

# **PARKER'S LANDING HOMEOWNER'S ASSOCIATION**

Board of Directors Meeting

July 11, 2017

## **Minutes**

### **DIRECTORS ATTENDING:**

Evelyne MacLeod  
Linda Booher  
Wes Kauder  
Kelly Noonan

### **ALSO ATTENDING:**

Kevin Etheridge – Association Manager

Ira MacLeod  
Tom & Mary Ellen Spinelli  
Brian Woodman  
Terry Booher  
Kristine Salome

### **APPROVAL OF MINUTES:**

Wes Kauder moved to approve the May 9, 2017 Board of Directors Meeting Minutes. Linda Booher seconded. Motion passed, unanimously.

### **PROPERTY MANAGEMENT REPORT:**

Kevin Etheridge reviewed the association's Aged-Receivables Report, which included information on the legal status of a number of past due accounts. It was noted that 9620 Leeward/Lones has not been paying the agreed monthly association dues to catch up on late dues. Request EPM coordinate with Coastal Law for next legal action.

Also presented was a list of 2017 Covenant Violation Letters, indicating notices which were 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> notices.

Also discussed was legal action taken against owners within the association which are parking in a public parking area near the pool.

### **FINANCIAL REPORTS:**

Wes Kauder reviewed the current financials as of 30 Jun 17 which is the end of the 2016-2017 fiscal year. Overall, the financial health improved slightly in June due to many of line items coming in under budget, there being no major maintenance repair expenses, and additional assessments were collected. The financial report shows the Year to Date Revenues for the end of June as \$72,997 which \$2,311 ahead of budget for the year.

Expenses as of end June were \$725 under budget but \$5,156 over budget for the fiscal year! As stated in last meetings report, the overage is due largely due to Maintenance of the Common Area, Irrigation, Landscape Maintenance, and the Gate. Those expenses totaled \$10,125 over budget. Fortunately, the expenses were offset during the year decreases in planned Legal Expenses, Electricity, and Reserve funding in addition to past due assessments being paid. The year ended with an overall deficit of \$2,845.

Management continued collecting rent from the 9761 Leeward property. The HOA owed EPM about \$6,000. Most of that has been paid. The HOA should begin collecting funds in July.

The Petty Cash balance is at \$132 this month. A bill was submitted by Leah for \$23 for a new flag at the entrance. Linda submitted a bill at the last meeting for \$45 to cover ads for the May yard sale.

The number of Aged Receivables past due for the year was 14, which is down 2 more from March and is exceptional. This results in a total of \$3,006 in outstanding dues and an overall total \$8,639. There were 6 Owners over 90-days in arrears as of 30 June, which is down 2 from March. There remains 4 Owners with legal action pending against them. Management will continue to process delinquent dues through the legal process. Overall, a good report. Lowest numbers in a long time.

At the end of June; there was \$2,673 in the Operating Account, \$132 in the Petty Cash Account, and \$37,125 in the Reserve Account and CD for total of \$39,798 in Total Current Assets. 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 is planning to update the scrubs at the entrance and if practical and the pool.

Wes drafted the 2017-2018 Budget and coordinated with EPM and the Board. The quarterly dues will remain the same at \$207.90. The budget will be distributed and discussed at the September annual meeting.

### **UNFINISHED BUSINESS:**

Pool Gate –

Leah Wilkening, who was not in attendance, indicated the need to change the code for the pool gate. After discussion, it was determined that Etheridge Property Management would contact the Lock Smith, that installed the gate, and have him contact Leah to provide instruction for changing the pool gate combination. It was also noted there was not chain on the pool shower. Wes Kauder and Tom Spinelli took an action to replace the chain.

Security Cameras –

Kelly Noonan indicated that he has done research on security cameras and has not yet identified a system which would be suitable for the needs for the Parker's Landing gate and entrance system. Research is still underway.

Entrance Gate –

The association has considered removing the gate, however, after discussion and further consideration, they have decided to continue to budget funds for the gate in the upcoming year. Wes Kauder reported expenses of \$3,451 in FY15-16 and \$2,781 in FY16-17. The HOA has a maintenance contract with Johnsons Comm for semi-annual maintenance inspections for \$775 per year.

### **OLD ACTION ITEMS:**

Attached.

## **NEW BUSINESS:**

### Architectural Review Committee –

The Architectural Review Committee discussed correspondence with homeowner, Kevin King, concerning his presentation of a 2005 Architectural Approval, which he received from the association to extend his driveway. The current Architectural Committee has several concerns if the driveway were to be reconfigured. After discussion, it was agreed that the homeowner would be sent a letter from the association, which demands that they not perform any construction until a meeting can take place with the Architectural Committee. It was also noted that the committee has expressed concern with drainage, in addition to the fact that the driveway is not compatible with the other homes in Parker's Landing. Furthermore, the letter will state that it will be the association's intentions to pursue the matter legally and recovery any attorney's fees and court costs related to the pursuant of this action in order to force compliance.

### Bridge Flooding –

Terry & Linda Booher addressed the Board about their concerns with the drainage issues in their area. Water flow is being impeded by the East bridge. After discussion, Christine Salome indicated that there are drains in the area which may be covered. Etheridge Property Management will work with Ms. Salome & the Booher's to look for solutions to this issue.

### Landscaping –

Kevin Etheridge was asked to check with Emerald Coast Lawns to ensure that the grounds at Parker's Landing had been fertilized and instruct them to clean out the magnolias in the area at the front entrance.

### Pool Permit –

Wes Kauder noted that the pool permit has expired. EPM sent a copy of the invoice that shows the payment to the county but has not received the permit. Request EPM get the permit and send to Wes to post at the pool.

### Annual Meeting –

Evelyn MacLeod suggested Thursday, September 14, 2017 at 6:00 p.m.

## **ADJOURNMENT:**

There being no further business, the meeting adjourned at 7:22 p.m.