

THE PRESERVE HOMEOWNER'S ASSOCIATION OF MILTON
Board of Director Meeting
Meeting Minutes

October 14, 2024

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1. Meeting Call to Order by Tony Tranker (president) at: 6:00PM CST
 2. **MEETING IS BEING RECORDED FOR HOA FILE – Members Notified**
 - a. Go over rules of the meeting: Read from posted Agenda
 1. **Roll Call, via ZOOM:** Tony Tranker, Ron Kaelber, Bill Ferguson, Tony/Melinda Beach, Brian McCullough, Robert Allen, Mark Cline, Rebecca Peterson
 2. **Introduction** of BOD members: Tony Tranker (P), Mark Cline (VP), Bill Ferguson (Trea/Sect), Ron Kaelber (BOD), Rebecca Peterson (BOD)
 3. **Proof** of meeting announcements: Posted at entrance on sign 48 hours' notice, HOA Facebook page & Website
 4. **Old Business:**
 - o **Procedures for Violations as previously discussed:** Ron Kaelber will be heading up the violations committee. One homeowner (Betty Roberts) has volunteered to assist. Tony Tranker and Bill Ferguson agreed to assist as needed. Looking for 1 or 2 more Homeowner volunteers. Inspections to be performed at approximately 14-day intervals. 1st: Check for violations 2nd: Inspect for violations and check for compliance of previous inspection(s). It was noted: When sending out a Courtesy Notice or Violation notice, the letter should not only state the Article from CCR's, but a written explanation of the violation, not just something like "Lawn Violation", should be included. Reason: Some homeowners don't know the difference between just cutting whatever is growing and having grass and not just dirt and weeds.
 5. **New Business:**
 - o **Consideration of Fine(s) Lot E11 8040 Twin Cedar Dr:** Bill Ferguson (Treasurer) read 2 additional ongoing violations at this property that were not addressed at the July 29, 2024, BOD meeting.
 1. Excessive weeds, curb edging, lack of grass, lack of mowing, excessive weeds in flower bed and weeds growing taller than fence in back yard.
 - a. Final Violation Notice mailed 09/05/2024; NO RESPONSE
Notice of Intent to Levy Fine was mailed (Certified and First Class) 09/18/2024; NO RESPONSE
 2. Outdoor storage of tires (front driveway), storage of "junk" and other items on driveway around the jet skis.
 - a. Final Violation Notice mailed 09/05/2024; NO RESPONSE
Notice of Intent to Levy Fine was mailed (Certified and First Class) 09/18/2024; NO RESPONSE

The required ten (10) Inspection of 2 violations began 09/19/2024 and ended 09/28/2024 and was documented by Fine Committee Member, Brian McCullough.

Bill Ferguson read the Lawn Violation and made a motion to fine the maximum of \$1000.00.

Rebecca Peterson mentioned the homeowner has recently had a lawn service mow the yard and completely restore the flower bed. Bill Ferguson responded "The work was not performed within the 10-day inspection period and 'if' the BOD approves the fine, it would be up to the Fine Committee to decide to approve/disapprove the fine as motioned." Bill stated he would note this to the Fine Committee. Mark Cline provided a 2nd. No comments from homeowners attending. The

vote was as follows: ‘Yea” Mark Cline, Bill Ferguson, Ron Kaelber “Nay” Rebecca Peterson. The motion was approved.

Bill Ferguson read the Outdoor Storage Violation and made a motion to fine the maximum of \$1000.00. Mark Cline provided a 2nd. No comments from homeowners attending. The vote was unanimously approved in favor of the Outdoor Storage Violation.

Bill Ferguson will prepare the required 14-day Notice of Fine Hearing. The meeting will take place in mid-November due to the BOD members schedules. Notice of Fine Hearing will be sent to Fine Committee.

- **Discussion to prepare for 2025 Annual Budget:** Budget should be prepared, based on 2024 expenditures and anticipated increases due to inflation and how much we are working with our attorney on various issues. Ron Kaebler asked when Treasurer could have a spreadsheet ready for BOD to edit as needed before finalizing. The treasurer stated no later than October 25, 2024, and he would email to each BOD member for consideration before setting up a BOD meeting for a vote/discussion. Bill Ferguson noted, our attorney states the BOD can prepare for the budget with emails between each member, saved in the Preserve email account, but BOD members are NOT allowed to discuss the budget in a private conversation. A vote can only be taken at an official BOD meeting. It was brought up as to when we may be able to hire a “quality” 3rd party management company. Much discussion ensued and no time frame can be projected at the current time. The projected cost is approximately \$27,000 per year with annual 5% automatic increases. The BOD needs to be sure there will be enough funds available to secure the 3rd party for a minimum of 10 years due to the complexity of changing all our records to the 3rd party and then reverting to the HOA. Bill Ferguson mentioned one of his concerns is having to close our bank account and use the 3rd parties bank and then later having to open a new bank account when the HOA can no longer afford a 3rd party management company. Ron Kaebler noted that once a 3rd party management company is onboard, hopefully it would be easier to get homeowners to volunteer to be on the HOA board. It was noted that only 2 people out of 296 lots, volunteered this year. It was also noted that the BOD would still have control of operations of the HOA and will also still be required to perform all the follow-up to violations etc. Plus, we would still have to pay associated costs such as attorney, insurance, lawn maintenance etc.
- **2025 Annual Dues:** Much discussion ensued concerning whether to raise annual dues by 10% (based on our CCR’s) for 2025. PROS: Building up a cash reserve for future hiring of 3rd party management; Increased attorney fees (collections/violations); increased insurance; etc. CONS: Many homeowners are strapped in this current economy; no amenities; etc. Ron Kaebler provided a motion to raise the 2025 dues by 10% to \$133.00. Mark Cline provided a 2nd to the motion. Melinda Beach stated many homeowners might have been affected by recent natural disasters (directly or indirectly), and that maybe we could move the due date away from the holidays. Bill Ferguson replied, the due date is set in our CCR’s. She wants to be sure that the reason for the increase is explained fully to the homeowners. Call for vote: The vote was as follows: ‘Yea” Mark Cline, Rebecca Peterson, Ron Kaelber “Nay” Bill Ferguson. The motion was approved.
- **Printer – Need for additional printer:** Bill Ferguson explained the need for an additional (low volume) printer for the violation committee. The existing (high volume) printer would be moved to Treasurer for most of the HOA printing and the new printer would be located with the Violation Committee. Bill Ferguson stated he has been using his personal printer (HP Plan) and has been going over his limit by approximately \$18 per month for several months (reimbursed by HOA). Options were discussed and the most logical being offered by HP is a plan named Envy Inspire, which includes a new printer and ink to be replaced as needed, via USPS. All inclusive for 50 pages (excluding paper) per month (2-year

contract) for \$10.99 per month plus taxes. It was discussed about going over 50 pages per month. The cost would be \$1.00 for 10 additional pages or if this occurs, simply forward documents to the treasurer for printing on our high-volume printer. A couple of members already use the HP Instant Ink plan and are very satisfied. Bill Ferguson made a motion to order the HP Envy Inspire package and have shipped to Violation Committee. Mark Cline & Rebecca Peterson provided a 2nd (simultaneously). Brian McCullough (homeowner) stated "That sounds good". The vote was a unanimous yes vote.

- **HOA Permanent Sign (main entrance only):** Much discussion ensued about adding a permanent information sign at the main entrance as our portable signs are wearing out and will become unserviceable in the near future. Plus, in the past couple of months, we have had to schedule meetings around the availability of signs, due to the high number of meetings. Signs are used by the BOD, ARC and the Fine Committee, sometimes simultaneously. The concerns were about the cost, especially since we are raising dues and looking at landscaping the entrance. The approximate cost could range from \$1500 to \$2500.00. After much discussion, no motion was made. It was decided that Rebecca Peterson would investigate replacement portable signs similar to the signs we have now. Costs could range from \$90 to \$200 each. Bill Ferguson mentioned that we needed a quality sign and not the 'cheapest' and it should have the capacity to be weighed down with sandbags. Findings to be presented at a future meeting. A line item will be added to the 2025 annual budget.
- **Email authorizations:** Bill Ferguson noted that out of 296 homes, we only have approximately 50 authorizations to initiate an email from the HOA. Plus, many of those are no longer valid email addresses. After discussion, Bill Ferguson made a motion to discontinue (for the time being) sending email notices of meetings, etc., as the time required to track and compile this list is very time consuming and many of our authorizations were emailed to use and are not valid per FL720, which states we must have an original form on file. Appeals have been sent to homeowners requesting they send in an authorization to save on costs, to no avail. Bill Ferguson motioned to cease email notices for the time being. Mark Cline provided a 2nd. The vote was as follows: 'Yea" Mark Cline, Bill Ferguson, Rebecca Peterson "Nay" Ron Kaelber. The motion was approved. It was mentioned, we should send 1 last bulk email explaining the situation. Bill Ferguson agreed to compose that email for BOD approval before sending it to the email addresses on file.
- **BOD Assignment – (from annual 'after' meeting):** Being as Rebecca Peterson was not at the annual meeting, the BOD could not complete assignments. Rebecca Peterson was asked if she would assume the Secretary position and would receive any necessary assistance she needed from other BOD members. Rebecca explained that she was not very proficient at composing letters. It was explained that EVERY document is reviewed and edited by at least 3 BOD members before being published. She also stated that she did not have a Microsoft program on her computer, even though she is familiar with how to use Microsoft. Bill Ferguson offered one of his Microsoft 365 subscriptions to Rebecca at no charge, which will also give her 1TB of Cloud backup. Rebecca agreed to the appointment of Secretary.

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.

6. Next Board Meeting Date / Location / Time: October 19, 2024 / ZOOM / 2:00PM CST
Special Members Meeting – Landscaping Entrance

7. Items that need to be added for the next BOD meeting: Schedule a BOD meeting for mid-November to finalize 2025 Budget.

Open to the Floor: Tony Beach questioned the use of an informational sign at the back entrance. It was explained that we do not own any property at the rear entrance. The meeting notification sign is only required to be placed at

the front entrance. Any other notice of meetings, HOA Facebook page, Website, is a courtesy only. Melinda Beach expressed her concern that a permanent sign could be vandalized as many kids seem to hang around the entrance. **Adjournment at:** Bill Ferguson made a motion to adjourn. Ron Kaelber provided a 2nd. A vote was taken to adjourn. The vote was unanimous to adjourn. The meeting ended at 7:20PM CST