

THE PRESERVE HOMEOWNERS' ASSOCIATION OF MILTON

P.O. BOX 962
Milton, FL 32572

Annual Meeting October 8, 2024, 5:30 PM CST
At Bagdad Community Center 6872 Pooley St, Milton, FL 32583

Meeting Minutes

1. Meeting Call to Order at: 5:31 PM
- a. Go over rules of the meeting: Noted & summarized by Tony Tranker (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, during '**General Discussion**.
 - ii. No time restriction for Board Members to respond.
 - 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: Attendees were asked to make sure they signed-in on attendance sheet, (see Exhibit 1) and placed their name on a 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 Tony Tranker - President, Bill Ferguson - Treasurer, Robby Gentry - Director, and Ron Kaelber - Secretary.
4. Proof of meeting announcements: Sign with agenda was placed at front entrance, 10 days prior to meeting.
5. Annual Budget Report & State of HOA: Bill Ferguson read information from the fiscal annual report and provided an update on total dues outstanding, (see Exhibit 3). He then remarked that the State-of-the HOA is financially sound. He also noted that a list of policy decisions (voted in) had been built in chronological order and listed the various standard form templates used to improve consistency and efficiency, (see Exhibit 4). Exhibits 3 and 4 were provided in the handout at the meeting. A Homeowner asked when the annual dues invoices were going to be sent out. Bill Ferguson replied by the end of November. Then there was a question from David Dubinsky regarding annual dues due date (Jan 2), when late fees are applied, and delinquent (Feb 15) turned over to attorney for collection. It was noted that late fees could start 15 days after the due date (Jan 2 plus 15 days is Jan 17). Bill Ferguson reminded all that the interest, 1.5%/month, is only on the amount of the original dues, not accrued on interest. He then stated that if partial payments are made that fees and interest are paid first.

6. Nominations Report: Tony Tranker reported that the nomination packages were mailed August 1, 2024, with a return due date of September 5, 2024. Five (5) BOD and three (3) ARC nominations were received in time and completed correctly. (See Exhibit 5 for details.) There were 2 open positions on the ARC and Tammie McClellan nominated James (Tim) McClellan. Bill Ferguson motioned that the nomination be accepted, and Ron Kaelber provided a 2nd. By a show of hands all or almost all the Homeowners in attendance voted yes. There were zero no votes. One (1) position on the ARC is still open.
 7. Installation of New BOD and ARC Members (moved to New BOD meeting below)
 8. 2025 Dues (moved to New BOD meeting below)
 9. Announcement of Special Homeowners Meeting: Tony Tranker noted that the front entrance landscaping meeting is on Saturday, 19 October, at 2 PM via Zoom. Kelly Griffen stated that Saturdays are not good for her and evenings are better for her. She was told that the Board does consider day of week and time for Homeowner meetings and since most work, a Saturday was chosen this time.
- David Dubinski asked a question about how the nominations were received and who validated them. Bill Ferguson said that the nominations were emailed to The Preserve HOA address and were seen by the Board members. He said that he would make the submitted nomination forms available, (but upon review the forms contain personal phone numbers and personal email addresses and should not be released). (See Exhibit 5.)
10. General Discussion (Homeowner's allowed 3 minutes with no rebuttals)

Kelly Griffen: Has major concerns about the landscape project at the front entrance. There should be a policy of procedure that includes 3 to 5 bids on projects over \$1,000. Also need to consider maintenance and repair/replacement cost in the future. Wants to know why a natural landscaping theme hasn't been looked at. We should use material and plants that minimize labor needed for upkeep and reduce use of water and chemicals, like they do in Arizona. She pointed out that there are people living here on fixed incomes and that the costs of installation and maintenance, to keep it looking good, could be beyond what a lot of Homeowners can afford to pay. This is an outrageous project. It is a bad idea. The costs are crazy. Then she asked if anyone asked the Homeowners. Then she suggested we ask Homeowners if some of them who work in landscaping could do the work cheaper. [4 min 55 sec]

Tony Tranker thanked her for her input.

David Dubinski: Asked for status on 3rd party management.

Bill Ferguson said that the Board was delaying hiring until we could afford 3rd party management for longer than a couple of years and then having them stop because of lack of funds.

David Dubinski: Regarding the 2024 Budget, what was the increase or decrease from last year?

Bill Ferguson directed his attention to Exhibit 3 and pointed out that 1-year ago, top of page, there was a balance of \$16,344.81. The current balance at the bottom right is \$30,236.26.

David Dubinski: Suggested splitting the \$28,000 front entrance landscaping costs by using funds on hand to pay for part of the cost and reducing the amount needed from the assessment. This would ease the burden on collecting additional money from Homeowners in a short period of time.

Bill Ferguson: Noted that was a good idea. However, using funds on hand would further delay hiring 3rd party management.

David Dubinski: Remarked that he didn't see a need to spend that much money on the landscaping project.

Bill Ferguson: Confirmed that the water has been shut off and the old irrigation system would need to be replaced and is included in the estimate.

David Dubinski: Claimed that after he left the Board, the 3 executive offices were not filled as there was no Vice President. [5 min 16 sec total]

Board members: Confirmed that the VP position wasn't filled, nobody wanted to be the VP. However, the Board was able to have a quorum and was able to meet as necessary.

Candace Eldred: Asked if we were going to spend money on the front entrance and was told if approved, yes. Then she asked about any other amenities and was told the only usable land owned by the HOA is the front entrance. [1 min 23 sec]

Tammie McClellan: Wanted to know how the Board would determine how to split the payment for the landscape project between funds on hand and the assessment of extra money from Homeowners. [49 sec]

Board members: Responded that the Board will decide during the Special Homeowners Meeting on Saturday, 19 October, at 2 PM via Zoom.

Kent Roberts: Doesn't think the HOA gains anything by spending \$28,000 on the front entrance. Also wanted to know who votes on the landscape project.

Tony Tranker explained that the voting will be done by the Board, after hearing from the Homeowners.

Kent Roberts: Then stated that if all the Homeowners were against the assessment, then the Board would vote no. [1 min 26 sec]

Tony Tranker: Then said not necessarily. He then remarked that of course the Board would take all comments, suggestions, and remarks under advisement. Then the Board would vote.

Claudia Zaehring: Thought that the attorney was coming to the annual meeting and was told no. [15 sec]

Kelly Griffin: Mentioned that more than the minimum input is better than just following the law. [1 min 2 sec, total 5 min 57 sec]

Tony Tranker: Explained that comments and ideas will be considered.

Mark Engley: Wanted to know the targeted amount of money needed to hire 3rd party management.

Bill Ferguson: Replied that the base cost is about \$27,000/year and we would need about 3 years to cover costs increase with the restriction of only being able to raise dues by 10% every year.

Ron Kaelber: Added that the Board wouldn't need all 3 years' worth of funds dedicated exclusively for 3rd party before hiring but would need to project out into the future that the HOA will have the capacity to continue 3rd party management service in the out-years.

Mark Engley: Asked about a special assessment to pay for 3rd party management and was told we can't. [3 min 19 sec]

Tony Beach: Asked about getting speed bumps (tables) put in to slow down traffic. He thinks traffic safety is a better use of funds than the beautification (landscape) project. [1 min 2 sec]

David Dubinski: Mentioned that we could obtain speed tables via an MSBU. (A Municipal Service Benefits Unit would require a 75% yes vote from Homeowners, Santa Rosa County will install speed tables and Homeowners will pay an extra fee on their County Taxes.)

Paul James: Concerned about spending \$28,000 on beautification project instead of paying for 1 year of 3rd party management. [49 sec]

Bill Ferguson: Replied that the Board was entertaining an assessment for the landscape project, instead of spending funds already on-hand. He added that the project funding has not been determined yet, the meeting is Saturday, 19 October, at 2 PM via Zoom. The project could be voted down, be delayed, or funded via the budget or an assessment, or a combination.

Paul James: Asked about the cost for lawn maintenance. [1 min 31 sec] [Total 2 min 20 sec]

Bill Ferguson: Stated that the lawn is cut in common areas at front entrance and outside the retention ponds up to twice a month for \$220 each time.

David Dubinski: Asked about when the legal fees are expected to be recouped. [19 sec] [Total 5 min 35 sec]

Bill Ferguson: Mentioned that there are several proposed liens in process right now. We can proceed with liens or wait until the property sells. Separately, a Homeowner did get fined and will have 30 days to pay and cure the CCR violations. It could go to foreclosure, so there is no way to guess when the funds will be collected.

David Dubinski: Asked about Homeowners recording the Zoom meetings. FL 720.303 doesn't state that Homeowners need to announce they are recording. [1 min 34 sec] [Total 7 min 9 sec]

Ron Kaelber: Thought that the HOA, as an organization, needed to announce when they were recording but that maybe individuals don't have the same requirement.

Bill Ferguson: Said when Homeowners are on a Zoom meeting and try to record via Zoom, the host will be asked to approve. It is common courtesy to announce that a recording is taking place, but to our knowledge, not required. Will check with our attorney.

Tammie McClellan: Asked for clarification on liens. [33 sec] [Total 1 min 22 sec]

Bill Ferguson: Explained that after a legally established process for either collecting dues or compliance with CCRs has been exhausted, a lien can be placed on a property. Recently, a Homeowner ignored all notices concerning CCR violations and the Board decided to fine the Homeowner, providing notice to the Homeowner. After observing non-compliance during the 10-day period, the Board set up a grievance

hearing with the Fine Committee and the Homeowner. At the Hearing the Homeowner is given a chance to explain their case. At the end of the Hearing the Fine Committee either votes yes to the fine or no. If approved a notice is sent that the fine is approved, and the Homeowner has 30 days to pay and cure the violation(s). If they still don't pay, then the Board can pursue foreclosure.

Mark Engley: Asked if violations are discoverable. [8 sec] [Total 3 min 27 sec]

Bill Ferguson: Responded no not initially. But it will be if the case makes it to the Fine Committee.

Mark Engley: Then asked if there was a list of violations.

Bill Ferguson: Then asked for volunteers for a Violation Sub-Committee to check for compliance and report back to the Board, who could then issue a notice. The Sub-Committee could also keep a tally.

Betty Roberts: Wants to volunteer for the violation Sub-Committee. [10 sec]

Bill Ferguson: Explained that now that the new Board is in place someone will contact her.

Marie-France Galvan: Remarked that some of the vacant lots are looking bad. [2 min 45 sec]

Bill Ferguson: Reported that there are violation notices out right now to the builders.

Marie-France Galvan: Asked about using the fenced in retention pond areas for a park.

Tony Tranker: Told her that those areas are not usable and are designed to accommodate (fill up with) excess water, so the rest of the properties don't flood as much.

11. Note about New Officer BOD meeting immediately after adjournment of this meeting.

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.

Tony Tranker asked for a motion to adjourn, which was provided by Bill Ferguson. A 2nd was provided by Ron Kaelber and all Board members voted yes.

Adjournment at: 6:36 PM

1. Meeting Call to Order at: 6:41 PM

a. Go over rules of the meeting: Noted & summarized by Tony Tranker (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, during **'General Discussion'**.
- ii. No time restriction for Board Members to respond.
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- 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: Board Members present are Bill Ferguson, Tony Tranker and Ron Kaelber
3. (7 from above) Installation of New BOD and ARC Members: Two (2) new Board members are Mark Cline and Rebecca Peterson.
4. Assign BOD Positions: Tony Tranker agreed to remain President, Bill Ferguson agreed to remain Treasurer and be Secretary if needed, Mark Cline agreed to be Vice-President, Ron Kaelber will be a director-at-large and we still need to talk to Rebecca Peterson, who couldn't attend tonight.
5. (8 from above) 2025 Dues: Will be discussed at next meeting.

Bill Ferguson moved to adjourn, Mark Cline provided the 2nd, and all Directors present voted yes.

Adjournment at: 6:45 PM

THE PRESERVE HOMEOWNER'S ASSOCIATION OF MILTON

Attendance Sign-In Sheet

08 OCT 2024

NAME	STREET ADDRESS (CITY NOT NEEDED)
Brian McCullough	8034 Red Maple Drive
Caradace Edmond	4903 Red Oak Dr.
Kent & Betty Roberts	4662 Red Oak Dr.
DON GRIPP & Alice Bernard	8019 TWIN CEDAR
Kelly Griffin & Howard Sinclair	8067 Silver Maple
Ray & Beth Garcia	8058 Red Maple
Zaki Pella	8052 Red Maple
Coleen Cassidy & Steve Bean	5018 RED OAK DRIVE
MARK ENGLBY	7986 Majestic Cypress Dr
CARMEN Tarbet Fisher	8069 Majestic Cypress Dr
Claudia & Stan Zaehring	8109 Silver Maple Dr.
LINDA FERGUSON	8124 MAJESTIC CYPRESS DR
Tammie & Jim McClellan	7973 Majestic Cypress Dr.
Debra, Charles	4578 Red oak Dr
Rally Dwyer	8043 Silver Maple Dr.
Sharon Menges	4644 Red Oak Dr
Paul James	7901 Majestic Cypress Dr
Melinda & Tony Beach	8171 Majestic Cypress Dr.
Marie-France Galvan	4692 Red Oak Drive, Milton

Exhibit 1 page 1 of 2

THE PRESERVE HOMEOWNER'S ASSOCIATION OF MILTON

Attendance Sign-In Sheet

08 OCT 2024

NAME	STREET ADDRESS (CITY NOT NEEDED)
Mark L. Clive	7932 Majestic Cypress Dr.
David Dubinsky	8132 Silver Maple Drive
June Tranker	8123 Majestic Cypress Dr.
SEAMUS PENNINGTON	8079 SILVER MAPLE DR
April Pennington	8079 Silver maple Dr.

Exhibit 1 page 2 of 2

THE PRESERVE HOMEOWNER'S ASSOCIATION OF MILTON

Speakers Sign-In Sheet

08 OCT 2024

NAME	STREET ADDRESS (CITY NOT NEEDED)
✓ Kelly Griffin	8067 Silver Maple
✓ David Dubinsky	8132 Silver Maple
✓ Candace Eldred	4903 Red Oak Dr.
TAMMIE McCLELLAN	7973 Majestic Cypress Dr
✓ KENT ROBERTS	
Marie-France Galvan	4692 Red Oak Dr
Tony Beach	8171 Majestic Cypress Dr
Paul James	7901 Majestic Cypress Dr
Mark Engley	7986 Majestic Cypress Dr

Exhibit 2

The Preserve HOA of Milton
Annual Financial Report
10/10/2023 - 10/08/2024

Fiscal 2024

Beginning Bank Balance 10/10/2023		\$16,344.81	
Receipts		\$40,593.39	
Expenditures (From Bank Ledger)		-\$18,909.74	
Current Bank Balance 10/08/2024		\$38,028.46	
Receipts	Budget	Actual Rec	Actual Notes
Dues	\$35,937.00	\$36,311.32	inc past due
Late Fees	\$0.00	\$425.19	from past due
Interest / Certified Mail	\$0.00	\$618.14	from past due
Legal	\$0.00	\$561.69	from past due
Estoppel Fees	\$0.00	\$2,550.00	
Replace Returned Check	\$0.00	\$127.05	Replaced
Total Receipts	\$35,937.00	\$40,593.39	
	Budget	Actual Exp	Balance
Bagdad Rental & ZOOM	\$720.00	-\$395.34	\$324.66
Legal	\$4,000.00	-\$6,593.95	-\$2,593.95
Police Patrol (4) (from contingency)	\$510.00	-\$510.00	\$0.00
Returned Checks	\$0.00	-\$127.05	-\$127.05
Bank Service Charge	\$0.00	-\$14.00	-\$14.00
Lawn Maintenance	\$4,400.00	-\$3,960.00	\$440.00
Corporate Registration (Sunbiz)	\$65.00	-\$70.00	-\$5.00
Insurance	\$4,500.00	-\$4,651.44	-\$151.44
Office / Postage	\$1,600.00	-\$1,541.42	\$58.58
PO Box Rent	\$250.00	-\$256.00	-\$6.00
Entrance Sign Maintenance	\$0.00	-\$367.84	-\$367.84
Tax Preparation 2023	\$200.00	-\$300.00	-\$100.00
Florida Light & Power (sign)	\$480.00	-\$122.70	\$357.30
Management Fees inc. Tech & Inspection Fee	\$13,050.00	\$0.00	\$13,050.00
Potential Uncollected Dues (20)	\$2,420.00	-\$2,541.00	-\$121.00
Contingency (minus Police Patrol)	\$19,492.00	\$0.00	\$19,492.00
Total Budget & Actual Expenditures	\$51,687.00	-\$21,450.74	\$30,236.26

Prepared by
 William C Ferguson, Treasurer

10/08/2024

Exhibit 3 page 1 of 2

The Preserve HOA of Milton, Inc.

Dues				
Outstanding				
inc/ Late Fees, Interest,				
Attorney Fees				
4 yr			1	\$497.95
3 yr			1	\$711.36
2 yr			6	\$3,435.26
1 yr			12	\$1,813.33
Partial			2	\$28.31
Total			22	\$6,486.21

Thru 10/07/2024

Budget	Actual Exp	Balance
Total Budget & Actual Comparison	\$21,482.00	\$30,238.26
Continuity (minus Police/Fire)	\$19,492.00	\$19,492.00
Residual (Allocated Fees (20))	\$2,430.00	\$2,430.00
Management Fees Inc. Tech & Inspection	\$17,020.00	\$11,020.00
Property Light & Power (align)	\$480.00	\$331.70
Tax Preparation 2023	\$200.00	\$197.00
Finance Sign Maintenance	\$0.00	-\$261.84
HOA Bus Rent	\$250.00	-\$250.00
Office Postage	\$1,600.00	\$2,878.00
Insurance	\$1,300.00	-\$1,611.11
Corporate Registration (Sunbelt)	\$65.00	-\$5.00
Lawn Maintenance	\$4,400.00	-\$440.00
Bank Service Charge	\$0.00	\$13.00
Returned Checks	\$0.00	-\$17.00
Police Patrol (4) (from contractor)	\$710.00	\$0.00
Legal	\$4,000.00	-\$2,901.95
Residual Rental & XCOM	\$720.00	\$234.00

Exhibit 3 page 2 of 2

08 OCT 2024

The Preserve HOA of Milton, Inc.			
"State of the HOA"			
Date	Item	Passed	Declined
2022-08-24	Hire Etheridge Property Management	x	
2022-08-01	Suspend Voting Rights (past due) Not required - In ByLaws	x	
2022-12-01	Purchase Christmas decorations for entrance \$50.00	x	
2023-01-23	Discontinue Etheridge Property Management	x	
2023-07-12	Apply 5% late fee - dues Not required - In ByLaws	x	
2023-10-10	Increase dues 10% to \$121.00 for 2024	x	
2023-10-10	Add Line Item for 3rd party management to 2024 budget	x	
2024-04-29	Police Patrol - 10 days test (2 times)& then evaluate results	x	
2024-04-29	Notice on FaceBook of impending violation enforcement	x	
2024-06-08	Add email account for CCR change suggestions - 90 days	x	
2024-07-11	Past due accounts, 2,3 & 4 year to attorney for collection	x	
2024-07-11	Police Patrol - Hire for UP TP 2 times per month	x	
2024-07-11	Delay start of 3rd party management pending funding	x	
2024-07-11	Landscape entrance - Get quotes	x	
2024-09-23	NO FaceBook responses to post about HOA - contact HOA	x	
2024-09-23	Authority to Treasurer to forward 2 year + accounts to attorney	x	
2024-09-23	Schedule Special HO meeting - Entrance Landscaping-Assessment	x	
2024-09-23	Replace 4 light fixture base - Sign - Bill Ferguson to provide labor	x	
IN PROCESS - Form Templates			
Created a book of form templates to include, but not limited to			
Official HOA Letterhead	Miscellaneous Violation - Courtesy Notice		
Official ARC Letterhead	Miscellaneous Violation Notice		
Audio/Video Record Notice	Intent to Levy Fine - Certified Mail		
Email Consent	14 Day Fine Hearing Notice - Certified Mail		
BOD/ARC Duties - Nominations	Fine Approval DEMAND Notice - Certified Mail		
Nomination Ballot	BOD Certification		
Election Ballot	Stock FaceBook Response		
Annual Dues Invoice / Statement			
Savings Notice - Specific			
Agenda - Board of Director Meeting			
Agenda - Fine/Grievance Committee Meet			
Landscape Violation - Courtesy Notice			
Landscape Violation Notice			
Vehicle Violation - Courtesy Notice			
Vehicle Violation Notice			
Sign Violation - Courtesy Notice			
Sign Violation Notice			
Trash Can Violation - Courtesy Notice			
Trash Can Violation Notice			

Exhibit 4

The Preserve HOA of Milton, Inc
2025 Nominations - Elections Statistics

Nominations packet was mailed all eligible homeowners on 08/01/2024.
 28 Homeowners were ineligible to vote - Over 90 days past due on HOA dues.

Nominations forms completed & returned by US Mail or email by deadline date of 9/5/2024

Position	Nominee	Nominated by
BOD	Tony Tranker	Self
BOD	Bill Ferguson	Self
BOD	Mark Cline	Bill Ferguson
BOD	Rebecca Peterson	Self
BOD	Ron Kaebler	Self
ARC	Paul Douglass	Self
ARC	Arlene Fletcher	Self
ARC	Ramon Garcia	Self
ARC		
ARC		

One nomination form was returned as they nominated a husband & wife on the same form. Attempted to contact via text and email. No Response

One nomination was made (by email) on 10/10/2024 for the BOD.
 A response was sent stating nominations were closed on 9/5/2024.

Exhibit 5