

PARKER'S LANDING HOMEOWNER'S ASSOCIATION

Board of Directors Meeting

January 17, 2017

Minutes

CALLED TO ORDER:

The meeting was called to order at 6:30 p.m.

DIRECTORS ATTENDING:

Leah Wilkening
Kelly Noonan
Linda Booher
Wes Kauder
Evelyn Macleod

ALSO ATTENDING:

Bruno & Christine Salome
Ira Macleod
Jerry & Dottie Poteete

Kevin Etheridge – Association Manager

APPROVAL OF MINUTES:

Wes Kauder moved to approve the November 15, 2016 Board of Directors Meeting Minutes. Linda Booher seconded. Motion passed, unanimously.

TREASURER'S REPORT:

Wes Kauder reviewed the current financials as of 31 Dec 16. Overall, the Association financial status has improved over the last couple months due to no unexpected expenses or maintenance problems. In addition, the Association received income of \$5,299 from the foreclosure of 9729 Leeward/Deals. The financial report shows the Year to Date Revenues for the end of the second quarter as \$35,382 which is \$39 ahead of budget. This is great since the Association was \$6,007 behind planned budget at the end of October. Expenses for the month were \$328 over budget but \$3,321 for the Year To Date which is a decrease from previous months. There remains a potential income from renting the 9761 Leeward property.

The Petty Cash balance is at \$200 this month with a few expenditures since last report. A bill for \$108.05 was submitted by Wes for Christmas decorations for the entrance and pool areas.

The number of Aged Receivables past due for the second quarter at the end of December was 18, which is down from 24 in October. This results in a total of \$3,485 in outstanding dues for the second quarter and an overall total \$9,632, down from 13,358 in October. There were 8 Owners over 90-days in arrears as of 31 December. There are now 5 Owners with legal action pending against them. Management will continue to process delinquent dues through the legal process. The HOA recovered \$8,891 in legal fees and delinquent funds in CY16.

At the end of December; there was \$2,464 in the Operating Account, \$200 in the Petty Cash Account, and \$34,832 in the Reserve Account and CD for total of \$41,538 in Total Current Assets. We spent \$5,500 from the Reserves for painting the light poles. The Reserves remain short from planned due to being used for some of last year's maintenance expenses.

From the Improvement/Repair Project List, the HOA requested an estimate to get the front entrance and stop sign and mailbox posts painted and will research the cost of landscape improvements in the spring.

PROPERTY MANAGER'S REPORT:

Kevin Etheridge reviewed the association delinquent accounts and the legal status for each. He noted that the property at 9665 Leeward Way/Dejerineet was on the Aged Receivables list but not on the Coastal Law Group report. Kevin to research. Kevin said there were few violation letters sent since the last meeting in November. Wes noted that he had not received any and requested copies of all sent since November.

UNFINISHED BUSINESS:

Current Projects –

It was noted that the street light pole painting project has been completed. Upcoming projects which have been discussed, but not approved, include repainting the entrance sign and stop sign. A quote has been received by Ron Schafer for \$800.00. Ron has also provided a bid for painting the mail box pedestals for \$3,200.00. The Board of Directors have discussed mulching the front entrance and re-landscaping some areas on common property. Bruno Salome provided inputs on the kind of mulch, specifically suggesting pine straw and to avoid the rubber mulch. The BOD will discuss with the two landscaping companies.

A motion was made and seconded to approve the \$800.00 for entrance sign and stop sign painting. Kevin Etheridge will inform Ron Schafer to proceed.

The mail box pedestals bid for \$3,200.00 was tabled.

Kevin Etheridge will schedule a meeting with the Board Members willing to participate and Robert with Emerald Coast Lawn Service to review the mulch at the front entrance and the areas which require landscaping. Once a bid is provided, a second contractor, likely to be Ken Griffin Landscaping, will also be asked to provide quote.

Pool Gate –

Evelyn Macleod indicated that the “self-closing” mechanism on the pool gate was not working properly. Etheridge Property Management will contact the contractor that installed the closer on the gate. The attending Owners said they have not received the code for the gate. Kevin said that EPM sent the code in an email. Several of the Directors indicated they did receive the code. After discussion, Wes suggested the code be included in the next Quarterly Invoice to ensure all owners get the code.

9761 Leeward Way – Rental Property

Kevin Etheridge provided an update from his staff concerning the marketing efforts, the number of times the property has been showed, and the number of inquiries on the property. Kevin also explained that the maintenance staff currently had 176 hours of labor, at an approximate cost of \$5,600.00, as well as \$831.00 in supplies and parts. Each room of the house were different colors, so the interior paint was touched up. There were a number of repairs made to the walls, ceilings, and sheet rock. Other parts and devices were replaced. The exterior of the house was pressure washed. The irrigation system was reworked and repaired. Pest control was also done. The Directors voiced concern that the repair costs were approximately double from the estimated cost. Kevin said that EPM will cover the costs until a renter is in place and then spread the repayment over several months if desired. Wes said the Board intends to pay it back as soon as possible. There remains a good possibility that the Association will acquire additional funds from the renter before the foreclosure is sold.

Security Camera –

Wes Kauder has purchased a security camera and he will work with Ron Schafer on the installation at the entrance gate.

ACTION ITEMS:

Wes Kauder reviewed the association's Action Items.

NEW BUSINESS:

The Board of Directors felt that it would be a good idea if the unit owners were reminded that the pool now has a gate code. The gate code will be sent to owners with the next quarter HOA bills.

NEXT MEETING:

The next Board of Directors Meeting will be held on March 14, 2017 at 6:30 p.m. at the church location.

ADJOURNMENT:

There being no further business, the meeting adjourned at 7:45 p.m.