

APPROVED –Minutes  
Board of Directors Meeting  
The Woods Community Association, Inc.  
September 27<sup>th</sup>, 2007 at 7:00 pm  
The Woods Clubhouse

**Present** – Dewey Marshall, President; Rich Burna, Vice President; Mary Boggs, Treasurer; Gail Wilson, Secretary; Beth Pabst, Director; Juan Moreno, Chairperson Rules and Safety; Dave Czerw, Chairperson Finance Committee; Larry Decaires, ARC member; Darrell Giddens, Giddens Security; Captain Jason Williams, Supervisor Giddens Security; Lance Norman, Security Guard Giddens Security; Caryn Scott, Property Manager – Marsh Landing Management Company.

**Establish a Quorum and Call to Order:** President Dewey Marshall established that a quorum of the Directors was present and called the meeting to order.

**Reading of Minutes from the August 30, 2007: Gail Wilson made a motion** to approve the minutes with the type changes requested by Mary Boggs. **Mary Boggs seconded the motion. All members present voted Aye.**

**President’s Report (Dewey Marshall):**

Margarita Party was a success. There were a lot of new and younger faces present at the party. WOW did a great job organizing the party.

Woods yard sale is October 6<sup>th</sup>. We have a lot of people who use their garage for storing items that could be sold and their cars could be parked in the garage.

The Rules and Safety committee has been interviewing security companies, and the committee found that the homeowners need to help ourselves. The homeowners need to remember to call in their guests within about an hour of their coming to the property. Guards get held up by trying to get a hold of homeowners.

Atlantic light – Dewey Marshall has spoken to our Councilman Richard Clark about extending the time for Woods traffic at the Atlantic light. At this time, no change has been made. Dewey Marshall is requesting that homeowners also call and/or email Councilman Clark in the hopes that he will get the light time extended.

We have two homeowners that are non members who are interested in joining the association. We are waiting on a letter of intent from both homeowners. This will leave 4 homes that are not members.

Gordon Scott and Jan Miller planted the ornamental pepper plants at the Atlantic gate. The pepper plants were donated by Dewey Marshall.

**Giddens Security Report – (Jason Williams):**

Jason spoke with a homeowner who reported that her vehicle had possibly been vandalized; two of the tires were flat. They advised the homeowner to contact JSO. Reminder given to Giddens that they are to lock the gates at the pool every evening until the pool closes on Sept 30<sup>th</sup>.

There has been a decrease in the reports of vandalism but Giddens is continuing to monitor.

For September, the Rover:

- Issued 46 tickets and 2 vehicles towed
- Responded to or notified JSO on 4 occasions
- Removed abandoned car left on Beautyberry
- Rover had to secure the lifeguard room and restrooms
- Fence on Woods Drive was broken by a homeowner, JSO was contacted
- Lights out throughout the property has been reported to management. We asked that this be updated on the patrol reports
- Verbal threat made to the security guard by a non member homeowner, JSO was notified
- Golf Cart – kids driving golf cart and ran over another child's foot. JSO was notified
- It was confirmed that the rover has the keys to secure the lifeguard room

### **Manager's Report – Caryn Scott, Marsh Landing Management**

Projects Completed:

➤ Property inspection:

- 185 new violation letters sent
- 58 second violation notices sent
- 21 Final notices prior to being sent to attorneys
- 59 removed/compliance
- 13 Need to send to attorney (Board to review)

Projects in Progress:

➤ Delinquency Attached as of 9-27-07-\$31,326.00

- \$24,798.49 at the attorney's office
- \$574.51 under bankruptcy
- \$5,953.00 Current delinquencies
- New Liens being filed this month: 7
- Foreclosures Pending: 4

Other Items:

Management requested to start foreclosure on three delinquent homeowners. Board reviewed the list of delinquencies. **Dewey Marshall** made a **motion** to send the three homeowners to the attorney for foreclosure. **Mary Boggs** **seconded the motion**. **All members present voted Aye**.

We are still working on the audit for Mr. Hart (going back to 2002 A/R).

Scott Crawford – miscommunication between Caryn Scott and MLMC – we need to reverse the two late charges on his account. **Gail Wilson** made a **motion** to remove the

two late charges. **Mary Boggs seconded the motion. All members present voted Aye.**

**Reports by Committee Chairs:**

*Recreation – Alison Garcia – not present  
Dewey Marshall presented for Alison*

Fall Festival – **recommending** the Board approve \$1200.00 for the fall festival.  
Halloween Party – **recommending** the Board approve \$200.00 for the Halloween Party.  
**Mary Boggs seconded the recommendation for \$1400.00 total. All members present voted Aye.**

*Architectural Review Committee – Nancy Mull (not present)  
Larry DeCaires presented for ARC*

ARC **recommends** that we allow Mary Kay Mehaffney 6 months to repair her driveway. It is agreed that the driveway and the sidewalk is required to be repaired. She is not getting an exception to keep her driveway or sidewalk in the current condition. **Rich Burna** made a **motion** that Caryn Scott researches how long we have been sending violation letters about the driveway, and draft a letter from the President of the Board, stating this has been an ongoing discussion with the Board for over a year (discussed when Chuck Newman was President) that they have 2 months to come up with a plan of what they are going to do to correct their driveway. **Dewey Marshall amended** Rich Burna's **motion** to add that the driveway repair must be completed by the end of 2007. Mrs. Mehaffney can work closely with ARC to agree upon how the driveway will be repaired or replaced within the rules of the community. **Mary Boggs seconded the motion. All members present voted Aye.**

*Finance Committee – Dave Czerw*

We are operating within budget. Update can be found in the Woodsette.

Finance Committee **recommends** a 10% increase in dues for the proposed 2008 budget. According to our reserve study we should have 1.5 million in reserves by 2015. We are hoping to build up the reserves with the 10% increase. Discussion occurred on when the proposed budget increase should be voted on. Research was done that last year the budget went out with the three options (0%, 5% & 10%) shown. The Board decided the proposed budget will be mailed to the homeowners with only one increase option 30 days prior to the annual meeting at which the Board will vote on the 2008 Annual Budget. **No second on the recommendation made by Finance Committee. Mary Boggs made a motion** to propose a 0% increase in dues. **Gail Wilson seconded the motion.** The Board and homeowners present discussed the % increase that would be required to fund the reserve and maintain the community. **Gail Wilson and Mary Boggs voted Aye, Rich Burna, Beth Pabst and Dewey Marshall voted Nay. Dewey Marshall made a motion** to propose a 5% increase in dues. **Rich Burna seconded the motion. Rich Burna, Beth Pabst, Dewey Marshall and Gail Wilson voted Aye. Mary Boggs voted Nay. Motion Passed.** The proposed budget to be mailed out to the homeowners with the annual meeting notice show a 5% increase.

*Streets & Drains – Jim Blache (not present)  
Mike Hersey presenting for Streets and Drains*

(Via email) Several weeks past the board approved the release of approximately 1900 dollars to repair a swale at the corner of Mistletoe Place and Woods Drive East. That work is currently underway. Due to the varying depths of this swale it has been

recommended by the contractor that we place an additional catch basin and associated piping on the corner of the property to facilitate water removal rather than relying upon standard pecculation. It is estimated that the additional cost would be no greater than \$350.00. The **committee recommends** the additional basin to be installed at a cost of \$350.00. Dewey Marshall expressed concerns with using this company in the future due to the change from the original bid.

(Mike Hersey) On October 9 we will be discussing and selecting a company to maintain our drainage ponds for the coming year. We have bids ranging in price from 9360.00 to 16,000.00 dollars.

(Mike Hersey) We will continue to discuss the necessity of adding a gate to the rear portion of our fenced in storage area behind the tennis courts and building a road to the pond in that area to improve access and not have to rely upon our homeowners permission to cross their property to get to this pond. We currently have bids to install the gate and anticipate that the road work will be done in house at little cost save for back hoe rental. A discussion with swimming pool installers in the area indicates that we can receive the dirt taken from pools being installed in our subdivision at no cost. Dewey Marshall stated that St. John's River Mgmt said it was wetlands and we would need special permitting to build the access. According to our plats it is shown as common area.

There was a discussion that there are four homes that back up to each other that ran their fences over the easement which originally gave access to the lake at Spanish Moss and Winding Creek. **Gail Wilson** made a **motion** that we have the homeowners who have put their fences on the lake access move their fences. **Mary Boggs seconded the motion. All members present voted Aye.**

#### ***Rules & Safety – Juan Moreno***

Four security companies have been interviewed – First Coast Security, Guardsmark, Allied Barton and Giddens Security.

Rules & Safety Committee **recommends** Giddens Security Company for the 2008 Access Control Contract. First Coast was the second choice and Rules & Safety will keep the bid on file. **Mary Boggs seconded the recommendation. All members present voted Aye.**

#### ***Covenants & WOW – Lori Abramson***

October 15<sup>th</sup> Women of the Woods will have a guest chef. Yard Sale is October 6<sup>th</sup>. Mary Boggs has agreed to chair the Christmas Bazaar on the 8, 9, and 10<sup>th</sup> of November. Jan Miller requested management let her know when the first holiday party is in the clubhouse so that she can have the clubhouse decorated.

Covenants – Dewey Marshall has located an attorney that will confirm our C&R changes are legal. Once the attorney blesses the C&R and if an error is found the attorney takes full responsibility for it. The attorney stated it would take approximately 10 hours to go over the new C&R and By Laws. The Committee is making a **recommendation** to allow \$2000.00 for the C&R reviews. **Mary Boggs seconded the motion. All members present voted Aye.** Once this is completed each homeowner will be mailed a copy for the vote. If anyone wants a

copy of the draft ahead of time, they can contact Lori Abramson. Dewey Marshall stated that we should not give out copies until the attorney has approved the C & R changes.

**Other:**

1. *Employee Moonlight Jobs.*

Dewey Marshall stated he has had complaints via phone and email about the employees doing side jobs on their lunch hour and after hours. Discussion between Board members and homeowners followed as to whether any change would be made on the maintenance doing side jobs for the homeowners. **Rich Burna** made a **motion** that Tommy Allen and Buddy Pafford continue being allowed to work for the homeowners as they have been in the past. **Gail Wilson seconded the motion. Rich Burna, Gail Wilson, Beth Pabst and Mary Boggs voted Aye. Dewey Marshall abstained from voting. Motion passed.**

**Beth Pabst** made a **motion** to have Buddy or Tommy come to the monthly Board meeting. **Gail Wilson seconded the motion. Mary Boggs** requested **Beth Pabst amend her motion** to include that the 2 hours spent at the board meeting be paid at overtime rate. **Beth Pabst amended her motion. Gail Wilson seconded to amended motion. All members present voted Aye.**

2. *Write off balance - Rowe* – **Mary Boggs** made a **motion** to write off \$1943.50 from this account. **Gail Wilson seconded the motion. All members present voted Aye.**

3. *Golf Cart Rules* – The Board is requesting that Rules and Safety Committee come up with rules for golf carts.

4. *12866 Winged Elm Drive N - Lawn:* **Rich Burna** made a **motion** for Management to contact the City of Jacksonville Property Safety Enforcement in regard to this property. Also, in the future all violations that qualify for violation with the City should be sent to the City for violation enforcement. **No second given.** However, the President directed MLMC to follow through with this process for repeat offenders.

5. *1920 The Woods Drive* - **Rich Burna** made a **motion** to turn over the email from Beverly Whitacre to Crabtree & Fallar attorneys, to find out if we are obligated to notify anyone of the content of the email and send a letter in regard to the violation. **Gail Wilson seconded the motion. All members present voted Aye**

**Homeowner's Open Forum**

The Hodges expansion was discussed. Drainage issues in the property discussed.

**Dewey Marshall adjourned the meeting.**