

**VOF Board of Directors Meeting 8/11/2022**  
Clay County Shrine Club – 2471 Russell Road

The meeting was called to order at 7:02pm by Ernie Dukes, President. Present were Ernie Dukes, Christina Kingsbury, David Smith, Maryse Andre, and Shawn Abbott; Kathy Melton, CAM represented the CAM Team. A quorum was present.

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**Homeowners Forum:**

A homeowner asked how Board members participate and how the duties are divided.

A homeowner shared that since COVID, the community has been kind of lost and that someone needs to coordinate community efforts.

A homeowner asked about the process to find a new management team and asked what the duties of The CAM Team are.

The violation process was discussed. Several homeowners expressed concern about properties in disrepair.

A homeowner asked whether a Board member has to be an owner and requested a follow-up from a meeting held with two Board members at his property.

A suggestion was made to update/replace the gate.

A homeowner provided photographs of water seeping up through the street at 3396 Chimney Drive.

A homeowner asked if chickens are allowed in the community, while another expressed concern about feral cats.

Several homeowners requested more frequent meetings.

**Approval of Minutes** – A motion was made by Christina Kingsbury to waive the reading and to approve the minutes of the November 16, 2021 Board of Directors Annual and Budget meeting as written. David Smith seconded. None opposed and the motion carried. The minutes will be posted on the community website.

**Board Reports:**

Ernie Dukes Reported that the water level in ponds 1, 2 & 3 is high, while the other two are normal. The ponds have been treated so residents are asked to stay out of the ponds.

**Financial Report – Kathy Melton, CAM**

Balances as of July 31, 2022:	Operating	\$191,469.81
	P&D Reserves	\$378,856.18
	Gen Reserve	\$ 4,865.31
	B-Walk Reserve	\$109,723.13
	Petty Cash	<u>\$ 238.72</u>
	Total:	\$685,153.15

Outstanding Accounts Receivable as of July 31, 2022 were \$21,555.75. Statements are sent regularly to homeowners with a past due balance. Several homeowners who received a Notice of Late Assessment will be sent to the attorney for a Notice of Intent to Lien if payment is not made.

**Old Business: None**

**New Business:**

**Board Vacancies:** A motion was made by Ernie Dukes to appoint Danielle Svec to the Board. Maryse Andre seconded. None opposed and the motion carried. Any other homeowners who are interested in joining the Board should contact The CAM Team.

**ARC:**

**Appointment of Committee Members** – A motion was made by Ernie Dukes to appoint Danielle Svec and Meg Sluyter to the ARC Committee. David Smith seconded. None opposed and the motion carried. The Board asked that Drew Williamson’s information be updated in the ARC system as he was appointed at the November 2021 meeting. ARC Committee members will be updated on the community website.

**ARC Guidelines** – Joan Trawick presented revised ARC Guidelines. The document was provided to the Board in advance of the meeting. The revised document provides references to the Covenants and Restrictions (where applicable), information on how to file an ARC request, and information on swales and trees. A motion was made by Maryse Andre to approve the revised ARC Guidelines. Christina Kingsbury seconded. None opposed and the motion carried. The ARC Guidelines will be posted on the website.

**ARC Information for New Homeowners** – The Board discussed providing information to new homeowners regarding exterior changes and ARC requests. Management currently sends out a welcome letter and the ARC information can be added to the packet of information that is sent.


**Bids/Proposals**

- **Ratification of Tree Removal Proposal** – Tree Tech - \$2,000.00 – A motion was made by Maryse Andre to approve the proposal to remove the fallen oak tree on Fireside Drive. David Smith seconded. None opposed and the motion carried.
- **Ratification of Drainage Proposal** – DeLarm Excavating - \$2,050.00 – A motion was made by Maryse Andre to approve the proposal to repair a drainpipe at 3219 Fireside Dr. and to clean out the drain located at Peppercorn Ct. Christina Kingsbury seconded. None opposed and the motion carried.
- **Duval Asphalt Proposal** – Chimney Drive – Duval Asphalt - \$8,618.68 or \$4,990.28 – A motion was made by Maryse Andre to approve the more extensive repair at a cost of \$8,618.68. Shawn Abbott seconded. None opposed and the motion carried.
- **Fountain Maintenance Proposal** – A proposal was received from Innovative Fountain and Lake Services to provide monthly maintenance on the fountain at the entrance at a cost of \$138.00 per month. After discussion, the Board tabled consideration of the proposal.
- **Landscape Contract** – TLC – The Board discussed their dissatisfaction with the current landscape vendor. Consideration of the updated contract was tabled and the contract will be put out for bid.

**Dock:** A proposal was received from Brothers Marine Construction to repair the dock. Two options were provided: Remove and replace 40' piling then attach dock back to level (\$2,100.00) or Splice existing piling with new piling by cutting out both poles to slide together then bolt pilings together (\$750.00). A motion was made by Maryse Andre to approve the first option at a cost of \$2,100.00. David Smith seconded. None opposed and the motion carried.

**Drainage/Swale Issues:** David Smith and Christina Kingsbury met with Mr. Hines regarding a drainage issue at his property. A summary of the meeting was provided to the Board. The St. Johns River Water Management District (SJRWMD) requires the Association to make sure that water is flowing properly as part of the stormwater management system. Concerns were expressed about a gate and a fence in the swale that blocks the proper flow of water. Danielle Svec offered to get copies of the plats from the county. A representative from SJRWMD sent an email last year saying that he saw no issue with the swale. The matter was tabled so that the Board can set up a date to walk to the swale.

All business being completed, David Smith made a motion to adjourn. Maryse Andre seconded. None opposed and the meeting was adjourned at 8:49pm.

 11/3/22  
Christina Kingsbury