

Anastasia Lakes Homeowners Association, Inc.
Board of Directors Meeting
September 20th, 2021 at 6:00 p.m.

DRAFT Minutes

1. **Call to Order:** Called to order by Andy Williams at 6:08pm
2. **Posting of meeting:** Meeting was posted on site 14 days prior to meeting per Florida state statutes.
3. **Determination of a Quorum:** A quorum was established: Andy Williams, Perri Griffin, and Jamie Woods and Michelle Conlon. Suzana Balula from Alsop was also present in person.
4. **Rules for Meetings:** Rules for Meetings were discussed prior to start of meeting. Since then the 2020 Board ruled that we are no longer having meetings during business hours so that our working class members have an equal opportunity to attend. The 2020 Board also changed the meeting rules to allow members to speak on an agenda item prior to Board vote. This is a change on how meeting was held in the past. We are happy to have an in-person meeting – our last one was February 2020 secondary to the COVID-19 pandemic. Andy reminded members to sign up for specific agenda items at meeting or prior thru management so they could provide input if desired.
5. **Homeowner Communications:** Andy reiterated that all matters must go through proper channel which management so that it may be addressed. The email list circulating is a private email list that does not have to adhere to Florida State statutes that govern HOA's as it is in no way connected to the official association.
6. **Committee Reports:** Jake gave a rundown of pool committee and stated all is well and Cathy with the ARC had one outstanding ARC for approval. Jake mentioned the irrigation is running well and he's currently trying to get valve locations to add GPS coordinates to association master list. If anyone knows where their individual valve is please alert management or Jake. Andy mentioned front entrance project has been completed and further beautified the entryway. Andy also announced Tom Davis has recently resigned from the Board secondary to conflicting schedule and lack of time he could devote to the association. The Board was thankful for his help during his time on the Board.

New Business

- 1) **Legal Representation:** Based off urgency Andy made a motion to add Legal Representation as an agenda item to be discussed and voted on. Perri seconded. All in favor.

- 2) **ARC section 1 #5:** Discussion on using pressure treated wood, only stipulation was that it would take time to cure, and we would now allow up to 6months prior to being painted. Paint color must follow existing rule. Andy motioned to approve, Perri seconded – All in favor.
- 3) **Pool Rules:**
 - a) Pool heater should be effective with an ambient air temperature of 55 per company that installed our heater. Andy spoke of the process and would like heater to remain operating from 3/12-12/1 to extend our swimming season. Stated we should be getting about 1.5 months on each end of the season and backed by our current pool vendor. Spring Break is 2nd week of March, and this would allow time to have pool by 3/15. Andy motioned and Perri seconded – All in favor. Motion passed.
 - b) Pool recycling and trash service: There will now be city recycling and trash service at the pool. Cost is \$17.44/month which comes out to \$2.65/house annually. This eliminates pool volunteers from having to take trash to their residences weekly and helps Anastasia Lakes do its part to stay clean and green! Andy motioned, Perri seconded. All in favor.
 - c) Pool Party Reservations: No reserving pool area during holidays or holiday weekends. This will allow all members to have access and enjoy the pool. All trash must be picked up and area cleaned up after any reservations. Andy motioned to add pool rule of no reserving pool during holidays and trash rules, Jamie seconded – All in favor.
 - d) Pool Hours: Currently the hours have been 7am-Dusk. Andy motioned to change pool rules to Dawn-Dusk, Michelle seconded – All in favor.
 - e) Basketball Hoop: The basketball hoop is a nice amenity for the neighborhood children as well as children that visit grandparents, etc. The hoop has been privately funded for 8 years. Andy made a motion to set aside \$100 yearly to annual budget for funding of balls, net, ball holders, Perri seconded – All in favor.
7. **Reserve Analysis:** Andy discussed need to get an updated RA to make sure we are properly funding our infrastructure. Last one was done 2016/2017. Andy made a motion to have Community Advisors perform analysis for \$1k, Perri seconded – All in favor.
8. **Audit:** Due to potential missing items and questions with some of the financials in addition to no evidence that an independent audit has ever been performed for the association. The Board has decided to have an Audit performed for the years 2013-present. Andy motioned to have Martin & Associates to complete Audit for amount not to exceed \$4,500.00, Perri seconded – All in favor.
9. **Woodline Project:** Andy has reached out to Tree Medic to cut back area that extends around west and NW Anastasia Lakes Drive with Brazilian pepper trees and vines. Andy motioned to have Tree Medic trim and remove for a cost of not to exceed \$5,000, Jamie seconded – Michelle abstained. Andy, Perri and Jamie in favor motion passed.
10. **Community Oaks:** Live Oaks are property of the HOA and need to be trimmed 14' for emergency purposes as stated in the rules. Oaks are very close to storm drains, roads, driveways, water meter, etc. The Board discussed if the Association should take care of all associated costs and full maintenance of the oaks. We understand many owners are

concerned with all the uprooting and will gather all the information and advise the members as to the responsibility of the association. Board stated it be discussed at the next meeting.

- 11. Culvert:** We have currently reached out to a couple of vendors to have the culvert on the greenway repaired as the southern end plastic lining has folded upon itself restricting flow. It was noted this has been in place for some time given the extent of vegetation growth. Management will follow up and schedule as soon as possible. Andy mentioned that certain members have had city officials come on site to evaluate issues that the Board was not alerted to. Stated this was not productive and asked that in the future issues are addressed with Board and management. Andy motioned to have repair done with a cost not to exceed \$2,000. Perri seconded – All in favor.

Old Business

- 12. Privacy Panels/Fencing:** Discussion on what type of fencing would be allowed. ARC application would still need to be completed and applied for. Andy motioned for a single privacy panel not to exceed 6 feet x 6 feet directly off the back of the house in a contiguous line. Material to be white vinyl or wood painted in accordance with existing fence guidelines for ac, pool equipment, trash etc. To help keep a uniformed look. One panel per household. Michelle seconded – All in favor.
- 13. 2021 Road Project:** Going back to the Reserve Analysis, roads are due to be done in 2021 and have been a topic of discussion for the last several years as evidenced by the meeting minutes. Roads need to be done the Board stated. We have had Allpro, Duval and Keelco come out to assess.

We broke for recess at 6:55pm

Re-adjourned at 7:02pm

Keelco came in at the lowest bid and was recommended by a fellow member. They will mill, repave and replace 311 linear feet plus of curbing. When taking the curb out – Arborist will put in a bio barrier, this will help to decrease root regrowth. There will be 6 trees where roots will be treated, and one removed. Keelco will shave down oak roots where curbs are removed and replace Hawksbill storm drain. The whole process will be a 3-week process if all goes smoothly. Management will email, post on website and post at mailboxes. They are estimating to be in front of someone's home for a maximum of 2 hours. Andy motioned to approve total road project not to exceed \$180,000. Jamie seconded – All in favor.

Andy motioned for Styles Powerwash to come in and pressure wash all curbing and put absorbent down for storm drains to decrease any issues with lake for a cost of \$3,258.96, Jamie seconded – All in favor.

Andy motioned for Tree Medic for a cost not to exceed \$6,000. to be on site and treat oak roots, Jamie seconded – Michelle abstained. Andy, Perri and Jamie in favor – motion passed.

- 14. Lake Access:** Andy recapped on governing documents for lake access and handed out highlighted sections of our declaration/by law that showed members have a right to

access common grounds listed and the board has the authority to establish location for lake access for non-lake front homeowners. He stated you do not need to form relationship with lake front homeowners to access lake as told to members for years. He also clarified use of easements and advised members to not use private property to access lake. Many homeowners shared concerns regarding liability, however Board stated this is no different than the pool area, roads, greenway and that all areas have had liability coverage plus an umbrella policy. Andy stated the Board has done their due diligence and ran this by our insurance agent prior.

Rules for Lake Access would include:

Children under 12 must be accompanied by an adult 18 years or older

Non-motorized craft may be launched but safe boating practices must take place.

Hours would be Dawn-Dusk.

Total of 4 guests must be accompanied by member unless immediate family.

No trash receptacles – pack in – pack out.

Andy motioned that in accordance with Anastasia Lakes on the Island Declaration Article X Section 6 that the BOD establishes the following location to be used for lake access in perpetuity by all association member whose lot does not border the lake or wetland.

All association members may access the lake from Tract F utilizing the western aspect of the common ground Tract A-2 that connects to the large lake front green space that is listed as Tract B-1. Included in motion where the accompanying lake front rules listed above, Jamie seconded – All in favor. Motion passed.

- 15. Wooden Walkway:** Andy apologized for including this in the old business and should have been under new business. At this time we will table this topic until after legal counsel has been obtained on the matter.

Andy opened forum for upcoming meeting agenda items to be proposed.

Speeding in the neighborhood.

Agenda items to be more descriptive.

2021 directory.

Meeting was adjourned at 9:18pm