

Kingsmill Homeowners Association

P.O. Box 361834 ♦ Melbourne, Florida 32936

Minutes – Board of Directors Meeting

April 13, 2008 2pm

A regular meeting of Board of Directors was held in the east park and was called to order by President Nelly Slaughter.

1. The following were in attendance:

Nelly Slaughter	-	President
Pete Meyers	-	Vice President
James Teele	-	Treasurer
Sheila Clay	-	Secretary
Christine Ray	-	Director
Alina Miller	-	Director
Dennis Thompson	-	Architectural Review Chairman

2. Minutes of last meeting

- Pay for annual meeting location at the church - \$50
- Christine research picnic tables for east/west parks
- Christine noted swing broken in east park
- James checkbook/balances were not available at last meeting; ensure to bring to future meetings
- Status of 2501 Empire – foreclosure? Neighbors concerns noted about continuously running water from garage and side door remaining open 24 hours

3. New Business:

- New appointments :
 - Nelly Slaughter selected as President
 - Pete Meyers selected as Vice President
 - Sheila Clay selected as Secretary
 - Alina Miller selected as Director
- Alina noted bushes bordering west park requires trimming
- Dennis noted term restrictions for members of the board
- James responsible for the following actions:
 - Contact Sun Trust representative Agnes Bezman to change signature authority to add Nelly Slaughter and remove Dennis Thompson
 - E-mail account access information to all board members
- James announces east retention pond project is 95% completed with current project. Estimated to be completed by the end of April
- James noted west retention pond project funding will be discussed at future board meeting when estimates are available
- James responsible for ensuring contractors remove their vehicles off the premises upon completion of current project
- Christine announces east park gate is in need of repair and asked for action, James will contact contractor
- Nelly reminded the Board of the community yard sale for Saturday, May 3, 2008 and has newspaper ad for action; James will place signs near front entrance this weekend
- Sheila responsible for meeting minutes by April 16 and newsletter by April 17; James to print newsletter; Sheila to hand delivery of newsletter on Saturday April 19
- No parking on the grass or across the sidewalks
- Sheila research the city's ordinance for noise control
- Dennis responsible for notice of paint violations for homeowners who are in violation
 - 2795 Empire bright yellow house
- Dennis/James research deed restrictions and by-laws for guidelines to assist in enforcing them

- Sheila include in the newsletter note from Architectural committee concerning Architectural Review Application and exterior house painting, upcoming notices and houses are being reviewed for violations
- Alina noted sprinklers are not working near the front gate, grass is dying
- James will contact the contractor to have system fixed and flushed
- Alina announced the palms needed trimming and the removal of vines at the front entrance; replacing with golden duranta
- Alina researching bougainvillea for planting in front of the east wall and straps for the plants at the front gate
- Alina will continue to maintain the front gate garden
- James announces all dues were received with the exception of 6-7 homes and beginning the lien process for those homeowners

4. Meeting adjourned

Sincerely,

Nelly Slaughter

President, Kingsmill HOA



Kingsmill Homeowners Association

P.O. Box 361834 ♦ Melbourne, Florida 32936

Minutes – Board of Directors Meeting

May 18, 2008 2:22pm

A regular meeting of Board of Directors was held in the west park and was called to order by President Nelly Slaughter.

1. The following were in attendance:

Nelly Slaughter	-	President
Pete Meyers	-	Vice President
Sheila Clay	-	Secretary
Christine Foster	-	Director
Alina Miller	-	Director

2. Minutes of last meeting

- Christine submitted estimates for park equipment (benches, super globe, see-saw, baby and adult swings) for east/west parks.
- [SAFETY HAZARD]; Christine announces east park gate is in need of repair and asked for action; James will contact contractor.
- No parking on the grass or across the sidewalks.
- Boats are not allowed to park in the front yard.
- No commercial vehicles are allowed to park overnight in the subdivision.
- Pete/Jim delivered notice of paint violations to homeowners of 2795 Empire bright yellow house; Sheila needs a copy of the letter for the record.
- Paint violations are to be corrected within one year of notice.

- Sheila is researching deed restrictions and by-laws for guidelines to assist in enforcing them.
- Alina announced the front gate sprinklers have been repaired and the palm trees needed trimming; Jim will contact the contractor.
- Nelly announces all dues were received with the exception of 8 homes and beginning the lien process for those homeowners.

3. New Business:

- BURGLARY ACTIVITY has been reported on homes and vehicles in our community. Be aware of your surroundings. Remove valuables and lock your vehicles. Contact the police, if you witness any unusual behavior, persons or criminal activity.
- Board Members vote for exterior house and driveway paint colors by initialing the color chips that are acceptable. The paint chips with 3 or more initials will be allowed.
- Sheila will send emails to everyone to remind them of Kingsmill's website.
- Alina is researching 'No Dumping Trash' sign for front gate
- Nelly is reviewing estimates for lawn service contracts
- Alina is researching merry-go-round incidents/cases so the board can make a decision on purchasing it for the park.
- Christine is organizing Community Park Grand Opening Party to celebrate new park equipment the date will coincide with the county's Night Out date; Nelly is researching county's Night Out date in August
- Alina is researching city code violations and will warn residents of any discrepancies prior to reporting to the city.
- Christine is researching warning signs for the east/west parks to declare parent supervision and safety risk/liability
- Board voted to allow business owners within the community to include their business card in the community newsletter for a donation of \$10 to help reduce the cost of the newsletter. Also, to include fillers in the newsletters such as recipes, home improvement tips and links for

household tips. There is limited space to maintain a single front/back page newsletter at this time.

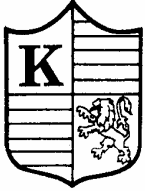
- Board voted to distribute community newsletters quarterly; deliver 2 newsletters by mail and hand deliver 2 newsletters.
- Alina is researching methods of removing paint to remove graffiti in the community. Board is searching for volunteers to assist in the removal.
- Board discussed ethical hiring of contractors, family members, and community residents/businesses; more information to follow.

4. Meeting adjourned

Sincerely,

Nelly Slaughter

President, Kingsmill HOA



Kingsmill Homeowners Association

P.O. Box 361834 ♦ Melbourne, Florida 32936

Minutes of the Board of Directors Meeting

July 14, 2008

A regular Board of Directors was called to order by President Nelly Slaughter at 7:15 p.m.

Board members present: Nelly Slaughter –President Pete Myers-Vice President
 Jim Teele-Treasurer Christine Foster-Director
 Alina Miller-Director

Approval of Minutes

The minutes of the May 14, 2008 minutes were approved as presented.

Review of Financial statements

The financial statement was reviewed and approval is pending. Jim will send out amended statement via e-mail.

Old Business

Dues:

- At last meeting 8 homes had not paid their annual dues. Jim Teele and Pete Myers spoke with these individuals and as of 7/15/08 three of the eight have sent in their payments.
- \$675.00 remains unpaid.
- It was not decided that Liens will or will not be filed on these properties.
- Jim will send email to board members with the addresses of those who have not paid.

Parks:

- Park funds allocated for 2007- \$5000.00 of which \$6600.00 was spent. Paid to PlayLoft in 3 increments, the total amount placing us over budget by \$1600.00.
- Park funds allocated for 2008- \$5000.00 none of which has been spent this year.
- \$3400.00 available for 2008 for park equipment. This amount is under dispute by Christina since \$5000.00 was allocated for park use in each year of 2006, 2007 and 2008. Since only \$6600.00 was used in 2007 there should be \$8400.00 available for park use. This will be researched and cleared up.
- Christina obtained catalog from “Go Play” with items being researched for purchase. A picnic table and bench for the East Park and another picnic table and bench for the West Park at an approximate cost of \$1158.00 for each set (\$772.00-table, \$386.00 bench) minus shipping costs will be considered. She will obtain a total of 3 estimates to present before the board.

- The tables will be installed under each pavilion with the legs being cemented into the concrete slab.
- The signs for the parks will be researched after park equipment has been obtained.

East Retention pond:

- \$5000.00 budgeted in 2008 for clean-up of north end of pond.
- Present contractor has estimated that the 3 day project will cost \$3500.00. The dirt pulled up during this clean-up will be piled on the bank of the pond to dry out. The odor generated from the muck should not be an issue to Longwood residents since no one from Longwood lives in this area. This dirt will be reused in 2009 for the west retention pond.
- Nelly motioned that we obtain 2 more estimates for price comparison. This was seconded. Nelly and Christina will work together to obtain these estimates.
- The approval of the proposal submitted is to be tabled until estimates from other companies are obtained.
- The spraying of ponds is on hold until there is clear weather. Inclement weather has prevented Aquatics Technology from spraying. They have sprayed twice this year.
- The truck that is parked in the east retention pond is a concern due to possible liability. It was stated that the truck owner's liability coverage is more than adequate. He keeps the truck on the premises when he is working in our area.
- The fence to the east pond is under repair. The gate was to have been picked up but the contractor building the fence, American Fence, did not have it ready yet.

Graffiti

- The graffiti located at 2582 Empire Ave remains an issue. This has been reported to the police and is now on file. The City of Melbourne will not paint the fence. It is left up to the homeowner. Alina will send a letter to the homeowner addressing the issue. The graffiti that is on park property can be cleaned up with a pressure washer.

Architectural Control

- The paint chips are still with Sheila. Nelly has left her messages to return them. It was discussed that these colors should be a guideline for future color approvals.
- A discussion was had regarding the approval of house colors. This discussion was tabled for the moment.

New business

- An application for the Architectural Control Committee was submitted via e-mail prior to the meeting. Kathy was approved for the ARC. The application from Trina Bolignini was put on hold until Christina speaks with her as we don't know for which position she is applying. Once this has been cleared up, we will vote via e-mail.
- Committee members can attend Board meetings but cannot vote since they are not Board members.
- The dirt on the easement in front of the subdivision still remains an issue. Alina will call the county to try to find out which municipality is responsible for this problem.
- The flag at the entrance is damaged and will be replaced.

- A Newsletter and a Deed Restriction reminder letter have been mailed out this year. It was proposed that another newsletter be sent out by October 1, 2008. This was passed. This newsletter will include information regarding the semi-annual garage sale and the Homeowners Association Meeting. Jim Teele will compile the information for the newsletter. Any information that is wanted in the newsletter should be e-mailed to Jim. It was approved during the last meeting that business cards can be submitted for the newsletter at a cost of \$10.00.
- It was proposed and approved that the semi-annual garage sale be held on 11/1/2008.
- It was proposed and approved that the HOA meeting be held at Lake Crest Community Baptist Church on 10/23/08 at 7 p.m.
- It was proposed that the vacancy for the position of Secretary, Architectural Control Committee and board members be advertised on the website. This was passed.
- It was proposed that e-mails sent to board members receive a response within 48 hours. This was passed.

Adjournment

The meeting was adjourned at 8:42 p.m. by Nelly Slaughter. The next meeting will be on 9/15/08 at 7 p.m.

Minutes submitted by: Alina Miller

Minutes approved by:



Kingsmill Homeowners Association

P.O. Box 361834 ♦ Melbourne, Florida 32936

Minutes of the Board of Directors Meeting

September 18, 2008

A regular Board of Directors was called to order by President Nelly Slaughter at 7:20 p.m.

Board members present: Nelly Slaughter –President Jim Teele-Treasurer
 Alina Miller-ACC Christine Foster-Director

Old Business

Parks:

- Christina is waiting for additional quotes for playground equipment.

Architectural Control

Deed Restriction Violations and City Code Violations:

- List of violations reviewed by Board members. Additional notices will be sent out to homeowners violating deed restrictions as well as notifying the City for code violations.

Annual HOA meeting:

- Christina is waiting for approval from Lake Crest Community Baptist Church for the meeting to be held at their location.

Fence:

- Jim told the board that the east park gate has been completed.

New business

- An application for the Architectural Control Committee was submitted by Kathy Engel. The application will be reviewed by the Board and voted on via email.
- A rough draft of the newsletter was reviewed with items added and removed for final printing. The newsletter will be mailed out 10/1/08.
- A discussion was held regarding the posting of election signs and contractor advertising signs on homeowner property. Jim Teele and Christina Foster voted to allow election signs but they were to be removed within 7 days of the election. Nelly Slaughter opposed allowing the signs to be placed in the yard. The decision to allow

the signs passed. It was agreed to allow contractor signs but they were to be removed within 30 days of the completion of the work.

- Jim Teele suggested that new lights be ordered for the front entrance wall since many of the fixtures are damaged due to weather. He will research ordering fixtures from a large manufacturer so as to not have issues with discontinued merchandise. He will inform the board when he has further information and has received three quotes.
- Alina Miller obtained FPL transformer locations throughout Kingsmill. This will be posted on the website.
- Jim reviewed the problems with flooding in the neighborhood. He explained the route excess water takes and the reason for the flooding. The County has engineered a fix for the problem but it hasn't been worked into the budget yet.

Adjournment

The meeting was adjourned at 8:02 p.m. by Nelly Slaughter. The next meeting will be on 10/13/08 at 6:30 p.m. at Alina Miller's house.

Minutes submitted by: Alina Miller

Minutes approved by:



Kingsmill Homeowners Association

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Minutes of the Board of Directors Budget Meeting

October 20, 2008

A Board of Directors budget meeting was called to order by President Nelly Slaughter at 7:05 p.m.

Board members present: Nelly Slaughter –President Jim Teele-Treasurer
 Pete Myers – Vice President Christine Foster-Director
 Alina Miller-ARC

The Board began a discussion regarding the 2009 proposed budget:

- It was noted that a check was not sent out to Lake Crest Community Church for payment of the use of their facilities during the last community meeting. Jim will remedy this by sending them a \$50 check.
- Crossroad Community Church will be sent a check in the amount of \$40 for the use of their facilities for the upcoming HOA community meeting.
- Association meetings cost was set at \$250.00, an increase indicating the additional cost of supplying refreshments during meetings.
- Corporation fee to the State was set at \$62.00. The officers on the Corporation need to be amended to reflect the new Board.
- Tax preparation budget will be reduced from \$375.00 and set at \$225.00.
- Garage sale advertisements will be increased from \$150.00 to \$200.00.
- Front entrance Christmas lighting will remain set at \$100.00
- Front entrance flags will remain set at \$120.00
- Front entrance landscaping will remain set at \$1000.00.
- Lawn service will remain set at \$15,000.00. Additional bids are being compiled to have on record and for comparison. The scope of work included in the bid should be very clear.
- Liability insurance was reduced from \$8100.00 to \$6000.00 as rates have lowered.

- Maintenance and Repairs will remain set at \$2098.00. These costs are for existing equipment.
- Office supplies will remain set at \$350.00. The majority of the funds set for 2008 have not been spent, however large expenses can occur at any one time.
- Postage and delivery has increased from \$300.00 to \$550.00 due to increase in postal rates.
- Printing and reproduction remains set at \$250.00.
- Taxes reduced from \$400.00 to \$100.00.
- Utilities remain set at \$800.00. Lighting at each park and front entrance needs repairing.
- Ponds remains set at \$3900.00.
 1. Funds spent in 2008 were discussed, specifically \$1850.00 itemized as trimming. This was paid for clearing out of underbrush at the north side of the west canal because of the fire hazard.
 2. Although not impacting water flow, Nelly requested that the contractor clear out the plants that are in the west canal near the outflow box. Jim will advise the contractor.
 3. Jim will send Nelly copies of the insurance coverage that the contractor has for liability insurance.
- East and West pond repair initially increased from \$5000.00 to \$10,000.00. Upon discussion this amount was reduced to \$6600.00.
 1. The 2008 budget for the west canal was over spent by \$5050.00. This was due to obtaining favorable rates for additional fill dirt that was needed for the improvements.
 2. 38 loads of fill dirt have been added to the west canal with an additional 82 loads needed. The amount of dirt needed for the improvements was determined when the plans were first drawn up 4-5 years ago.
 3. The permit for the improvements expires in 2009. If the work is delayed then a new permit will have to be obtained at an additional cost and more delays.
 4. Jim will send plans for the repairs and improvements to the east and west canal to Nelly. No specific board meeting minutes are available regarding the approval of said plans. However, each yearly budget meeting since the plans were implemented included these improvements and was approved.
 5. According to Jim the flooding of the subdivision was not a result of any issues with the canals. The flooding can be attributed to the inadequacy of County pipes to accommodate the enormous amount of water that occurred in a short amount of time. The County has assessed the problem and has plans to remedy the issue but they have no budget for the improvements needed.

6. There remains a problem regarding the gates to the canals being left unlocked. These canals are accessible to any Kingsmill homeowner with the combination as well as any Longwood homeowner with the combination. It cannot be determined who leaves them unlocked. Therefore, if anyone sees the gates unlocked then they are to take a moment and lock the gates.
- East and West Park Improvements remains set at \$5000.00.
 1. Christina stated that the new park tables and benches will be installed by Christmas. She is waiting for one additional bid before submitting the information to the board.
 2. As of the end of 2008 there is \$8400.00 available for park improvements. The table and benches will be deducted from this amount. An additional \$5000.00 is budgeted for 2009. A total of \$13,400.00 for 2009 will be available for improvements minus the cost of the table and benches.
 - Cash reserve fund will be itemized to reflect the amount of funds available for park improvements and pond repairs.

The Board voted on the 2009 proposed budget as amended and it was passed.

- Jim will email the amended 2009 budget to the Board members.

Adjournment

- The meeting was adjourned at 9:10 p.m. by Nelly Slaughter.

Minutes submitted by: Alina Miller

Minutes approved by:



Kingsmill Homeowners Association

P.O. Box 361834 ♦ Melbourne, Florida 32936

Minutes of the Annual Community Meeting

October 23, 2008

An Annual Community meeting was called to order by President Nelly Slaughter at 7:05 p.m.

Board members present: Nelly Slaughter –President Jim Teele-Treasurer
 Pete Myers – Vice President Alina Miller-ARC

Introductions from board members Nelly Slaughter and Alina Miller.

Alina Miller addressed the members of the community regarding the Deed Restrictions that every home owner received when they purchased their home. Homeowners abiding by these deed restrictions helps to maintain property values within the neighborhood. She described her duties as chairperson of the ARC as detailed by the Kingsmill Deed Restrictions. Duties include but are not limited to the following:

- Review applications from homeowners regarding any changes to the exterior of the home listed on the deed restrictions. These changes include to name just a few:
 1. painting of the exterior of the home
 2. additions of fences, pools, sheds
 3. changes to driveways, front entrances, walkways and patios

Questions posed by the homeowners included:

- **How are the new color choices to be submitted to the ARC?**
 1. ARC response: Color chips are to be included with the ARC application (located on the Kingsmill website) and submitted to the ARC chairperson. Homeowners are also able to email the color chip brand name and number to the ARC chairperson. The chips will be reviewed and a response will be sent to the homeowner in a timely manner. These colors can be approved or disapproved by the ARC purely on aesthetic grounds.
- **Is there only one member on the ARC?**
 2. ARC response: There are two members on the committee. Homeowners are welcome to apply to be on the ARC. The application is located on the Kingsmill website.

- **Does an application need to be submitted if the color of the home is not being changed?**
 3. ARC response: Yes, an application needs to be submitted for consideration regardless of whether the color is being changed or not.

- **Does the ARC oversee the condition of a homeowner's driveway and sidewalks?**
 4. ARC response: Gentle reminders have been sent out via the website and the newsletter advising homeowners that they are responsible to maintain their lawns by mowing and also edging their sidewalks as this can be a hazard. They have also been informed that pressure cleaning their sidewalks and driveways helps to maintain the clean and tidy appearance of their home and the neighborhood. Courtesy letters have also been sent out the homeowners that they address these issues. However, if the homeowner is violating the City of Melbourne ordinances then they can be reported to the City Code Officer as well.

Jim Teele, the association treasurer, addressed the community regarding the 2008 budget. The following items on the budget were discussed:

- Association Meetings- The cost of refreshments was not budgeted for in 2008. However, it was decided to offer refreshments to the community during the annual meetings, thus the expenditure listed.
- Association dues- Five homeowners have defaulted on their dues several due to foreclosure. However, liens have not been placed on their homes. When the homes sell the outstanding dues will be recouped.
- Park improvements- Budget from 2008 and previous years will be combined with budget for 2009 in order to purchase additional equipment for the parks. Previous equipment was stolen, perhaps due to weak installation. New equipment will be metal with plastic coating. However, there are no guarantees that it will not eventually succumb to rust. They will be cemented into place, hopefully inhibiting theft. **A homeowner requested that information regarding park equipment be posted to the website.** The board will update the website when the information is available.
- Retention Pond repair- The expenditures cover the addition of dirt to the east and west retention pond to extend the berms. This will allow for maintenance equipment to operate in the canal areas without danger of falling into the water. The dues paid by Association members allows for repairs to be made incrementally. The budget was overspent by \$5050.00 in order to purchase additional fill at a favorable rate. **A homeowner asked why the trucks working in these areas were allowed to remain there for days on end even when not working the area. It was also asked whether or not Kingsmill would be liable for any damages or injuries with regards to the equipment.** Jim explained that allowing the contractor to keep his equipment there helps to keep the rates down. He also stated that the contractor has a 2 million dollar liability

policy. **The homeowners requested that the equipment not be allowed to remain on site after daily work is completed and that 3 additional bids be obtained for comparison.** The board will relay that information to the contractor and is presently obtaining additional bids for the work that remains to be done.

- Ponds (Aquatic treatment)- Four treatments were made in 2008 by the contractor. He is licensed by the State of Florida to perform this type of work. He uses a four wheeler to access the ponds with a sprayer that is able to reach to the opposite side of the canals. **A homeowner asked why the treatment was not working and what type of treatment was being used.** The contractor is using Rodeo, a state approved chemical that is compatible with our area and is recommended for aquatic usage. It is not known what concentration he is using, or whether the rainy season affects the effectiveness of the chemical. He is not using mechanical means (hand removal) in conjunction with the chemicals. The board is presently getting information from biologists with the State of Florida regarding the plants present in our canals and the most effective means of removal. Three additional bids will be obtained from contractors for the work needed to properly maintain the canals.
A homeowner asked if the condition of the canals had anything to do with the flooding that was experienced during tropical storm Fay. Jim explained that the water flow in the canals was good. The flooding problem occurred because of the inadequacy of the pipes located to the south of Kingsmill on Aurora Rd. under a homeowner's driveway and because we are receiving water from other subdivisions. After describing the route the water takes, Jim stated that the County is aware of the problem and has engineered plans to remedy the issue. However, the County has not budgeted for these repairs. The association board members will be meeting with the individual county commissioners and with the county commission board as a whole to present the issue. Homeowners are welcomed and encouraged to attend these meetings. Information will be posted to the website.
- Garage sale- **A homeowner asked if it was necessary to have two garage sales per year as one might be more cost effective in saving advertisement fees. He also stated that those homeowners who choose to participate in the garage sale be asked to pay for the advertisement.** Nelly explained that many people expect the Association to have two garage sales and that it is up to each homeowner whether or not to participate.
- Front entrance lights- **A homeowner asked why the lights were not working properly and what the plans are for repairs.** Jim stated that he needed to replace the photo cell that is no longer working. He is also in the process of getting 3 bids from suppliers for new light fixtures. The existed fixtures have corroded and some no longer function. These bids will be brought before the board and voted on. Jim will do the installation of the new fixtures.
- Pot hole at entrance- **A homeowner asked what if anything could be done to repair the pot hole and if cement can be used to fill the area.** Jim responded that a couple of methods have been attempted to repair the damage...dirt and gravel. However, since the community is requesting a more permanent solution he will get 3 bids to repair the problem with a concrete berm. This will be brought before the board for a vote.

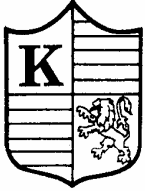
- Markings on streets- **A homeowner asked what were the different markings on the streets.** Jim explained that the City comes in and places different colored markings to identify the locations of water and sewage lines.
- Signatures on checks- **A homeowner asked if two signatures were required on each check issued by the Association.** Alina responded that there were 2 people authorized to sign the checks, Nelly and Jim, but that two signatures on each check was not required. Jim explained that this requirement is in our by-laws. He also explained that the checking account was open through online banking to all voting board members and that if any homeowner wanted to access that information they only need to contact Jim with the request. Pete stated that he would place a motion before the board at our next meeting regarding implementing a policy to have two signatures on each check. **A homeowner asked if an audit has been done on the account.** Nelly explained that an audit is very costly but that the board has already discussed the issue and is in the process of getting information together to have one performed.

Adjournment

- The meeting was adjourned at 9:00 p.m. by Nelly Slaughter.

Minutes submitted by: Alina Miller

Minutes approved by:



Kingsmill Homeowners Association

P.O. Box 361834 ♦ Melbourne, Florida 32936

Minutes of the Board of Directors Meeting

November 10, 2008

A regular Board of Directors was called to order by President Nelly Slaughter at 7:05 p.m.

Board members present: Nelly Slaughter –President Pete Meyers-Vice President
 Jim Teele-Treasurer Christine Foster-Director
 Alina Miller-ACC

Old Business

Pond Treatment:

Alina presented the information that she had compiled regarding the problem of the overgrowth of aquatic and invasive plants in east and west canals. This information had been emailed to the board members prior to this meeting. The main areas of concern regarding the ponds are:

- Overgrowth of aquatic plants, native and invasive in both canals
- Removal of the large tussock in the east canal
- Difficulty of access to the east canal to treat the tussock

She gave a brief overview of the bids that had been received from contractors licensed to treat ponds.

- **Comfix-** They will only do chemical application of aquatic plants. They do not use mechanical means to remove tussocks or other aquatic plants.
- **Ecor-** They will only do chemical application of aquatic plants. They will not do chemical application of Brazilian peppers. They do not use mechanical means to remove tussocks or other aquatic plants.
- **Mallard Environmental-** They will only do chemical application of aquatic plants. They will do chemical application of Brazilian peppers. They do not use mechanical means to remove tussocks or other aquatic plants.
- **Southern Aquatic-** They will only do chemical application of aquatic plants. They do not use mechanical means to remove tussocks or other aquatic plants. They will do chemical application of Brazilian peppers.
- **Aquatic Technologies-** They will do chemical application of aquatic plants. They also offer mechanical removal of the large tussock. They are presently the company that has been treating the ponds.

- **Applied Aquatics-** They will do chemical application of aquatic plants. They will do chemical application of Brazilian peppers. They do not offer mechanical removal of the tussock.

Nelly will obtain references on the above companies in order to make a more informed decision. Jim requests that we confirm that all companies have Worker's Compensation insurance as well as \$300,000.00 per occurrence liability insurance with Kingsmill HOA as the certificate holder.

Jim motioned to keep Aquatic Technologies as the contractor for pond maintenance. Pete seconded the motion. Nelly and Christina were not in agreement. The motion was withdrawn.

Pete motioned to call St Johns Water Management to get recommendations for companies that would mechanically remove the tussock. Bids would be obtained for this portion of the work. Unless a bid was submitted that was considerably less than Aquatic Technologies then this company would be used for the mechanical removal of the tussock. Another company would then be chosen for the chemical maintenance. This information would then be submitted and voted on via email. Jim seconded the motion and Nelly and Christina voted yes on the motion.

West Canal project

Alina presented the bids (previously emailed to the board) for the 82 loads of fill dirt that is still needed to complete this portion of the project. Companies bidding in order of cost, less to more:

- Aquatic Technologies, LLC
- RealTree, Inc.
- Green Thumb Landscaping, Inc.
- Gator Sitework, Inc.
- Don Luchetti Construction, Inc. (Not bidding)

The County is asking when the project might be completed. Our permit is due to expire sometime in 2009. The damaged sidewalk is a concern and needs to be addressed but it cannot be repaired until the fill dirt has been completed. Nelly is concerned as to who is responsible for the repairs. Jim explained that since it is our project then when the project has been completed in full, including the culverts then a contractor will be obtained to repair the sidewalk.

Pete motions to use Aquatic Technologies-Dave Heflin for the fill dirt project. Jim seconds the motion and Pete calls for a vote. Nelly and Christina do not want to vote at this time.

Parks:

Christina presented the board with information that she has received regarding picnic tables. She had one quote, another quote was not available and a third

quote is still to be sent to her.

- American Recycled Plastic, Inc

She is suggesting that we use recycled plastic picnic tables instead of plastic coated steel tables. She, along with the other members of her committee (Nora Foster, ?????) believes that these would last longer. However, these tables would not be fastened to the ground. Nelly and the other board members were concerned with the security of these tables since they were not made to be concreted into the ground. The board will not approve the purchase of any tables that can't be secured in the manner that was discussed at a previous Board meeting. She was asked to research whether any of these companies have a table that is made of recycled plastics that has a center column that can be cemented into the ground. The parks project is on hold until she gets further information.

New business

Architectural Control

Susan Kvasnok submitted an application for the ARC. Since she will not be a voting board member, Jim suggested that if her application shows her to be qualified then Nelly can approve her for the ARC. However, the board discussed that the decision needed to be made by the entire board. Jim motions to nominate Susan and Pete seconds the motion. All members vote in favor.

ARC members have the authority to approve or disapprove ARC applications without submitting the applications to the entire board as per our by-laws.

Alina has been in contact with paint companies to get paint selections made up so that homeowners will have a guideline when choosing their paint colors. This is a free service that is offered and she will submit the information to the board when it is complete. These may also be placed on our website at a later date.

Dues notice

A Dues notice will be mailed out within the next week. Dues remain set at \$135.00 per year.

Grapevine Newsletter

The newsletter will be sent out in the spring.

Signatures on checks

Pete submitted a concern that a homeowner voiced at the annual HOA meeting regarding having two signatures on the checks issued by the HOA. He believes that it is not necessary to have two signatures on each check issued. Jim stated that the bank account has been opened for viewing to all board members and to homeowners that submit a request. In order to have two signatures on each check, new checks would have to be ordered and it would delay payment on our bills until both members are available for signing. A vote was not conducted.

Christina is still having trouble signing onto the online account. Nelly will go to the bank to complete the signature card for the HOA president that is on file at the bank

HOA meeting:

The next meeting of the Board will be held in January. Nelly will email everyone with the date.

Adjournment

The meeting was adjourned at 8:27 p.m. by Nelly Slaughter. The next meeting will be announced via email.

Minutes submitted by: Alina Miller

Minutes approved by: