

November 9, 2021 | 6:00 p.m.

Harbor Island Owners Association Board Meeting Minutes

The CAM Team /1008-120 Park Avenue /Orange Park, FL 32073

Homeowners Present: None

Board Members in Attendance:

- ∂ *President – George Robertson*
- ∂ *Vice President - Larry Gress*
- ∂ *Treasurer – Damon Heemstra*
- ∂ *Secretary - George Buckland*
- ∂ *ARB - Liane Barkley*
- ∂ *ARB – Linda Lopez*

Carlos Berrios was excused.

Gina Cabral represented The CAM Team.

Meeting called to order at 5:56 p.m. by President, George Robertson

Financials:

The financials for September were emailed to the Board in advance of the meeting:

Popular Operating Balance as of 10.31.2021	\$25,971.34
Popular Reserve Balance as of 10.31.2021	<u>\$68,795.69</u>
Total Balance as of 10.31.2021	\$94,767.03

Total accounts receivables ending October 31, 2021 was \$3,897.29

Three (3) accounts are currently delinquent.

Board Treasurer Damon Heemstra provided a spreadsheet that detailed expenditures by budget category for the month of October. The Association is 83.3% of the year completed with their 2021 budget. 80% of the budget has been spent.

Collections are above the spend plan basing it on \$200.00 x 300 homeowners. There were fifty three (53) homeowners that paid the full assessment as they did not take advantage of the early pay discount.

The 2022 Operating Budget was discussed. The most notable increase on the budget is for the landscaping maintenance contract. Current vendor, Brightview, will be increasing their contract price an additional \$4,548.00. This increase is in line with the industry standard that is currently occurring.

Damon Heemstra moved to provide an early pay option to the homeowners for a second year in a row. Homeowners that pay their assessments prior to January 31, 2022 will receive a discount of \$26.27. George Robertson seconded the motion which was unanimously passed.

With the approval of the early pay option completed, Damon Heemstra moved to approve the 2022 Operating Budget as presented. George Robertson seconded the motion which was unanimously passed.

Minutes:

The minutes from the October 12, 2021 Board meeting were approved as written. George Buckland certified and signed the minutes. A draft copy of the minutes from tonight's meeting will be posted on the website as soon as possible.

Violations:

A violation report was provided to the Board for review. There are seventeen (17) open violations; six (6) vehicle related, three (3) unsightly items left in view, three (3) landscaping, two (2) fencing, two (2) architectural and one (1) maintenance related.

During the last inspection, six (6) new violations were created and sent to residents, five (5) violations were escalated to the next state and twenty-one (21) violations were closed out.

The CAM Team provided an option for monthly inspections from November through March. Should the Board wish to forgo a second inspection each month, The CAM Team agreed not to increase their management fee for the upcoming year.

Larry Gress moved to approve monthly inspections versus bi-weekly inspections during the months of November through March. Violations will be completed every thirty days so that there is no lapse in property inspections in the community. Liane Barkley seconded the motion which passed unanimously.

The leaning tree on Dockside Drive is still a concern. Upon advice from Attorney Sean Murrell, the Association will review the cost of obtaining a survey for the Dockside Drive cul-de-sac to confirm if the tree belongs to the homeowner or Pace Island.

Architectural Review:

There are no pending arc requests. Two requests have been approved in the last thirty days.

Old Business:

When schedules allow, George Robertson will be riding with Gina for the now monthly drive through.

DJ's Tree Service will be on property November 23, 2021 to perform the approved tree trimming and removal of the two dead palms on the berm.

New Business:

There were no current submissions to the virtual suggestion box. The Board discussed the suggestion that came in last month which referred to election flags and signs. Attorney Sean Murrell will be contacted to clarify if flags fall under the same category as signs within the documents of the Association.

George Buckland will be decorating the front entrance this year for the holidays and requested a budget amount from the Board. Liane Barkley moved to approve up to \$500 for new lights and other items needed to complete the decorations. Larry Gress seconded the motion which was unanimously passed.

Management received a document from AT&T that stated they will be installing the fiber for their network. They will be notifying the residents via door hangers 2-3 days prior to the construction. The full document will be uploaded to the website for residents to review.

It has been reported that there is a camper parked on Bay Breeze Court and has been there for quite some time. Management did notice it on the last inspection and has sent the corresponding violation notice. Management will reach out via phone and will also contact code enforcement to resolve this matter as quickly as possible.

All business being completed, the meeting was adjourned at 7:18 p.m.

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Signature

02/08/2022
Date