

Golf Hammock Owner's Association, INC
February 12, 2018 Final
Board Meeting Minutes
Approved March 12, 2018

Call to Order: President George Kibe 863-402-8203, 7:00PM gwkibe@embarqmail.com

Roll Call:	present	absent
Vice President Bob Schroeder 863-402-5486 bobs1501@outlook.com	x	
Treasurer Roger Steuer 574-529-1899 roger.steuer@yahoo.com	x	
Secretary Deb Steuer 574-529-2718 debsteuer@yahoo.com	x	
Director Nancy Beatty 863-382-6707 nbeatty47@gmail.com	x	
Director Linda Fisher 863-658-1389 linda@linakasales.com	x	
Director John Huber 937-602-9316 huberlaw8804@gmail.com	x	
Director Marge Schindewolf 863-386-4083 margeschindewolf@comcast.net	x	
Director Mark Walczak 863-658-1658 markcsu@comcast.net	x	

Proof of Notice of Meeting: Meeting notice/draft agenda posted in display case on activity center 1/28/2018. Meeting agenda posted on the website on 1/29/2018. Signage posted at front and west entrances on 2/9/2018.

Meeting Minutes: The DRAFT minutes, currently posted on the website, for the December 11, 2017 and the Officer Election meeting, January, 13, 2018 were given final approval by the board.

Report of Officers:

President: George Kibe- I reviewed and authorized the removal of remaining storm debris along Par Road. I met with the individual home owners along Duffer Road to discuss the Duffer Road swale restoration and impacts to their properties. I responded to several member's questions on assessments, planned and future drainage work, and requests for financial information. I also met with contractor EPI to clear up some confusion related their GHOA projects as well as supporting Linda Fisher in the generation of a draft set of Activity Guidelines for Board review.

Vice President: Bob Schroeder- Solicited county road department to determine if repairs at East entry falls in their privy. The short answer is NO. I also requested their evaluation of using Cool Patch in the repair of the same areas. Their input stated that the Cool Patch would not hold up to that traffic area. Based on their input the repairs will be deferred to the paving effort scheduled in the early spring to avoid cost by using 2 visits verses 1.

I researched the cost and availability of a contractor to paint the advisory markings leading to the speed tables. This also proved to be costly as well as difficult to get a contractor for such a small task. Further research determined that of the shelf street paint has a life cycle of several months with respect to traffic. The plan is to paint the markings as a self-help project and monitor the life cycle until the need to redo occurs.

Treasurer: Roger Steuer- I added Line Numbers to 2018 Approved Budget to make it easier to understand where the accounting firm assigns a check for budget purposes.

Example: Look at "2018 Approved Budget Line#" page and look at Line# 24 "Lighting".

Look at "January 2018 Bank Statement" page. Each check sent to Duke Energy has a "24" in the Budget Line# column identifying "Lighting" from our budget.

I have some Budget Line#'s with "?" after them on the "January 2018 Bank Statement". I question if we need to reassignment these checks into different budgets. I want to make sure we are tracking against the correct budget.

Another Subject I have a motion on the February Agenda to "set Director Spending limits to \$500". I plan on changing this to "Director spending limited to a Year To Date Total of \$250 without board approval"

Golf Hammock Owners Association				
2018 Approved Budget Line#				
Line#	Revenue			
1		Assessment Write Off		-\$1,000
2		Assessments - 772 Lots @ \$375 / Lot		\$289,500
3		Clubhouse Use Fee		\$0
4		Garage Sale		\$450
5		Interest Income		\$100
6		Finance Charges		\$200
7		Fees		\$1,000
8		Attorney Fees Collected		\$0
9		Estoppel Requests		\$4,000
10		Misc. Income		\$125
11		Directory Ads		\$0
12		Property Owner Lawn Maintenance		\$0
		Total Revenue		\$294,375
	Expense:			
13		Annual Assessments Printing		\$0
14		Annual Meeting		\$1,650
		Printing / Postage	\$1,500	
		Room Rental	\$150	
15		Bank Service Charges		\$0
16		Activity Center		\$6,000
		Rent	\$4,800	
		Utilities	\$1,200	
		Common Grounds		
17		General Maintenance		\$10,600
		Misc. Repairs	\$1,500	
		Irrigation Maintenance	\$1,600	
		Fencing Maintenance	\$1,500	
		Mulching / Planter Beds	\$3,500	
		Tree Trimming	\$2,500	
18		Lakes & Canals		\$13,500
19		Landscaping		\$10,000
		Monthly	\$7,500	
		Landscape Maintenance	\$2,500	
20		Mowing		\$15,000
21		Pest Control		\$1,800
		Ant Control	\$500	
		Ornamental	\$1,300	
22		Garage Sale Rental		\$450
23		Insurance		\$7,250
24		Lighting		\$9,500
25		Directory		
		Printing		\$2,600
		Office Expense		
26		Postage		\$100
27		Supplies		\$500
28		Office Expense - Other		\$300
		Professional Fees		
29		Legal		\$2,000
30		Accounting		\$10,500
31		Property Owner Lawncare		\$0
32		Security		\$150
		Special Projects		\$254,721
33		Culverts	\$51,620	
34		3106 Duffer -2790 Duffer (exfil)	\$28,222	
35		3106 Duffer -2790 Duffer (no exfil)	\$11,310	
36		Eagle Court	\$5,650	
37		Weir Board control	\$4,800	
38		Mills Pond ditch survey	\$2,000	
39		New Culvert on Chip-it	\$14,250	
40		Main Ditch Survey	\$2,000	
41		Environmental Reserve Ditch	\$5,000	
42		Engineering work	\$12,400	
43		Paving	\$115,469	
44		Canal Cleaning - Lakes & Ponds	\$2,000	
		Total	\$254,721	
45		FL NFP Annual Filing		\$75
46		Website Maintenance		\$2,900
47		Emergency Use Allowance		\$10,000
		Total Expenses		\$359,596

Golf Hammock Owners Association January 2018 Bank Statement			
Checking		Budget	
Date	Description	Line#	Amount
12/31/2017	Beginning Balance		\$112,415.99
1/2/2018	DC IRRIGATION, INC. - BILL PYMT - IB29PPSU	17	-\$1,608.00
1/2/2018	GRIFFIN FENCE & CLEARING - BILL PYMT - 2BX9VPSU	17	-\$1,200.00
1/2/2018	RUTHIE O'NEILL - BILL PYMT - 2BD9ZPDG	46	-\$225.00
1/4/2018	GEORGE KIBE - BILL PYMT - GBF9ZPST	26	-\$13.92
1/4/2018	GOLF HAMMOCK GOLF & COUNTRY CL - BILL PYMT - PB79JPST	16	-\$22.73
1/4/2018	LERMA'S LANDSCAPING - BILL PYMT - 8BF9HPST	19	-\$2,385.00
1/4/2018	AQUATIC WEED CONTROL, INC - BILL PYMT - RBK9IPST	18	-\$1,101.00
1/4/2018	COOL & COBB ENGINEERING COMPANY - BILL PYMT - 7BE98PST	42	-\$4,400.00
1/4/2018	DUKE ENERGY FLORIDA - BILL PYMT - MBZ97PST	24	-\$22.21
1/4/2018	DUKE ENERGY FLORIDA - BILL PYMT - JBK97PST	24	-\$31.07
1/4/2018	DUKE ENERGY FLORIDA - BILL PYMT - FBK97PST	24	-\$678.98
1/5/2018	CUSTOM PRINT SHOP, INC. - BILL PYMT - RBQ9EPKQ	14	-\$1,167.36
1/18/2018	GEORGE KIBE - BILL PYMT - DBU91T3D	14	-\$54.26
1/18/2018	VICTOR DIVIETRO - BILL PYMT - JB19RT3D	27	-\$23.42
1/18/2018	LAWN MASTERS OF HIGHLANDS, INC. - BILL PYMT - AB891T3D	20	-\$390.00
1/19/2018	PELLA & ASSOCIATES P.A. - BILL PYMT - NBO98POL	30	-\$685.00
1/22/2018	LERMA'S LANDSCAPING - BILL PYMT - EB89ET2E	19	-\$600.00
1/25/2018	DEBORAH STEUER - BILL PYMT - NB69ITV4	28	-\$100.00
1/26/2018	REVELL SPREADER SERVICE TREE INC - BILL PYMT - 3BG9KTGF	19-?	-\$2,000.00
1/26/2018	COOL & COBB ENGINEERING COMPANY - BILL PYMT - RB99HTGF	42	-\$2,225.00
1/26/2018	BOB SCHROEDER - BILL PYMT - TB49ETGF	17-?	-\$12.69
1/26/2018	SEBRING CHRISTIAN CHURCH - BILL PYMT - VB99UTGF	14	-\$150.00
1/29/2018	LINDA FISHER - BILL PYMT - EBJ9ATM5	17-?	-\$101.59
1/29/2018	GOLF HAMMOCK GOLF & COUNTRY CL - BILL PYMT - QBQ9FPKV	16	-\$400.00
1/30/2018	GOLF HAMMOCK GOLF & COUNTRY CL - BILL PYMT - HBJ93TQG	16	-\$34.63
1/30/2018	DUKE ENERGY FLORIDA - BILL PYMT - 3B198TQG	24	-\$21.95
1/30/2018	DUKE ENERGY FLORIDA - BILL PYMT - 3BX97TQG	24	-\$31.58
1/30/2018	DUKE ENERGY FLORIDA - BILL PYMT - VBH9JTQG	24	-\$699.46
1/31/2018	Deposit		\$6,750.00
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1/31/2018	Deposit		\$6,750.00
1/31/2018	Deposit		\$6,750.00
1/31/2018	Deposit		\$125.00
1/31/2018	Deposit		\$380.92
1/31/2018	Deposit		\$6,750.00
1/31/2018	Deposit		\$4,875.00
1/31/2018	Deposit		\$6,750.00
1/31/2018	Ending Balance		\$158,162.06
Savings			
12/31/2017	Beginning Balance		\$138,586.33
1/31/2018	Credit Dividends		\$5.89
1/31/2018	Ending Balance		\$138,592.22

Secretary: Deb Steuer- Secretary/Communications Report

Preliminary agenda and Activity Center Guidelines were sent to the board members. Minutes to the January 13, 2018 general board meeting were compiled and posted to the website and to all board members.

I am appreciative of added support regarding time lines for reports from officers and committee chairs. I will be making some adjustments as I am moving along so please bear with me. Moving forward I would like to combined the secretary's report with the newsletter and web chair report entitled Secretary/Communications report. I have been in contact with Ruthie and feel that we have a working schedule in place. My first newsletter went out without issue and I received many positive emails and phone calls. I have also helped a couple residents get online which is very exciting to hear and see happen. I am requesting anything newsletter worthy come to me by the night of the board meeting if not before. I will compile a list prior to the meeting if anyone chooses to email their requests for newsletter placement. I can then share those at the meeting. A deadline for newsletter placement is the 15th of that given month. I will edit meeting minutes first then start composing and verify a newsletter. Ruthie and I have agreed that I will post all written communication and she will be in charge of any graphics that are added. Our deadline for actual web posting is between the 20th and at the very latest the 23rd.

I am requesting a calendar type format of dates and times that the activity center is in use. This information can then be documented in a user friendly format and a copy of that can be posted in the newsletter as well as the display case. This would help not only board members know of activity center activities as well as but not limited to new and old residents that are contently moving throughout GHOA as a whole. A crafter show case was held on Feb 6 in the community center with great attendance and response. We also have the garage sale on February 24, as signage and advertising is in the works.

Website Report for Month of January 2018

During the month of January, number of page views was **1,468** (46% increase from December). New subscribers for the month is **16** which gives us a total of **459** subscribers to date. Website upgrades are scheduled for Saturday, February 17. The website will still be completely accessible. If there are any website update requests that need to be posted during the upgrades, they will be posted the following day.

Committee Updates:

Common grounds, including road, culverts, drainage ditches: George Kibe-The Common Grounds Committee met on January 17th, 2018 to discuss results of the elevation surveys along Duffer road and scheduling of the Bio-swale restoration work along Duffer road. Present were George Kibe (Committee Chair), Bob Schroeder, Russ Danser, Carl Scaggs, John Huber, Tal Rancort (EPI), Carl Cool (Cool and Cobb), Skip Hazen (Guest of John Huber). The meeting members discussed the elevation issues along the swale (several low spots), and the need/desire to install "sock-pipe" along the south-east 1000' section of the swale. Carl Cool

stated that an exfiltration system (sock-pipe) drains ground water away and does well in areas that have high ground water levels. He also suggested that the Association could re-grade the swale first (prior to installation of the sock-pipe) to see if the issue was resolved. If not then re-excavate and install the underground drainage pipe. It was noted that, there was no down side to installation of the sock-pipe, and that future installation would duplicate excavation cost, therefore the HOA President decided to execute the currently approve plan and install the sock-pipe while current work was in process. The committee also discussed the jurisdiction of the South West Florida Water Management District (SWFWMD) and permitting requirements for drainage work within Golf Hammock. Carl Cool stated that “ the weir elevations of GHOA Lakes and Ponds and repair of and alteration of internal drainage structures are an internal issue and that SWFWMD has no jurisdiction. The committee also discussed the main drainage ditch on the east side of Golf Hammock and potential new by-pass swale along the north border. This discussion was concluded to have Cool and Cobb explore the feasibility and permitting requirements for the two projects.

Contractor EPI completed the renovation work along Duffer Road including the swale regrade and installation of 1000’ of “sock-pipe” . EPI also repaired the drainage pipe creating a sink hole on a 9th tee court property.

Committee chair George Kibe investigated as “Statement of Concerns” generated by Director John Huber, post the January 17th committee meeting. Mr Huber’s concerns were sent to Cool and Cobb engineering for review and a copy of their response was distributed to the Directors, at the February Board meeting.

Committee chair George Kibe investigated a recommendation by Director John Huber, to use “Cure in Place” pipe linings before embarking on culvert replacement. “Cure in place” pipe lining is a pipe restoration process that creates a new inter-pipe in an old host pipe by introduction of an epoxy lining. This approach is primarily used for buildings where foundation or major construction is not cost effective. According to Maddey Enterprises, “The equipment required for pipe lining is patented and thus very expensive, typically \$150,000 for the basic package. Add to that pipe inspection cameras, say another \$30,000, plus pipe cleaning jetters, another \$60,000, it takes a lot of assets to line even the smallest length of pipe. A rough cost, excluding set up costs for 14” –24” Pipe diameters, in lengths up to 200’ is \$700 per foot. For a typical GHOA drainage culvert 40’ long this would equate to \$28,000, as compared to the existing quote for concrete pipe replacement of \$3,200.

Common grounds, including landscape, irrigate, trees, lighting/electrical, signs fences: Mark Walczak- Regularly scheduled lawn care and landscape maintenance of Common areas continued without incident during this reporting period. The monthly check of our irrigation systems at the front entrances of the community was completed and the systems were found to be in good working order. George asked a good question, “Why are we paying for a quarterly maintenance inspection by our Irrigation Service and then also pay them when the system needs repair? Why not wait until something breaks and just call them to fix it?” A preventative maintenance program is a management best practice to maintain the best performance of the irrigation system.

Violations/Complaints: Bob Schroeder- From post Irma to December, 2017 all violations/complaints were deferred. Starting in the January, letters have been issued with respect to the current covenants and By Laws. The first letter advises the property owner of their agreement to abide by the policies based on being a deed restricted community. Then the letter will state the violation/complaint article that requires their corrective action occur within a designated time limit. The letter also provides an opportunity to communicate with the committee/board regarding their violation with the respect to a special need/circumstance requiring a limited waiver and an appropriate time line for compliance. Failure to comply/communicate will result in implementation of the enforcement policies and procedures. In accordance with the current covenants/bylaws, several financial actions can be initiated and progress to establishing a lien against the property. The board hopes that each property owner realizes the importance of keeping our community with an attractive appearance, safe and living in a good neighbor environment.

Finally a reminder that all complaints sent to the committee must be via the official form the form is available on the web site and can be sent via email to the addresses displayed on the website.

Violations/Complaints Report

Open: Landscaping	3	Closed: Landscaping	1
RV/trailer	3		
Driveway repair	1		
Total	7		

Under Investigation: Landscaping	4
RV/trailer	3
Home care	3
Total	10

Architectural Reviews: Linda Fisher- One shed, one fence approved

Lakes/Ponds: Nancy Beatty- nothing to report

Activity Center: Linda Fisher- continued support and usage by the community of the Activity Center. Game nights on 2nd, 3rd & 4th Tuesdays are well attended, along with the Tuesday and Friday Mah Jongg players. Bridge Players meet on Thursday afternoons. In future the library will reopen, at that time good used books will be needed to replenish the new library.

As always, Activity Center seeking more suggestions or ideas for future activities to be offered for the community.

Communication/Newsletter/Website: Deb Steuer-

Welcoming: Joyce Rowe~ 863-214-6517 janrowe65@gmail.com I had two welcome visits in January.

Street Captains:Co-Chairs: Cindy Bowser - clb1919@yahoo.com
Linda Schroeder - lindasfl70@yahoo.com

By-Laws, Covenants and Restrictions Refresh Committee: John Huber-

The present articles of governance for the HOA are difficult to read and understand. The numerous amendments over a 40 year period do not consistently reference or explain exactly what it was that the previous text provided, so that the thrust of the amendments may require a trip to the County Records office, and a search that is not always fruitful.

Aside from the amendments, the articles of governance have some provisions which conflict with each other either within the same instrument, or when compared to parallel provisions in the other instrument, making their meaning at best ambiguous. Poorly drafted instruments invite expensive legal actions in order to resolve those conflicts and ambiguities. Barring a court determination, such ambiguous documents will often be taken in the meantime to read however the current Board Membership wants them to read. An indication to legal counsel as to what the current ruling body wants the documents to mean, can easily be adopted by the Association legal counsel who is confronted with verbiage that easily could go either way.

These articles of governance, if redrafted in the effort to produce an unambiguous set of rules, would require a vote by the Association membership. It is my recommendation that we not adopt a top-down approach wherein the present board members would identify what would be the preferred policies for governing the Association. The recommended bottom-up approach would entail a plebiscite submitted to the total membership, seeking their input on plainly stated alternatives. The result of that polling should identify the directions to be taken in drafting the final governing rules for ultimate submission and approval by the membership.

A Bylaws Committee should first be recruited and appointed. The next steps could start with a study by the members of the Drafting Committee of Model Rules of HOA Governance, and governing rules adopted by other HOAs of similar size here in Florida. The Committee would then report back to the Board with the Committee's recommendations for issues to be submitted to the membership in order to gain their feedback.

Data Base/Directory: Marge Schindewolf- I do have some advertisers for the new directory which will help with some of the printing expense at a total of \$1060.00. The printer will be out for surgery so had to postpone the printing until April.

Old Business

- a) Motion by Bob, second by Linda to lift from the Table the Enforcement of Trash Can covenant; regarding trash cans initially being distributed was negatively

accepted, the board had agreed to suspend compliance, however after a recent survey of the community it reflected many not taking any initiative to comply, the board today, after discussion voted all approved to activate the Article 9 compliance requirements. Flyers will go out to those not in compliance and written violations will start in March 2018

New Business

- a) Motion by John, second by Mark the Board directs the Common Grounds Roads and Drainage Committee Chairman, to arrange for a Pre-application meeting with the Southwest Florida Water Management District, to determine whether permits are required, or exemptions are available, for all Golf Hammock non-routine, maintenance drainage projects." After discussion, all approved to proceed with the pre-application meeting.
- b) Motion by John, second by Mark "The Common Grounds Roads and Drainage Committee Chairman formalize a charter defining the role and responsibility of the Common Grounds Roads and Drainage Committee for future approval by the Board. After discussion, a vote was taken – split 2 in favor, John and Mark, remaining 6 against - motion fails.
- c) Motion by Linda, second by Deb to establish Activity Center Guidelines after discussion, all approved.
- d) Motion by Bob, second Linda - Estate Sale on Divot Court, property owners will have "by appointment only 3 day sale" no more than 2 cars on driveway at a time, all approved.
- e) Motion by Roger to set Director Spending limits to \$500, not discussed will be put on agenda for next meeting.
- f) Motion by Mark, second by Bob to establish a written charter to form a By-Laws, Covenants and Restrictions Refresh Committee, to be submitted to the Board for approval." After discussion all approved to generate a charter.

Next Meeting: March 12, 2018 workshop 6:30PM, meeting 7:00PM

Adjourn: Motion by Linda, second Roger all approved - Time 9:30PM

Golf Hammock Homeowners Association Activity Center Guidelines

The following are guidelines to address the use of the Activity Center by residents and their guests. Thank you for following these guidelines. Please contact Linda Fisher (863.658.1389) email linda@linakasales.com with any questions.

1. SMOKING is not permitted inside or outside of the Activity Center, including the pool area and parking lot areas.
2. NO PETS are allowed.
3. Maximum capacity in the Activity Center is 50.
4. The Activity Center is available for membership wide use (e.g. general membership pot luck) without charge.
5. The Activity Center is available for Private use (e.g. birthday parties) for a charge of \$20 and a \$20 refundable cleaning deposit.
6. The Activity Center shall not be used for profit making activities.
7. The Activity Center must be reserved no less than 5 days in advance.
8. The homeowner reserving the Activity Center must host the activity and be present and personally be responsible at all times. The homeowner using the Activity Center must remain on the premises following the conclusion of the event until all attendees have departed.
9. Residents under the age of 18 are not permitted to use the Activity Center unless accompanied by a homeowner over the age of 21.
10. Noise, radios, amplified music, etc. must be kept at a moderate level so as not to disturb other members using the Activity Center. Amplified music including Band, Musical Instruments and DJ concludes by 9pm in accordance with Highlands County Code of Ordinances Sec 5.6-105(a)
11. Before leaving Activity Center, the homeowner is responsible for returning the Activity Center to its original state (Including the replacement of tables and chairs to their original locations). Upon closing, please take the following actions:
 - (a) All doors and windows must be locked.
 - (b) Make sure inside restroom is clean.
 - (c) All lights and fans are to be turned off.
 - (d) Air conditioning is to be turned up to 76 degrees.
 - (e) In addition, the Activity Center must be cleaned.
 1. Cleaning includes:
 - i. Vacuum floors as needed.
 - ii. All spills on flooring must be wiped up.
 - iii. Remove all trash from the premises: includes emptying wastebaskets in the restrooms.
 - iv. Please take home what you don't use.
12. Normally The Activity Center Chairperson will "Lock up " after an event. If given a key to the Activity Center, please return the key to the person from whom it was checked out within 24 hours of the event.

I have read and agree to abide by the Activity Center guidelines Signature _____

Name _____ Lot # _____ Date _____