

SAWMILL LAKES MAINTENANCE ASSOCIATION, INC
BOARD OF DIRECTORS MEETING
February 3, 2009
AT SAWMILL LAKES CLUBHOUSE
PONTE VEDRA BEACH, FLORIDA

Present: Hal Hitch, Trish Schilling, Diana Rawle, Howard Wallenstein
Committee Member: Mike O'Connor
Recording Secretary: Lynne Sopchak
May Management: Patti Brown
Absent: Kim Allerton

ESTABLISH QUORUM/CALL TO ORDER: Hal Hitch recognized a quorum of the Board was represented and called the meeting to order at 5:35pm.

MINUTES: The Board approved the minutes from January 13, 2009.

FINANCIAL REPORT:

Diana reports that the year end financials need to be finalized and approved. She reports that the financials look favorable for the year. An analysis will be prepared and emailed to the board.

Request is made to delay approval of the December year-end financials until next month.

PRESIDENTS REPORT:

Hal reports that a letter regarding behavior in the Conservation area has been prepared and distributed to the community. He asks Trish to obtain several quotes for new signage within these areas, and look to Kim for wording of the signage. The Board thanks Diana Rawle for canvassing the neighborhood for names and email addresses to update the directory.

MANAGERS REPORT:

Patti reports a large number of homeowners are slow to pay their community association fees. The board discusses the payment and collection procedures. Diana agrees to research late fees and interest charges. She will also research the HOA rules for the possibility of raising the late fees to cover costs incurred.

Patti reports that homeowners are dumping grass and tree clippings in public area on Mill Trail Court. A letter will be sent to adjacent homeowners reminding them that this is a violation and that these clippings are collected every Monday from homeowners' properties.

The board discusses the management of abandoned or vacant homes in the neighborhood. Patti will try to obtain inexpensive yard maintenance quotes to limit the expense of caring for these homes. Howard is asked to compile a listing of these properties and their current status in an effort to assist with decisions regarding yard maintenance and collection fees which may be incurred by the HOA, and to reduce risk of vandalism.

UNFINISHED BUSINESS:

1. Directories –Print deadline of February is established. Diana to continue to collect information.
2. Security Camera –training needed for Board members, Jeff Lahiff will be asked to arrange for a date and email the Board.
3. Entrance Sign – delivery delayed until April due to contractor death in the family.
4. Tree for Bill Muir has been planted; memorial plaque is due next week.
5. Lighting for main entrance - quotes are pending, Kim to follow up.

NEW BUSINESS:

1. Hal requests three new signs; one each for the front and back of the Clubhouse and one for the dumpster notifying residents that these areas are monitored by video surveillance.

COMMITTEE REPORTS:

1. ARC -NA
2. Civic Affairs –Sawmill Lakes has renewed the membership with the Palm Valley Coalition.
3. Communications – Thanks to Diana Rawle and Patti **Gustafson** for their work on the newsletter.
4. Community Affairs - NA.
5. Covenant Enforcement –Meeting following the BOD meeting
6. OM&W –NA
7. Landscaping -NA
8. Safety & Security – Jeff meeting with the SJCSO

FORUM

Resident of Lakestone Circle (backing up to Sawmill Lake) is present. His concern is that the common areas behind his property are not maintained to the same standard required of homeowners. He indicates that there is an insect issue, and many homeowners are maintaining this property, including irrigation, instead of the HOA. He also expresses sentiment that calls to May Management are not being returned. The Board thanked him for his time. May Mgt. will be requested to follow up with the landscape contractor regarding this common property to see that it is properly cared for.

Meeting was adjourned at 7:10pm

ACTION ITEMS:

Trish & Kim will obtain quotes for new signage within the Conservation areas.

Diana will research the fee structure, interest and late payments of the HOA dues.

Howard will create and manage a database of abandoned or vacant homes in the neighborhood for the purpose of yard maintenance and prevention of vandalism.

Patti will solicit quotes for inexpensive yard service.

Diana will check with Kim regarding bad email addresses from the last newsletter.

Diana will continue to contact residents to compile the directory information so it can go to print.

Patti will contact R&D regarding the common areas behind Lake Stone Circle that require further care. She may need to walk the property with R&D to evaluate.

Jeff Lahiff to schedule security camera training and inform the Board of date and time.

Patti to send letter to Mill Trail Court regarding yard clippings.

Diana to finalize Dec. 2008 financial report, and submit to Board for review via email.