

**Minutes of the Annual Meeting of the Townes of Floribunda
Homeowners Association
Tuesday, October 22, 2013**

The Meeting was called to order at 7:00 p.m. by Ed Slaby, TFHA Board President. Secretary Sue Ryan reported that 28 homeowners were in attendance and that 12 homeowners had sent proxies, for a total of 40 eligible votes. This total was sufficient to provide a quorum for voting at the meeting.

President Ed Slaby introduced the Board members. He also reviewed the agenda for the meeting that had been sent to all homeowners ahead of time. Ed then provided the President's Report. He discussed the key outcomes from the Board meetings held over the past year. These included:

- November 1, 2012 – elected officers; identified upcoming issues for the year
- January 14, 2013 – final resolution with homeowners on pet violation; transition of financial responsibilities
- April 8 – appointment of Mike Hess (as a result of Mike Bennett's passing); driveway sealing; new pet violation
- April 10 – special meeting with homeowners who have renters with pet violation
- April 30 – special Board meeting to discuss action related to pet violation
- July 8 – appointment of Guy Edmiston (as a result of Geoff Clymer moving); annual social; retained lawyer to help resolve pet violation; discussion of management firm
- September 16 – pet violation settlement; 2014 proposed budget with new line item for management firm; speeding on Tuscany Court

Ed also stated that the budget audit was received for 2012 and the financial records were in order and certified.

Ed presented the issue in the proposed 2014 budget regarding a management company. He discussed the reasons behind the Board proposing the management company, including: (1) the need for a continuing presence (management company not affected by time constraints, travel, etc.); (2) continuity (issues with annual turnover of volunteer Board members); (3) benefit from experience of an Association Manager; (4) need for single point of contact; and (5) need for third party to intermediate (eliminate neighbor against neighbor).

John Kunkel provided the Treasurer's Report. He stated that the Treasurer's job has been more difficult and time-consuming than he anticipated, and that it has not been easy collecting late association fees. John stated that the Association has excess funds in the checking of \$19,252, but we still have to pay for mowing and snow removal through the end of the year from those funds. In addition, the Association has \$12,866 in a money market account. Because John has not had the audited books from 2012, the proposed 2014 budget is projected from last year. Bill Jones stated that excess funds are needed by the Association to cover a year of heavy snow and/or a year with heavy rain that would

require additional mowing. John reported that 15 homeowners are late on dues and some since the second quarter through the last quarter.

At this point in the meeting, an open discussion took place regarding the hiring of a management company for our association. The following were comments:

- Served on the Board; favor management company
- The Board should not front the cost of a management company in 2014 solely from the cash reserves. Those reserves may be needed if there is a lot of snow removal next year, as example. The Board should consider an increase in fees in 2014, in order to retain reserves for emergency needs.
- Concern about what management company would do; Ed went over responsibilities of a management company and interaction with the Board
- No problem with management company but important to conduct extensive review of vendors for association management; management company should vet lawn maintenance vendors; ask potential management companies about their bonding and insurance
- Fee too high for management company; looks like Board passing on their responsibilities
- We've gotten along all these years without a management company, so why do we need one now?
- Served on Board for number of years and clearly understands the reasons why Board wants a management firm
- Too much work for the Treasurer, perhaps the work could be separated but would then need more volunteers. John Kunkel noted that six homes sold over the past year and all had changes in settlement dates so he had to prepare 18 resale certificates (as an example of amount of work)
- Bylaws require that we still need to maintain positions on the Board and work closely with management firm
- Suggestion to just hire an accountant
- ACC has difficult job of sending out property maintenance violation notices to neighbors, a management firm would serve as a third party and help with notices and follow-up
- Difficult to discuss violations with neighbors, need third party
- Had experience with management company and they are difficult to deal with
- Support for management company and personal experience with PMI who has done a great job
- Can't hire individual to undertake financial responsibilities
- Can we set up with Bank to have an automatic withdrawal from every homeowners bank account each quarter for association dues?
- Hire just an accounting firm; look at software programs

Charlie Davis made a motion to withdrawal the management company line item from the 2014 budget. Louisa Gaughen seconded the motion. Discussion: concerned that we're just learning about a management company; Ed mentioned that it has been in the Board minutes from the last few Board meetings; can Board get out of contract with

management firm if not pleased with performance; Ed responded yes. If the budget line item is withdrawn, then it becomes a new budget and requires a 30-day notice to homeowners and a future meeting to vote. This would potentially delay action on a management firm for another year. The motion presented was withdrawn by Charlie Davis.

Motion was made to approve the 2014 budget as presented, by Ivy Jones, seconded by John Kunkel. A total of 28 votes approved (19 present; 9 proxy) and 12 opposed. Motion carries and budget approved for 2014.

Karen Davis asked that any future Board meeting where the management firm is discussed be open to all homeowners.

President Ed Slaby called on the Committee Chairs to provide reports.

Architectural Control Committee (ACC) – Pat Ryan

Pat reviewed the purpose of the ACC. He stated that a spring walk through was conducted and homeowners were given 30 days notice of the walk through. Twelve violation notices were sent to homeowners that addressed such issues as: pruning of trees and shrubs, lawn ornaments, maintenance of decks, siding and fencing, and color of front door and shutters.

Grounds Maintenance – Kate Richardson

Kate stated that a contract was signed with Joe Napoli for lawn maintenance for next year, and that his cost remained the same. Kate reminded homeowners they are responsible for trimming their own shrubs and trees and to properly discard clippings. She also stated that the Board approved the action to have the letters repainted on the front Townes of Floribunda sign. Kate had a discussion with Joe about his plan to remove some diseased pine trees in the island on Tuscany Court over the next few years and replant new ones, as well as address the pavement issues on the island. Also, Joe wants to do some trimming behind homes on Tuscany Court (*correction: not Country Club as reported at the annual meeting*) but it was noted that he had to obtain approval from affected homeowners.

Website – Ivy Jones

Ivy reminded homeowners that the covenants, bylaws, and minutes of all meetings are on the community website. Also, Ivy maintains a list of contractors which is also on the website.

Election of the Board –Ed Slaby presented the proposed slate for Board members and asked for other nominations. Bob Mukalian volunteered to also be on the Board. A slate of officers was circulated to all homeowners and a vote taken. The homeowners elected the following: Ed Slaby, John Kunkel, Sue Ryan, Mike Hess, and Guy Edmiston.

Ed talked about Old Business, that being the issue with the number of pets violation has been resolved. He also discussed New Business for the upcoming year that will be

addressed by the Board, including: (1) the level of working capital funds; and (2) revision of bylaws and covenants to “plain English.” Bill Jones suggested that we seek a volunteer to investigate and prepare necessary documentation for reimbursement of sales tax to save money. Ed will discuss with the Board.

There being no further business, the meeting was adjourned at 8:35 p.m.

Respectfully submitted by
Sue Ryan, Secretary