



# Kingsmill Homeowners Association

P.O. Box 361834 ♦ Melbourne, Florida 32936

www.kingsmill-hoa.com

## Minutes of the Board of Directors Meeting January 9, 2012

A regular Board of Directors meeting was called to order by President, Stafford Slaughter at 7:03 p.m.

Board Members present:

- Stafford Slaughter - President
- Judy Houser - Treasurer
- Susan Kvasnok - Director
- Nelly Slaughter – Member
- Norman Miller - Director
- Trish Myers – Director
- Jim Teele - Director
- Alina Miller – Secretary/member

<b>Financial Report:</b>	Bank Balance as of 10/10/11	\$ 66192.85	Checking
		<u>\$ 6368.17</u>	Savings
		\$ 72561.02	Total

117 homeowners have paid their HOA dues. February 1, 2012 is the deadline to pay HOA dues before late interest will be charged. Judy would like to have the late interest fee raised to cover the cost of mailing out reminder letters by certified mail. Jim reminded her that the by-laws only allow late interest fees of up to 10% annually. A discussion ensued regarding the pros/cons to placing liens on homes due to non-payment of dues.

Homes that are in the process of being sold need to be researched so as to notify the realtors/title companies that dues are still owed on the property. This needs to be done in a timely manner so as to not miss the opportunity to have the dues paid at the time of sale.

The income/expense report is ready to be posted on the website.

The old bank account was transferred into a new account that will allow the HOA to deposit up to 500 checks at no charge. This account requires the HOA to keep a balance of \$25000.00. Judy Houser, treasurer, would like to pay all bills electronically. A motion was made and seconded to have the bank account accessible to all board members.

**Old Business:**

- **Canals** - Bids received for clearing of the canal banks were emailed to Board members prior to the meeting.

Since so many board members are not familiar with the condition of the canals, it was decided to have a field trip on Saturday, 1/14/12 at 8:00 a.m. at the West Park. This will give everyone the opportunity to see why there is a need for the clearing of the banks as well as repairing the banks.

A homeowner on the west canal has voiced concerns over the dead Brazilian Peppers on the banks of the canal. He is not happy that his view now consists of dead trees. The State of Florida mandates that these trees be killed and removed to prohibit further spread of this non-native invasive plant.

Additional information is needed in regards to Green Thumb's bid for the west canal clearing as their bid was not based on Mark Wadsworth walking the entire west canal. Nelly Slaughter will contact them to get further clarification.

The need for dirt replenishment for both canals was discussed. However, this issue was tabled so that the board could first address the clearing of the banks.

- **Parks** – Alina Miller stated, after receiving information from several playground equipment companies that the cost of replacing the equipment will be well above \$10,000. Until such time that the board has the funds collected and allocated, it would behoove the board to remove part of the existing equipment that does not comply with Federal park regulations to ensure the safety of the children. Bryan Teele, by request from Jim Teele, will remove the swing set portion of the equipment on the north end of the east park.
- **Front Entrance:** Alina Miller has obtained two bids for re-designing the front entrance landscaping: Landscape Depot and New Visions. She believes that New Visions has a better plan in place for the entrance. A motion was made, seconded and passed that the HOA should pay for the \$85.00 to receive the design plan from New Visions. This will enable the HOA to have a better idea of what they have in mind. The plant selections made by New Visions can be changed as the board has the final say in what is selected.
- **Lawn Maintenance:** Bids for the maintenance of HOA common areas have been received from Rynos, Bob's Complete Landscaping and A New Look. Nelly Slaughter has asked our present lawn service company, Firehouse, to submit a bid for the new year. Their existing contract expires on April 1, 2012. Since there is still some time before the existing contract expires this vote was tabled until the next meeting.
- **Fence Repair:** This issue will be addressed during the field trip on Saturday, 1/14/12.

## **New Business:**

- **Filing tax:** Judy Houser suggested that we wait on filing the annual corporate report due by May 1st. We just paid \$61.50 to have a new president and treasurer added to the report. Since Judy will only be serving as treasurer until April it would be best until we have a new treasurer on the board to file the annual report.  
Judy also suggested that we begin filing an annual tax report, form 1120H. This has not been done for several years and although we will not be paying taxes, the HOA is required by law to file a tax return. She also suggested that the HOA have the books audited as this has not been done for many, many years.
- **Attorney:** Alina Miller will be obtaining some names of attorneys that the board can consider using should the need arise. She was advised by a retired member of an HOA management firm that an attorney should be used on a case by case situation as most attorneys do not like to be on retainer.
- **Community Meeting:**  
Tuesday, March 20, 2012 at 7 p.m. at Crossroads Community Church on Lake Washington Rd.  
Tuesday, October 23, 2012 at 7 p.m. at Crossroads Community Church on Lake Washington Rd.
- **Garage Sale:**  
Saturday, May 5, 2012 from 8 a.m. to 1 p.m.  
Saturday, October 27, 2012 from 8 a.m. to 1 p.m.
- **Newsletter:** A meeting notice is required to be sent out 15 days in advance, according to our by-laws (Article III, Section 3). Nelly Slaughter requested that any ideas for information for the newsletter be submitted to her via email. This will need to be sent out before the next community meeting.
- **Head Wall:** Jim Teele spoke and met with Brevard Excavators regarding the condition of the headwall. A previous estimate from them for the repair was for \$3900.00. A new estimate for a more extensive repair was submitted for \$25,000.00. Jim suggests that we accept the previous bid of \$3900.00 that will fix the settling and erosion problems. The board will view the problem first hand on Saturday's field trip and vote at that time.
- **Renovation request:** Jim Teele brought up a request from a homeowner at 3402 Monarch St. for an extension on the front of their home. This request was denied previously by the board as the extension would change then entire front façade of the home. This would be a drastic change from the other homes in the neighborhood. Jim, who is assisting the homeowner with the plans, believes that the extension would be aesthetically pleasing. However, the denial of the request stands. As was stated by members of the board... "why live in a deed restricted neighborhood if you are not going to abide by the restrictions?" Although the board can deny the request, the homeowner,

unfortunately can override the denial since they are in compliance with the City of Melbourne code.

**Meeting was adjourned by Stafford Slaughter at 8:14 p.m.**

**Minutes taken by Alina Miller**  
**Pending approval**



## **Kingsmill Homeowners Association**

P.O. Box 361834 ♦ Melbourne, Florida 32936

[www.kingsmill-hoa.com](http://www.kingsmill-hoa.com)

### Minutes of the Board of Directors Special Meeting January 14, 2012

A special Board of Directors meeting was held at the retention ponds and called to order by President, Stafford Slaughter at 8a.m.

Board Members present:      Stafford Slaughter - President  
   Susan Kvasnok -Director  
   Nelly Slaughter – Member  
   Norman Miller - Director  
   Trish Myers – Director  
   Alina Miller – Secretary/member

Arriving 45 minutes late:      Jim Teele - Director

Board Members absent:      Judy Houser – Treasurer

Guest present:                  Bryan Teele  
   Eric Teele

At our previous board meeting of 1/9/12 it was decided to have a field trip to the retention ponds so that all of the board members would be able to see firsthand the condition of the ponds and banks.

Arriving at the west pond, the board walked the entire perimeter of the pond. The areas of concern that were pointed out:

- Overgrown vegetation on the banks
- Australian pines on the verge of toppling
- Trees and roots growing in the path of lawn equipment
- Trees growing next to and through the fence causing damage to the fence
- Severe settling in the soil causing low spots along the banks
- Severe damage to the fence in some areas along the banks
- Vegetation from homeowner's yard growing through the fence along the bank causing damage to the fence.

It was noted that the water is clear and free of all invasive vegetation and that Ecor has been doing a fine job in maintaining the water.

Arriving at the east pond, it was noted that the portion of the playground equipment that was to have been removed was still up. Bryan Teele requested clarification as to which part was to be removed. The was pointed out to him and he said he would remove the portion of equipment discussed.

The board walked most of the perimeter of the pond. Jim Teele arrived at this time. The areas of concern that were pointed out:

- Vegetation from homeowner's yard growing through the fence along the bank causing damage to the fence.
- Severe settling in the soil causing low spots along the banks
- Severe damage to the fence in some areas along the banks
- Overgrown vegetation on the banks

It was noted that the water is clear and free of all invasive vegetation, including the large tussock that at one time took over a large portion of the north end of the pond.

Stafford Slaughter will, with the assistance of Alina Miller, draft a letter to all homeowners who live on the retention ponds informing them of the need for them to clear all of their vegetation from the fence. The letter will also address their financial responsibility for any damage done to the fence as a result of their vegetation.

Jim Teele pointed out to the board the Longwood homeowner whose fence encroached onto our property by approximately 2'. He also explained the proposal that had been placed before the HOA some years ago, regarding the removal of the center berm and using the fill dirt to help shore up the west bank of the east canal at a cost of approximately \$325.00 per home. However, this was voted down by the community.

The board proceeded to the south end of the east pond to view the headwall located on Lake Washington. Jim explained the bids from Brevard Excavators of \$3900.00 as well as the 2<sup>nd</sup> bid from Brevard Excavators of \$25,000.00 and what their work would include for repairing the headwall. Jim moved that the board approve the \$3900.00 bid. This was seconded and all present approved the bid of \$3900.00. Jim will contact Brevard Excavators and begin the process of contracting them for the project. He will contact Stafford Slaughter with the details.

**The meeting was adjourned at approximately 9:40 a.m.**

**Minutes of the meeting taken by Alina Miller-Secretary**



# Kingsmill Homeowners Association

P.O. Box 361834 ♦ Melbourne, Florida 32936

www.kingsmill-hoa.com

## Minutes of the Board of Directors Meeting March 12, 2012

A regular Board of Directors meeting was called to order by President, Stafford Slaughter at 6:55 p.m.

Board Members present:     Stafford Slaughter - President  
                                      Judy Houser - Treasurer  
                                      Nelly Slaughter – Member  
                                      Norman Miller - Director  
                                      Alina Miller – Secretary/member

Members absent:             Trish Myers – Director  
                                      Susan Kvasnok –Director  
                                      Jim Teele - Director

<b>Financial Report:</b>	Bank Balance as of 3/12/11	\$ 77,429.64	Checking
		<u>\$ 6368.17</u>	Savings
		\$ 83,797.81	Total

30 homes have outstanding dues. On 3/7/12 notices were sent out. On 3/10/12 two payments were received and 8 had no forwarding addresses.

### Old Business:

- **Canals:** Green Thumb resubmitted their bid with the clarification that we had requested. The total bid for clearing of the east and west banks of the west canal totals \$18,000.00. This needs to be voted upon and an email will be sent out to the Board. Information regarding permits for tree removal needs to be obtained through Green Thumb.
- **Front Entrance:** Tropicare Landscaping submitted a bid for \$3908.85. This needs to be voted upon and an email will be sent out to the Board. Since the Bougainvilleas are doing so well it is hoped that they can remain.
- **Lawn Maintenance:** Rynos Landscaping submitted a bid for \$1150.00 monthly. This needs to be voted upon and an email will be sent out to the Board.
- **Bank Account:** Judy Houser will set up the bank account so that all members of the Board will have viewing access.

### New Business:

- **Community meeting:** Nelly will contact the Melbourne Police Dept. so that they can send out a representative (Officer Jane) to address the members at the community meeting regarding a Neighborhood Watch program and the activity in our neighborhood. Issues to be discussed at the community meeting:
  1. Pipes leading from pools into the canals

2. Pods/delivery vehicles parked in driveways
  3. Foliage growing through HOA fencing
  4. Front entrance Landscaping
  5. West Canal clearing
  6. Lawn Maintenance
  7. Completion of Head Wall repair
  8. Treasurer's Report
  9. Need for a new treasurer
  10. Parks
  11. Maintenance of common areas including waterways
- **Flag:** A new flag needs to be ordered. Alina Miller will contact Affordable Signs to obtain cost and details.
  - **Flag Light:** Alina will contact Rob Pedrick to see if he would be willing to check out the flag light at the front entrance.
  - **Treasurer:** Judy Houser submitted her resignation as Treasurer. She also mentioned that a CPA firm in the area does work as Treasurer for HOA's. Nelly will check with them and get further information.
  - **Firehouse Lawns:** A letter of non-renewal of contract will be sent "return receipt" to Firehouse Lawns 30 days prior to the final contract date of 6/30/12.
  - **East Park:** The lock on the east park to the canal is not working. The new lock that had been installed is missing. Alina will take another new lock to the gate.
  - **Canal bank erosion:** A complaint from Karen Sitlington was submitted to the Board on 6/14/2011. This letter was never forwarded on to the Board by the person who received it. The letter states that the banks behind her home have eroded inside her fence line. However, Alina Miller walked the area and took photographs and did not see that the erosion had occurred on her side of the fence. The homeowner does have a pipe leading from her pool area to the canal bank. This pipe doesn't extend all of the way into the water and drains directly onto the bank. This may help accelerate the erosion of the bank behind her house. She will be contacted to let her know that the Board is now aware of the problem and will be in discussions on how best to address the issue.
  - **Pod:** The homeowners located at 2406 Kingsmill were sent a letter informing them that the pod that has been in their driveway for over a month needs to be removed. The status of the pod is unknown at this time.
  - **National Night Out:** This event will be held in August of 2012. A discussion regarding the participation of the Kingsmill Community brought up a couple of suggestions. Perhaps a cookout and block party can be combined with this event. Police officers from the community may be asked to participate in this event as well. This needs to be discussed at a future meeting.
  - **Gutters:** The gutters at the corner of Monarch and Nobility Ave have a great deal of debris that accumulates in the area due to the large trees in one of the yards. Alina Miller will contact the City regarding the possibility of the City coming out and checking to make sure the gutters are clear.



**Meeting was adjourned by Stafford Slaughter at 8:34 p.m.**

**Minutes taken by Alina Miller  
Pending approval**



# Kingsmill Homeowners Association

P.O. Box 361834 ♦ Melbourne, Florida 32936

www.kingsmill-hoa.com

## Minutes of the Board of Directors Meeting April 9, 2012

A regular Board of Directors meeting was called to order by President, Stafford Slaughter at 6:55 p.m.

Board Members present:      Stafford Slaughter - President  
   Vacant - Treasurer  
   Nelly Slaughter – Member  
   Norman Miller - Director  
   Alina Miller – Secretary/member  
   Trish Myers – Director  
   Susanne Kvasnok –Director  
   Jim Teele - Director

### Old Business:

- **Community Meeting Minutes:** Minutes approved by Board members.
- **West Pond:** Green Thumb completed the clearing project. A homeowner has complained that Green Thumb may have damaged the fence during clearing. The fence will be addressed when the clearing projects of the ponds have been completed. Green Thumb mulched all of the trees that were removed. However, the size of the remaining mulch may be an issue. Stafford Slaughter will walk the pond to confirm that the job has been completed satisfactorily.
- **Front Entrance:** Tropic-Care completed the landscape project. They are monitoring the condition of the plants until the warranty expires 30 days from completion date. There is a question as to the efficiency of the irrigation. Stafford moved that Robert's Irrigation be contacted to check the irrigation system. The motion was seconded and approved by the Board.
- **Lawn Maintenance:** A letter will be sent to Firehouse Lawns requesting a schedule for service for the time remaining on his contract.
- **Locks:** Suggestions for solutions for missing locks was discussed. It was determined that combination locks remain and are replaced as they go missing.
- **Treasurer applications:** No applications have been received from the community for the position of Treasurer. We will continue to wait for a few more months in the hope that someone will apply for the position.
- **Francis Stewart, CPA:** Stafford will take all necessary papers to SunTrust and the CPA firm so that the accountant can be added to our bank account. The accountant has all

other necessary papers in hand. The person who will be responsible for attending to the Kingsmill HOA is **Francis M. Stewart, CPA- President.**

**New Business:**

- **Mail:** Susanne will pick up the mail and distribute it to the proper Board members.
- **Garage Sale:** The Spring Garage Sale will be held May 5 from 8a.m. to 1 p.m. Trish will post signs at the front entrance 2 weeks prior to the event. She will also place an advertisement in the Florida Today 1 week prior to the event.
- **ARC:** Susanne stated that the trailer on Empire has been moved. Barking dogs are becoming a nuisance in the community. It is up to neighbors to report the dogs to Animal Control. However, as a Board we will send notices out to the offending homeowner reminding them of our deed restrictions and requesting that they keep their dogs under control.
- **Attorney:** This issue has been tabled.
- **Lights:** Thanks to Jim Teele the flag light has been replaced. He is in the process of obtaining information for the center island lights and will submit this to the Board at a later date.

**Meeting was adjourned by Stafford Slaughter at 7:45 p.m.**

**Minutes taken by Alina Miller  
Pending approval**



# Kingsmill Homeowners Association

P.O. Box 361834 ♦ Melbourne, Florida 32936

www.kingsmill-hoa.com

## Minutes of the Board of Directors Meeting May 14, 2012

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

Board Members present:     Stafford Slaughter - President  
                                      Vacant - Treasurer  
                                      Nelly Slaughter – Member  
                                      Norman Miller - Director  
                                      Alina Miller – Secretary/member  
                                      Susanne Kvasnok –Director  
                                      Jim Teele – Director

Board Members absent:     Trish Myers – Director

### Financial Report as of 5/15/12:

Savings	\$ 6368.17
Checking	\$ 55,197.35
Total	\$ 61,565.52

### Old Business:

- **CPA:** We need to obtain a financial report from the firm and also a dues update. The transition to the firm hasn't been without some glitches but should be smoother as time progresses.
- **West Pond:** Green Thumb completed the clearing project. Payment has been made and cleared.
- **Lawn Maintenance:** Firehouse has sent the Board a letter terminating his contract and demanding full payment for work not done through June 30, 2012 due to his belief that the Board has been non-compliant with the contract. The Board is in agreement that Firehouse has been non-compliant with the contract throughout the contract period and should not be paid for work not done.  
A timeline needs to be worked up regarding Firehouse's service and payment dates.
- **Mail:** Suzanne will continue to pick up the mail and deliver it to Alina for distribution.
- **Invoices:** Ecor and Florida Today invoices need to be submitted to the CPA firm.
- **Attorney:** Jim will look into obtaining an attorney.
- **Budget:** The budget needs to be revised. The CPA firm will be contacted regarding this issue.

### New Business:

- **New Lawn Maintenance Vendor:** Rynos Landscaping is still on board to begin work. However, amendments to the proposal need to be made before the contract is signed. Jim will contact him to discuss the amendments. Due to the situation with the current lawn maintenance company, Rynos may have to begin work sooner than anticipated. Jim moved that once the proposal is amended and the contract written up that we accept and sign the contract for Rynos to begin work. The Board approved.
- **New projects:**
  1. **Fencing at the west pond-**  
This will be addressed after Ranchwood homeowners have been notified that their plants need to be removed from the fence line. This is a fire hazard and may be against County code. Jim will notify the County, (Bobby Bowen) regarding the homes that are not complying with code. Homeowners in Kingsmill bordering the east pond also need to be notified if they are violating City Code regarding plants encroaching on the fence. Jim will notify the City (Dan Porsi) regarding the homes that are not complying with code.  
Fence repairs cannot proceed until all plants/trees are removed from the fence.
  2. **East Pond Tree Removal-**  
Green Thumb will be contacted to give an estimate on the clearing of the banks on the east pond.
  3. **East and West pond banks-**  
Due to the cost of this project this will have to be addressed in 2013. There are not sufficient funds available at this time to remedy this problem.
- **Lights:** Jim needs to do some additional work to fix the light on the west wall.
- **Other business:** The Board decided that monthly meetings are still necessary to accomplish the business of the HOA.

**Meeting was adjourned by Stafford Slaughter at 8:14 p.m.**

**Minutes taken by Alina Miller**

**Pending approval**



# Kingsmill Homeowners Association

P.O. Box 361834 ♦ Melbourne, Florida 32936

www.kingsmill-hoa.com

## Minutes of the Board of Directors Meeting June 11, 2012

A regular Board of Directors meeting was called to order by Secretary, Alina Miller at 7:05 p.m.

Board Members present: Trish Myers – Director  
Vacant - Treasurer  
Norman Miller - Director  
Alina Miller – Secretary/member  
Susanne Kvasnok –Director  
Jim Teele – Director

Board Members absent: Nelly Slaughter – Member  
Stafford Slaughter - President

### Financial Report as of 6/18/12:

Savings	\$ 6368.81
Checking	\$ 52,369.86
Total	\$ 58,738.67

### Old Business:

- **CPA:** A motion was made and seconded to allow the CPA firm to have online access (view only) to the Suntrust bank account. All present voted in favor.
- **Community Volunteers to the Board:** No one from the community has volunteered to serve on the board. It was suggested that the Board research the possibility of hiring a management firm to handle the Kingsmill HOA. Trish Myers has volunteered to gather information regarding management firms. Jim Teele suggested that before we attempt to hire a management firm that additional measures be taken to get the word out to the community regarding the need for volunteers. A nominating committee is needed as per the By-Laws prior to any elections. A letter will be drafted and mailed out to the community requesting applications from members to serve on the nominating committee with a description of what this job will entail. The letter will also include positions that will be available for the upcoming elections. A two week deadline for responses will be imposed. Applicants can email applications to Board members. Any applications received will be gathered together and reviewed by the Board.
- **Headwall:** Jim met with Brevard Excavators and they will attend to the new hole in the bank above the headwall at no cost to the HOA.

### New Business:

- **New Lawn Maintenance Vendor:** Rynos has begun their work on the parks, canals and front entrance. He sent out a progress report to the Board. He did have questions to accessibility to certain areas. Clarification will be sent to him.  
One area of concern is the north end of the east canal on the east bank that is overrun with Brazilian Peppers. We need to check with Ecor to see if they would spray those plants so that they can be removed allowing for easier lawn maintenance.

It was suggested that Rynos contact Tropic Care to see which herbicides will work best on weeds and not harm the new plants.

- **ARC:** Susanne will send out letters to homeowners who are in violation of the deed restrictions by having boats in their driveways.
- **Lights:** Jim will work on getting the lights repaired.

**Meeting was adjourned by Alina Miller at 7:30 p.m.**

**Minutes taken by Alina Miller  
Pending approval**



# Kingsmill Homeowners Association

P.O. Box 361834 ♦ Melbourne, Florida 32936

www.kingsmill-hoa.com

## Minutes of the Board of Directors Meeting July 9, 2012

A regular Board of Directors meeting was called to order by Secretary, Alina Miller at 7:05 p.m.

Board Members present: Nelly Slaughter – Member  
Stafford Slaughter – President  
Trish Myers – Director  
Vacant - Treasurer  
Alina Miller – Secretary/member  
Susanne Kvasnok – Director  
Jim Teele – Director

Board Members absent: Norman Miller - Director

### Financial Report as of 8/13/12:

Savings	\$ 6,369.45
Checking	\$ 44,879.36
Total	\$ 51,248.81

### Old Business:

- **CPA:** Check with Ann at Francis Stewart, PA to see if mail can be sent via USPS to Stafford. Bank statements are available online for Ann to view so we will not need to mail them to her.
- **Lights at the front entrance-repair and replacement:** Jim is still working on the quote and repairs.
- **Lawn Maintenance:** A homeowner was concerned with the pepper plants located on the north end of the east canal, east bank. Rynos is responsible for maintaining this area but it will have to be cleared of Brazilian peppers first. Ecor was to have sprayed them. We will check on this to verify that it was completed. A bid from Green Thumb will be obtained for clearing of the entire East Canal except for the Sabal palms. The area with the pepper plants will be included in the bid but separated so that it can be done before the rest of the canal. Alina will call Mark from Green Thumb and have him call Stafford. Jim will write out the contract for the clearing once a bid has been obtained.

Jim will talk to Ryan Clermont from Rynos regarding the lawn maintenance issues and concerns. Jim made a motion that Rynos have a sign no larger than 18" x 12" made to post at the north end of the entrance stating that the area is being maintained by Rynos landscaping. Stafford seconded the motion.

### New Business:



- **Meetings:** Stafford suggested that meetings be cancelled in the event of bad weather. The board decided to postpone the meetings rather than cancel altogether.

**Meeting adjourned: 7:35p.m.**



# Kingsmill Homeowners Association

P.O. Box 361834 ♦ Melbourne, Florida 32936

www.kingsmill-hoa.com

## Minutes of the Board of Directors Meeting August 20, 2012

A regular Board of Directors meeting was called to order by Secretary, Alina Miller at 7:05 p.m.

Board Members present: Nelly Slaughter – Member  
Stafford Slaughter – President  
Trish Myers – Director  
Vacant - Treasurer  
Alina Miller – Secretary/member  
Susanne Kvasnok – Director  
Jim Teele – Director  
Norman Miller – Director  
Guest: Ryan Clermont arrived at 7:20p.m.

### Financial Report as of 8/13/12:

Savings	\$ 6,369.45
Checking	\$ 44,979.36
Total	\$ 51,348.81

### Old Business:

- **Mail:** Jim is picking up the mail since he is at the post office several times a week and will continue to deliver it to Alina.
- **CPA:** Alina will check with Ann at Francis Stewart, PA. Checks have not been sent via USPS to Stafford. Alina will also ask that Financial Reports be ready before the second Monday of every month and that they be written in a manner that is easily understood.
- **Lights at the front entrance-repair and replacement:** Jim is still working on the quote and repairs.
- **Lawn Maintenance:** The Board discussed the condition of the maintenance on the front entrance and what was expected from Rynos in order to adhere to the contract. After discussing the Board's expectations with regards to the contract, Rynos had a better understanding of the areas that needed to be addressed and maintained regardless of County property lines. Rynos will mow the front entrance and parks every Wednesday and the canals on Saturday, barring inclement weather.  
Rynos is also concerned about the west canal from the trees that had been cut down and mulched by Green Thumb. They had left very large pieces that could damage his equipment and throw large pieces of debris. Green Thumb had stated that the mulch would deteriorate within 3 months to manageable pieces. However, this has not been the case. Stafford will call Green Thumb to discuss this problem.

Rynos is using a herbicide for the canals. However, due to a possible conflict with Ecor we will be sending a letter to Ecor asking whether the herbicide that Rynos is using will work in the canals.

Rynos will mulch the front entrance the last month of September and then again in May of 2013. If additional mulching is needed before May he will submit an estimate for the cost.

It was suggested that we discuss adding weed control matting to the front center garden in order to slow down the growth of weeds. This will be added to next month's agenda for discussion.

- **Nominating Committee:** It was decided that the letter that was drafted previously be tweaked and sent out to the homeowners ASAP. Trish will assist Alina in getting the information gathered and mailed out to the community.

**Meeting adjourned: 8:05p.m.**

**Minutes by Alina Miller  
Pending approval**



## Kingsmill Homeowners Association

P.O. Box 361834 ♦ Melbourne, Florida 32936

www.kingsmill-hoa.com

### Minutes of the Board of Directors Meeting September 17, 2012 7:04p.m.

A regular Board of Directors meeting was called to order by Secretary, Alina Miller at 7:05 p.m.

Board Members present: Nelly Slaughter – Member  
Stafford Slaughter – President  
Vacant - Treasurer  
Alina Miller – Secretary/member  
Susanne Kvasnok –Director  
Jim Teele – Director  
Norman Miller – Director

Board Members absent: Trish Myers – Director

#### Old Business:

- **Mail:** Jim is picking up the mail since he is at the post office several times a week.
- **CPA:** Alina relayed explanation from the CPA's office regarding expenses on last month's financial report. The board discussed the charges from the CPA's office regarding Estoppel reports.
- **Treasurer Vacancy:** The board is still in need of a Treasurer. To date, no one from the community has submitted an application to volunteer for this position. Jim is willing to take over the position when the contract is over with the CPA. An email will be sent to the CPA's office requesting a copy of the contract.
- **Lights at the front entrance-repair and replacement:** Jim is still working on getting this done.
- **Lawn Maintenance:** Ryno's lawn maintenance has improved but is still not where the board will like it to be.
- **Nominating Committee:** No applications have been received from the community for a position on the nominating committee. Jim knows of several people who are interested but they have not submitted applications yet.
- **Green Thumb:** Stafford has placed a couple of calls to Green Thumb regarding a bid and the condition of the West canal banks. Green Thumb has not returned his calls.

#### New Business:

- **Resignations:** Alina and Norman Miller submitted their resignations from the board effective immediately after the meeting. They have offered to continue to place the lights at the front entrance for the Holidays.
- **Budget:** A motion was made for Jim to draft a 2013 budget and email it to the board. The motion was seconded and approved by all.

**Meeting adjourned: 7:40.m.**

**Minutes by Alina Miller  
Pending approval**

KINGSMILL HOMEOWNERS ASSOCIATION

P.O. Box 361834

Melbourne, FL 32936-1834

The October 2012 Board of Directors annual meeting was called to order at 7:04 PM on 30 October by President Stafford Slaughter. The following board members were present:

Stafford Slaughter – President  
Vacant – Secretary  
Vacant – Treasurer  
Suzanne Kvasnok – Director  
Vacant – Director

There were ten people present.

OLD BUSINESS

There were no minutes to read. No old business was discussed.

NEW BUSINESS

An election of officers was held and results are below:

Stafford Slaughter – President  
Dennis Thompson – Secretary  
Jim Teele – Treasurer  
Suzanne Kvasnok – Director  
Alex Gunnels – Director

A discussion was conducted concerning the association website. Currently, Alina Miller maintains the site for the association.

Susan and Alex volunteered to open a Facebook for the association and would report when this was complete.

There was a discussion about bringing back the concept of Block Captains. The board will look further at this subject to see if we can get volunteers to serve.

Susan, Alex and Bridgett Sais volunteered to start a Hospitality Committee for the association. They are drafting a mission statement for the committee and will present it to the board on completion of the draft.

Susan Willoughby is chairperson of the Architectural Committee. Ed Gunnels and Gerry Love volunteered to serve on the board and assist Susan with those duties.

There was a lengthy discussion about park renovation. Some suggestions with associated costs will be presented to the board for their review and approval.

The board voted to terminate the professional services contract of Francis M. Stewart, CPA. The secretary will draft a letter on 30 October and send for the President's signature. The association must give 60-days notification to legally terminate the contract. Projected contract termination date is 31 December 2012.

The November meeting was set for 27 November 2012 and will be held at the Beef O'Bradys party room.

The board voted to not meet in December 2012.

The Semi-annual Meeting will be held the fourth Tuesday in March and the Annual Meeting will be held the fourth Tuesday in October.

There being no further business to come before the board the meeting was adjourned at 8:47 PM.

Respectfully Submitted

//signed//

Dennis Thompson

Secretary

Stafford Slaughter

President

**KINGSMILL HOMEOWNERS ASSOCIATION**

P.O. Box 361834  
Melbourne, FL 32936-1834

The November 2012 Board of Directors meeting was called to order at 7:01 PM on 27 November by President Stafford Slaughter. The following board members were present:

Stafford Slaughter – President  
Dennis Thompson – Secretary  
Jim Teele – Treasurer  
Alex Gunnels – Director

There were seven people present.

The minutes of the October meeting were read and approved as corrected.

**TREASURER'S REPORT**

No report was given. The only bill received was the electric bill for the month.

**OLD BUSINESS**

The Facebook page is created but not yet ready for use.

No one present to report on status of block captains.

Alex Gunnels drafted a letter that was approved by the board. The letter will be sent out to approximately 30 new homeowners who purchased homes in 2012.

No one present to report on status of parks.

Nelly Slaughter spoke with Mr. Stewart from the professional services company. He said there were no issues with terminating their contract.

A semi-annual newsletter will go out the first weekend of March and the third weekend of September.

**NEW BUSINESS**

The board voted for Alina Miller to continue maintaining the web site.

The following are the meeting dates of the association:

22 January

26 February

26 March – This will also be the semi-annual association meeting

23 April



28 May  
25 June  
23 July  
27 August  
24 September  
22 October - This will also be the annual association meeting  
26 November  
No meeting in December

Respectfully Submitted

//signed//  
Dennis Thompson  
Secretary

Stafford Slaughter  
President