

# Arrowhead Estates Homeowners' Association, Inc.

## Board of Directors Meeting

Held Tuesday May 22, 2018 at 6:30pm

At the Clermont Baptist Church, 16115 Old Hwy 50, Clermont, FL 34711

### Meeting Minutes

**Directors Present:** Judy Hilliard, Jo Ann Hughes, Bridget Murphy David Springer, Erick Rodriguez, Lynn Patrick, Gemma Waldon

**Association Manager:** Richard Eckelberry representing Vista Community Association Management

#### 1) Call to Order

Judy Hilliard called the meeting to order at 6:30pm

#### 2) Establishment of Quorum

A quorum of the board was established. All board members were present.

#### 3) Proof of Notice

The meeting notice was posted on the meeting sign at the entrances to the community on May 20, 2018.

#### 4) Approval of Previous Meeting Minutes – April 28, 2018

A correction was noted as needed in the minutes. The day of the meeting should be Saturday and not Tuesday.

Motion was made by David Springer and was seconded by Lynn Patrick to approve the April 28, 2018 meeting minutes with the corrections. Call to Vote: All board members voted unanimously to approve. Motion Carried.

#### 5) Financial Report

Richard Eckelberry summarized the financials.

Motion was made by Erick Rodriguez and was seconded by Bridget Murphy to approve the April Financials. Call to Vote: All board members voted unanimously to approve. Motion Carried.

Richard Eckelberry will get with accounting to correct some of the accounts that still have the label of late notice on the account that need to be removed.

#### 6) Managers' Report

The board of directors received the managers' report.

#### 7) Inspections Report

The board of directors received the inspections report.

The board had discussion regarding some of the violations. Richard Eckelberry will respond back to the home with the boards on the front door and the home with the wild flowers, and have a notice sent to the home that painted their fence without approval.

#### 8) ARB Committee Report

There were 2 Approved Application: 14511 Wishing Wind Way for painting. 14612 Dream Catcher for a partial pvc fence.

##### a. ARB Vacancy

A request was received from Avian Quock to serve on the Architectural Review Board.

Motion was made by Jo Ann Hughes and was seconded by Bridget Murphy to accept Avian Quock to the Architectural Review Board. Call to Vote: All board members voted unanimously to approve. Motion Carried.

The Architectural Review Board is Don Hughes, David Springer and Avian Quock.

9) **Old Business**

a. Main Entrance Tree Trimming

A quote was received from Enviro Tree Service to trim the 2 Tabebuia trees at the main entrance for \$400. Judy Hilliard and Jo Ann Hughes have authorized the work to be done. Enviro Tree has scheduled a date to have them trimmed on Friday weather pending or after the holiday weekend.

b. Main Entrance Upgrades

Bridget Murphy produced landscaping design specs for the main entrance. Bridget Murphy will send the landscaping design specs to Richard Eckelberry, who will work on soliciting bids.

Owner Chris Light volunteered to be a part of the Landscape Design Committee. The board accepted Chris Light to the committee and removed Mark Russell. The current Landscape Design Committee is Bridget Murphy, Chris Light, and Avian Quock

c. Other old Business

Judy Hilliard reported that Gemma Waldon had attended the board certification course and is officially certified as a board member.

Judy Hilliard reported that the parking lot cameras were not working. Alarm Protection Service was contacted and the issue was fixed, a switch was found turned off.

Judy Hilliard reported that the Public Information meeting for the sound wall was on May 17<sup>th</sup>. Owner's have until May 28<sup>th</sup> to submit any comments to the FDOT.

10) **New Business**

a. Irrigation Repairs

A quote was received from Top Notch landscaping to replace the irrigation timer at the pool for \$270 and a quote to replace a broken irrigation line on zone 2 around tree roots for \$385. Judy Hilliard and Jo Ann Hughes have authorized for the work to be done by Top Notch. Top Notch have completed the irrigation repairs.

b. Other New Business

Jo Ann Hughes reported that the pond maintenance contract is due to renew. Applied Aquatic has decided to waive the 3% increase for this year. The annual cost will remain the same at \$1,496. The board of directors stated that in March of next year to solicit other bids for the pond maintenance contract.

Judy Hilliard stated to be sure to turn in articles for the newsletter by July 15<sup>th</sup>. The newsletter will be sent by August 1<sup>st</sup>. Judy Hilliard reported that Richard G has update the website with additional information.

Gemma Waldon recommended starting a welcome committee. Gemma Waldon will look into information and ideas for the welcome committee for the next board meeting.

Jo Ann Hughes reported issues with owners giving out keys to the pool to non-owners. The board suggested looking into a system with card access. Richard Eckelberry will work on getting 3 quotes.

11) **Open Session**

An owner commented regarding their displeasure with Waste Pro garbage collection.

12) **Adjournment**

Motion was made by Lynn Patrick and was seconded by Bridget Murphy to adjourn the meeting at 7:15pm. Call to Vote: All board members present voted unanimously to adjourn. Motion Carried.

13) **Next Meeting**

Next meeting will be on Tuesday, June 26, 2018 at 6:30 p.m. at the Clermont Baptist Church, 16115 Old Hwy 50