

Town Oaks Homeowner's Association, Inc.

May 9, 2018 6:30 pm

Board of Directors

Board Meeting Minutes

APPROVED

A. Call To Order:

The meeting was called to order at 6:30 pm

Directors Present: Terry Jonethis, Alison Stanavitch, Chet Miller, Jannet Preti, Sara Cassidy, JB Bereda

Director Absent: Curtis Cook

Management: Courtney Hagins LCAM

B. Reading Of Previous Minutes Or Motion To Approve:

The April 11, 2018 minutes were reviewed. A motion by Sara, seconded by Jannet to approve. The motion carried.

C. Financial Reports:

The Board reviewed the April 2018 report. A motion was made by Alison and seconded by Chet to accept the report as presented. Motion approved.

D. President's Report:

Terry reviewed the Board meeting process. Proper conduct by Board members and owners present is required at all times. The owner's forum allows for three minutes per owner.

Terry discussed the current process of the Architectural Review Board. The committee, is chaired by Board member, JB Bereda. The committee prefers to be address to as the Architectural and Landscape Committee, as stated in the documents. The process of applications was discussed. A revised application form was provided by Management, allowing for two pages, instead of one for ease of reading and filling out by the owner, committee and Board. The form was approved.

E. Property Manager Report:

1. Legal Updates: The Board reviewed the legal status on accounts that were in collections.
2. CCR / Violations: Updates, additions, and deletions are ongoing.

F. New and Unfinished Business

1. The landscaping maintenance was discussed. Due to several owner complaints, the services were reviewed. It was reiterated that the landscaping service is for maintenance of existing conditions. Owners wishing for personalized service, including selective pruning, specific

mowing instructions, etc. are responsible for contacting a landscaper directly at their own expense. The issue trimming / pruning was discussed and it was agreed that the service is for mechanical trimming only. Owners who want selective pruning are to place a red reflector around the plant material that an owner does not want mechanically trimmed. The contract requires owners to install red reflector on gates if backyard service is not wanted. It was agreed that owners will be sent a schedule and notification of the services that are and are not included.

2. TOW 1020 RTD landscaping, appearance, and owner issues were reviewed. It was determined that the issue will be referred to legal review.
3. It is time to clean the front entrance sign. Management will contact Tropical to schedule.
4. JB Bereda inquired about the schedule of Management walk through and property inspections. The standard contract calls for a weekly inspection. A prior Board member wrote in the contract for a monthly walk through with a Board member(s), and an additional monthly full walk through with the landscaper over above the weekly inspection. The Board discussed the role of Management and micro-management. After further discussion, a motion was made to remove the monthly walk through with a Board member and the landscapes company. The motion was approved by Sara, and seconded by Chet. The motion carried.
5. Owners present discussed landscape issues and concerns.
6. Confirmation of next meeting: June 13, 2018 at 6:30pm

There being no further discussion, the meeting was adjourned at 7:45 pm.