meeting is required in order to get input from homeowners prior to the BOD voting on the additional assessment. The motion passed. Bill Ferguson, Tony Tranker, James Sanders, and Robbie Gentry voted yes. Ron Kaelber voted no.

- Fines Committee Actions: Tony Tranker mentioned that there are only 3 out of 5 possible members on the Fines Committee and James Cody has volunteered. After some discussion, Bill Ferguson moved to place James Cody on the Fines Committee. James Sanders provided a second and all 4 Board members voted yes. Tammie McCellan asked what the Fines Committee (FC) does. Bill Ferguson said that the FC does nothing until a Homeowner has reached a point in a process where the Board issues a Fine. After that an FC member would check the status of the violation every day during the period mentioned in the Fine Notice. (The period is usually 10 days.) Each day after checking, the FC member would annotate the status on the back of the Fine Notice. After the end of the period a Grievance Hearing via Zoom (audio only) is scheduled for the FC and the Homeowner being fined. (Homeowners may watch only, no speaking.) At the Grievance Hearing the fined Homeowner has 3 minutes to explain why they shouldn't be fined. Then the FC determines if the fine stands or is dismissed. Tammie McClellan then asked for additional information and was told by Bill Ferguson that if she sends an email or contacts him, he will provide more information.
- James Cody asked for some clarification regarding the duties of the FC. Bill Ferguson explained that the daily look performed can be done while staying inside a vehicle. Bill Ferguson also offered to spend additional time after the meeting to answer questions. The Fine Committee, Treasurer and President have a meeting with our attorney next week to go over details of meeting as this will be the first meeting of this type. This is a CLOSED meeting (attorney-client privilege)
- (added) Bill Ferguson noted that the 3 of 4 light bases on the entrance sign were broken, most likely due to weathering over time. He noted that it would take \$100 to replace all 4 light bases and made a motion to spend funds to accomplish the repair. Bill Ferguson volunteered to provide the labor and necessary fittings to install these parts. James Sanders provided a second. Homeowners were asked for comments and Tammie McClellan asked if it was vandalism and was told no. The light bases are the original ones that have been in a lot of sun. Tony Tranker called for a vote and all 4 Board members voted yes.

HOA Official Information: Official HOA business needs to be communicated with the HOA Board through the preservehoamilton@gmail.com or mail to The Preserve HOA of Milton, PO Box 962, Milton, FL 32572.

7. Next Board Meeting Date / Location / Time: 8 October 2024 / Bagdad Community Center / 5:30 PM (Annual Meeting)
8. Items that need to be added for the next BOD meeting: Tony Tranker provided a reminder that at the Annual Meeting (8 October 2024 @ 5:30 PM held at the Bagdad Community Center) there will be an opportunity for Homeowners to speak for 3 minutes.

Open to the Floor: Tony Tranker asked if anyone had any comments. Marie France Alegrett Galvin wanted to make sure she had the correct date, time and location for the Annual Meeting because her audio wasn't clear. She also asked and was told that submitting a topic prior to the meeting isn't required.

Bill Ferguson moved to adjourn the meeting. The second was provided by James Sanders and all Directors voted yes.

Adjournment at: 8:03 PM

The Preserve HOA of Milton
1st & 2nd & 3rd Quarter 2024
1/1/2024 - 9/22/2024

Financial
Report

Dues Outstanding
inc. Late Fees / Interest
& Attorney Fees

Begining Bank Balance 1/1/2024	\$19,979.03	4 yr	2	\$633.07
Receipts	\$34,935.89	3 yr	1	\$706.24
Expenditures	-\$14,761.67	2 yr	7	\$3,129.57
Current Bank Balance 7/08/2024	\$40,153.25	1 yr	13	\$1,649.52
		Partial	2	\$26.98
		Total	25	\$6,145.38
Receipts				
Dues	\$31,103.82			
Late Fees	\$425.19			
Interest / Certified Mail	\$618.14			
Legal	\$561.69			
Estoppel Fees	\$2,100.00			
Replace Returned Check	\$127.05			
Total Receipts	\$34,935.89			
Expenditures				
Bagdad Rental & ZOOM	-\$299.47			
Police Patrol (3)	-\$382.50			
Returned Checks	-\$127.05			
Bank Service Charge	-\$14.00			
Lawn Maintenance	-\$2,640.00			
Corporate Registration (Sunbiz)	-\$70.00			
Insurance	-\$4,651.44			
Legal - General	-\$1,724.00			
Legal - Collections etc.	-\$3,292.81			
Office / Postage / PO Box	-\$1,240.08			
Tax Preparation 2023	-\$300.00			
Entrance Maintenance	-\$20.32			
Total Expenditures	-\$14,761.67			

Exhibit 2