

**Anastasia Lakes Homeowners Association, Inc.**  
**Board of Directors Meeting**  
**March 30, 2021 at 7:30 p.m.**

DRAFT Minutes

1. **Call to Order:** Called to order by Andy Williams at 7:31pm
2. **Determination of a Quorum:** A quorum was established: Andy Williams, Perri Griffin, and Jake Jackowski were present in person.
3. **Approval Minutes of February 22, 2021 Meeting Minutes:** Andy made a motion, seconded by Jake to approve the meeting minutes as written. All in favor, motion passed.
4. **Meeting Policies:** Andy motioned to discuss and vote on making changes seconded by Jake. All in favor, motion passed.
5. **Notice Guidelines & Homeowner Communications:** Andy spoke to changes on 8/11, notice guidelines and homeowner communication to go through management. Jake made motion, seconded by Perri. All in favor, motion passed.
6. **Officer Reports:** Andy spoke to his role as President and goals of 2021.
7. **Treasurer's Report:** Perri gave a brief run-down of the financials as of February 28, 2021.
8. **Management Report:** Full site visit this week. Online Payment Portal is functioning.
9.
  - a. **Grounds:** Overall pleased with Coastline. Old Oak has been removed and stump grinded. Pool hedges to be removed and will be replaced. We are awaiting a design proposal for front entrance island from Coastline in an attempt to continue to beautify our front entrance and develop a solid landscaping base to deter amount of reoccurring costs. Will be reviewed by the Board of Directors and Grounds once available.
  - b. **Irrigation:** Andy would like to thank Jake for taking it on. It was noted that B side irrigation was running but B pump was making noise and will be evaluated by Tommy at Waterworks. We are looking for 4 irrigation volunteers to turn water off and on for neighbors that need to check their personal irrigation and other small tasks. Tommy with Waterworks would be on site to conduct a complete inspection and will provide a full report with any recommendations. Currently everyone is set at 1 hour.

Andy spoke to the pressure on volunteers about issues or transfer of knowledge to next committee. Andy spoke to the benefits to having the system under a maintenance contract with Coastline. Perri spoke to the needs being intrusive to our volunteers.

Contract would be would include recommended maintenance and oversight of our irrigation system on a scheduled basis to help assure the community's irrigation needs are met.

- c. **ARC:** Jessica, ARC Chair spoke to the 11 Applications that were reviewed. The ARC is looking to put a Check List in place.
- d. **Pool:** Jake gave a brief rundown on improvements by pool tech. Currently pool is at 83°. Please keep ducks away. Suzie doing great and enjoys working with us. Thank you to all.
- e. **Social Committee:** Currently looking for volunteers to chair this committee. Any ideas should be forwarded to Jessica in the interim. Andy spoke to a couple of individuals that may be interested. Discussion on Garage Sales.
- f. **ARC Committee:** Andy motioned for ARC Chair appointment of Jessica Nelson and Cathy Howell and Jim Smith for Grounds Chair, seconded by Jake. All in favor, motion passed.

Currently have 6 committees listed on website with correct members listed. Every member has a right to be on a committee. Whether permanent or temporary it must be voted on by the BOD at a duly noticed meeting. Discussion on committee rules to be added to Rules and Regulations. Andy made motion, seconded by Jake. All in favor, motion passed.

- 10. Association \$500 Visa prepaid card for grounds committee. Andy spoke to the need for monetary access. Perri spoke to the safety of card. Discussion on type of card and different type of needs. Andy made motion for \$500 pre-paid Visa card for grounds, seconded by Jake. All in favor, motion passed.

#### **11. Special Events:**

- a. **Pool Aerobics:** Jake spoke to the need to provide everyone space in the pool. Members should be aware this community pool serves all and members are permitted to engage in any pool activities that are not in violation of community rules or illegal in nature.

- 12. **ARC Modifications.** Andy made a motion to go through Guidelines and address any adjustments, Perri seconded. All in favor, motion passed:

- a. Discussion on adding verbiage to general information, All in favor:
- b. ARC Guidelines discussion on verbiage change, All in favor:
- c. Driveway discussion on current verbiage and suggestion of change, All in favor; 3 feet from any side of lot line, All in favor;
- d. Reroofing discussion on current verbiage and change to recommend. Discussion on solar panel installation and no longer require application for re-roof or solar panel, All in favor.
- e. Discussion on current verbiage – want rules to state what the intention is – replace verbiage, All in favor.
- f. Landscape discussion on current and recommend to remove, All in favor. Discussion on current and recommend ARC application not required for landscaping, All in favor.
- g. Community Neighbors discussion on current verbiage and recommend change in verbiage, All in favor.
- h. Discussion on propane tank screening same as trash cans or pool equipment, All in favor.

- i. Access Keys discussion on current process and recommendation of stated changes, All in favor.
  - j. Special Events discussion on current process and recommendation on request go to management and put on calendar replace verbiage to management, All in favor.
  - k. Pool Parking lot hedge replacement. Discussion on current state. Coastline presentation of new landscaping in process. Currently holding off until irrigation is inspected and running correctly. Total cost to be \$2600. – Discussion on anticipated changes increasing up to \$3,000 total. Motion to approve made by Andy and seconded by Jake, All in favor.
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- l. **2021 Road Project:** Pete spoke to speaking with Duval Asphalt- discussion on conversation, meeting next week to discuss curbs. 400 feet of curbing \$7-\$11 square yard x 11,500 square yard plus curbs, tree and storm drain. Andy thanked Pete for getting involved with discussion on prices. Goal is to get it done within next 6 months, the Board discussed the need to repair/replace the roads in 2021.

13. **Adjournment:** 8:48pm

Respectfully Submitted by Janeen Raulerson, CAM