

Pottsburg Crossing Condominium Association, Inc.
Board of Directors Meeting
March 23, 2016 6:00 p.m.
Pottsburg Crossing Pool Cabana

I. CALL TO ORDER

The meeting was called to order by Eden Martin at 6:03 p.m. and a quorum was established. Proof of Notice was posted on the property in accordance with Florida Statutes.

II. COMMUNITY OPEN FORUM – No comments

III. ESTABLISHMENT OF QUORUM

Present were: Eden Martin, Lin White, Melissa Hasty, and Brittany Patterson; Kathy Melton represented The CAM Team.

Wes Fina submitted his resignation from the Board via email prior to the meeting.

Homeowners present: Lori Linares (1301)

IV. APPROVAL OF MINUTES

A motion to approve the minutes from the November 9, 2015 Board of Directors Budget Meeting was made by Eden Martin and seconded by Brittany Patterson. None opposed. Board approved.

V. FINANCIAL REPORT / MANAGEMENT REPORT

The February 2016 financials were e-mailed to the Board in advance of the meeting.

Operating Account balance as of February 29, 2016: \$172,645.54

Reserves Account balance as of February 29, 2016: \$584,355.20

(includes \$56,084.19 of operating funds)

Six (6) accounts are more than 30 days past due. The total amount delinquent as of March 23rd is \$37,488.69 (\$32,673.66 of that total is with LM Funding). Currently there are two accounts with LM Funding (Units 301 & 1102).

Violations Report – A copy of the current violations report was provided to Board members, and includes violations for trash bags, parking, failure to clean up after pets, and lease requirements. Forty-one (41) parking violation stickers have been issued.

Management Updates:

- Unit 1605 – Roof leak repaired - \$400.00 – Roof-It-Right
- Unit 1605 – Ceiling drywall repaired - \$150.00 – DNS Service & Maintenance
- Unit 1104 – Roof leak repaired - \$575.00 – Roof-It-Right
- Unit 904 – Water leak repairs completed - \$7,105.30 – Leister Construction
- Gutters cleaned - \$629.10 – First Coast Home Pros
- Dog waste clean-up - \$250.00 – DMRS
- Gate repairs - \$6,339.54 (\$5,859.00 from Reserves) – Edwards Ornamental
- Unit 102 – Hose bibb replaced - \$178.50 – Mike Wood Plumbing
- Pool inspection completed March 18th – Satisfactory rating

VII. OLD BUSINESS - None

VIII. NEW BUSINESS

- Unit 705 is more than ninety days past due in assessments. A motion was made by Eden Martin and seconded by Lin White to send a rent demand notice to the tenant, and to suspend the voting rights and rights to use the pool for Unit 705. None opposed. Board approved.
- A proposal was received from Silverman Fence to replace the wooden perimeter fence: \$59,665 for 8 foot white vinyl and \$32,092 for 8 foot cypress stockade. Additional bids have been requested from Country Boy Fence and Duval Fence. The matter was tabled pending receipt of the additional bids.
- A proposal was received from Bold City Green Works for landscaping upgrades throughout the community - \$9,011.01. A motion was made by Brittany Patterson and seconded by Lin White to approve the proposal pending a walk-through with the landscape contractor. None opposed. Board approved.
- A Right of Entry Agreement proposal was received from Comcast allowing for the maintenance and repair of the cable system within the community in return for the exclusive marketing rights. The Association will receive a one-time access fee of \$120.00 per unit. A motion was made by Eden Martin and seconded by Melissa Hasty to move forward with the agreement. None opposed. Board approved.
- A legal opinion was received from Attorney Ted Brown in regards to service animals and restricted breeds. The Association has the right to ask for documentation from residents so that the Board can consider a request for accommodation of an assistance animal. A draft form was presented and discussed. The Board agreed to implement the attorney's recommendations as policy.
- The Annual Meeting of Members will be held on Wednesday, June 22nd.

IX. ADJOURNMENT

All business being completed, Eden Martin made a motion to adjourn the meeting. Brittany Patterson seconded. None opposed. The meeting was adjourned at 6:40 p.m.

I hereby certify that this is an accurate and factual presentation of the Minutes of the Board of Directors Meeting held on March 23, 2016.



Eden Martin, President