

Golf Hammock Owners' Association, Inc.
September 12, 2016
Board Meeting Minutes

THESE DRAFT MINUTES REMAIN SUBJECT TO FINAL APPROVAL BY THE BOARD AT THE NEXT SCHEDULED GENERAL MEETING.

Call to Order: President George Kibe brought the meeting to order at 7:05 pm.

Roll Call:

	<u>Present</u>	<u>Absent</u>
George Kibe, President; 863-402-8203; gwkibe@embarqmail.com	X	
J.P. Fane, Vice President; 863-386-4809; jpfane@gmail.com	X	
Victor Divietro, Treasurer; 863-381-4264; vdivietro@embarqmail.com		X
Mark Walczak, Secretary; 863-658-1658; markcsu@comcast.net	X	
Rose Chupka Cookman, Director; 863-385-2402; roseghao@yahoo.com	X	
Nancy Beatty, Director; 863-382-6707; nancyab@stratemail.net	X	
Bob Schroeder, Director; 863-402-5486; bobs1501@outlook.com		X
Marge Schindewolf, Director; 863-386-4083; margeschindewolf@comcast.net	X	

Proof of Notice of Meeting: Meeting notice/draft agenda listed on website and in clubhouse display case on 9/2/16. Signs posted at front /west entrances on 9/8/16.

Meeting Minutes: The DRAFT minutes currently posted on the website for the General Meeting of May 9, 2016, the Special Board Meeting #1 of August 17, 2016, and the Special Board Meeting #2 of August 17, 2016 were given final approval by the Board.

Report of Officers:

President's Report

Community Drainage Issues—The July heavy rainfall highlighted several areas of concern within Golf Hammock, that were not originally a focus of the planned Culvert Repair projects. Standing water along Cormorant Point Drive, Eagle Court, and Lost Ball Drive resulted in engagement of engineering firm "Cool and Cobb" to help identify and suggest solutions to the impacted areas. The engineering firm identified that a majority of the drainage issues are related to "grass dams", landscaping, curbing, and tree growth, inhibiting water flow through the driveway "bioswale system". Most driveways within Golf Hammock, have a "low spot" that connects them to the "bioswale system". These artificial swales are designed to slow and capture runoff by spreading it horizontally across the landscape facilitating runoff infiltration into the soil and into the development's culvert system. Over the years, grass debris, growth, and lot improvements have restricted the planned water flow through the "bioswale system" creating some of the drainage issues. Eagle Court has no connection to the development's drainage system and as a result relies solely on soil infiltration for storm water removal. Bid packages are being prepared to solicit contractors for repair the impacted bioswales and an Engineering Study for possible solutions to Eagle Court's drainage issue.

Environmental Reserve—The Home Owners Association owns a 19.75 acre "Environmental Preserve" located along Dog Leg Drive and Duffer Loop. This area is considered a "Jurisdictional Wetland" by Florida, and is part of Golf Hammock's watershed system. This area is overgrown with vines and other

non-native invasive plants. I contacted the South West Florida Water Management District (SWFMD), The Florida Department of Forestry, and the original developer, to determine what could be done within this area. I learned that neither the SWFMD or Highlands County have easements to this property and maintenance is the Homeowner's Association responsibility. A series of contractor solicitations will be issued to determine interested contractors, proposed maintenance plans, and life cycle cost to the Association.

Special Meetings- Two Special Meetings were held on August 17th. The first meeting was a discussion on current budget performance and the 2017 budget process. The second meeting was called to discuss the potential expenditures for front entrance landscaping.

Mail Box Thefts- A resident reported theft of checks from their mailbox in late June/early July. Residents were alerted by "Shout-Out, Web-site posting, and paper flyers at the clubhouse. At the meeting, George reported that the post office will, during the daily delivery, pick up outgoing mail from a member's box without the member raising the mailbox flag to potentially draw unwanted attention to the box. George also agreed to follow up with the post office to investigate a traditional mailbox for the Community.

Prescribed Fire Presentation- The Golf Hammock Owners association hosted two Park Rangers from Highlands Hammock State park on June 18th, for a 1-hour interpretive program focusing on prescribed fire to limit wildfires.

Undeveloped Lots—Letters were sent to owners of undeveloped lots reminding them of required maintenance.

Front Entrance—Repairs to the Front Entrance sign and lighting occurred in July.

Vice President's Report

No report at this time.

Treasurer's Report

JUNE 2016

Date	Check	Checking Description	Amount	Memo
5/31/2016		Beginning Balance	\$145,692.07	
6/3/2016		Deposit	\$2,535.00	Assessments
6/6/2016	9832	Lerma's Landscaping	(\$900.00)	Common Grounds - Mowing
6/8/2016	9822	Golf Hammock Golf & Country Club	(\$400.00)	Clubhouse Rent
6/8/2016	9823	Ruthie O'Neill	(\$225.00)	Website
6/17/2016	9609	Mark Tharp	(\$25.00)	Assessment Rebate
6/22/2016		AUTO-OWNERS INSU MONEYLINE EXP - BILL PAYMT	(\$6,509.39)	Assn. Insurance
6/24/2016		DUKE ENERGY FLO MONEYLINE EXP - BILL PAYMT	(\$585.86)	Lighting

6/24/2016		DUKE ENERGY FLO		
		MONEYLINE EXP - BILL PAYMT	(\$20.59)	West Entrance
6/24/2016		DUKE ENERGY FLO		
		MONEYLINE EXP - BILL PAYMT	(\$19.69)	Fountain
6/27/2016	9836	Aquatic Weed Control, Inc.	(\$1,101.00)	Lakes & Ponds
6/28/2016	9838	E. Mark Breed	(\$25.00)	Attorney Services
6/29/2016	9837	Lawn Masters	(\$1,230.00)	Common Grounds - Mowing
6/29/2016	9831	Pella & Associates	(\$685.00)	Accounting Services
6/30/2016		Monthly Service Charge	(\$3.00)	
6/30/2016		Ending Balance	\$136,497.54	Newsletter

Savings

5/31/2016		Beginning Balance	\$138,476.60
6/30/2016		Credit Dividends	\$5.68
6/30/2016		Ending Balance	\$138,482.28

JULY 2016

Date	Check	Checking Description	Amount	Memo
6/30/2016		Beginning Balance	\$136,497.54	
7/5/2016	9839	Lerma's Landscaping	(\$600.00)	Common Grounds - Mowing
7/6/2016	9833	Golf Hammock Golf & Country Club	(\$400.00)	Clubhouse Rent
7/7/2016	9840	Mark Walczak	(\$135.36)	Reimburse - Common Grounds
7/11/2016	9834	Ruthie O'Neill	(\$225.00)	Website
7/11/2016		Deposit	\$1,430.00	Assessments
7/11/2016		Deposit	\$1,276.50	Assessments
7/14/2016	9845	Aquatic Weed Control, Inc.	(\$1,101.00)	Lakes & Ponds
7/20/2016	9846	George Kibe	(\$45.85)	
7/21/2016	9847	Golf Hammock Golf & Country Club	(\$51.58)	Clubhouse Utilities
7/22/2016	9843	Crystal Clear Fountains	(\$135.00)	Lakes & Ponds
7/27/2016	9844	Lawn Masters	(\$2,150.00)	Common Grounds - Mowing
7/31/2016		Monthly Service Charge	(\$3.00)	
7/31/2016		Waiver	\$3.00	
7/31/2016		Ending Balance	\$134,360.25	

Savings

6/30/2016		Beginning Balance	\$138,482.28
7/31/2016		Credit Dividends	\$5.86
7/31/2016		Ending Balance	\$138,488.14

AUGUST 2016

Checking

Date	Check	Description	Amount	Memo
7/31/2016		Beginning Balance	\$134,360.25	
8/1/2016	9849	Lerma's Landscaping	(\$600.00)	Common Grounds - Landscaping
8/2/2016	9850	George Kibe	(\$87.87)	Reimbursement - Common Grounds
8/3/2016	9841	Golf Hammock Golf & Country Club	(\$400.00)	Clubhouse Rent
8/8/2016		Deposit	\$812.30	Estoppels / Assess
8/9/2016	9842	Ruthie O'Neill	(\$225.00)	Website
8/10/2016		DUKE ENERGY	(\$587.84)	Lighting
8/10/2016		DUKE ENERGY	(\$31.07)	West Entrance
8/10/2016		DUKE ENERGY	(\$21.21)	Fountain
8/11/2016		(Waive)	\$15.00	
8/11/2016		Return of Deposit Item Fee	(\$15.00)	
8/11/2016		Returned Check	(\$1.07)	Bankruptcy Settlement
8/11/2016		(Waive)	\$15.00	
8/11/2016		Return of Deposit Item Fee	(\$15.00)	
8/11/2016		Returned Check	(\$1.08)	Bankruptcy Settlement
8/15/2016	9853	Aquatic Weed Control, Inc.	(\$1,101.00)	Lakes & Ponds
8/16/2016	9835	Pella & Associates	(\$685.00)	
8/19/2016	9854	Lawn Masters	(\$1,880.00)	Common Grounds - Mowing
8/23/2016		Deposit	\$250.37	Assessments / Reimbursement Return
8/25/2016		DUKE ENERGY	(\$592.81)	Lighting
8/25/2016		DUKE ENERGY	(\$24.68)	West Entrance
8/25/2016		DUKE ENERGY	(\$19.95)	Fountain
8/29/2016	9856	Joyce Rowe	(\$18.24)	Reimbursement - Copy /Welcome Supplies
8/29/2016	9860	Clarke Pest Control	(\$230.00)	Common Grounds -Pest Control
8/30/2016	9858	E. Mark Breed III	(\$50.72)	Attorney Services - Foreclosure Expen
8/31/2016	9859	Lerma's Landscaping	(\$900.00)	Common Grounds - Landscape & Ditch
8/31/2016		Ending Balance	\$127,965.38	
		Savings		
7/31/2016		Beginning Balance	\$138,488.14	
8/31/2016		Credit Dividends	\$5.86	
8/31/2016		Ending Balance	\$138,494.00	

Secretary's Report

Over the summer, and with the assistance of our webmaster Ruth O'Neill, administrative policies and procedures have been organized and posted to the website to compliment the other GHOA documents.

There are currently ten documents posted and more will be added as the Board establishes them. The Standing Rules were also updated to document the most current revisions and amendments.

One new 'Shout Out' was issued to alert members about mail box theft.

Members were notified and minutes were drafted and circulated for two Special Board Meetings held over the summer.

Committee Updates:

Common grounds including roads, vacant lots, fences, signs, culverts, ditches, lighting, electrical, tree trimming, landscaping, irrigation (Co Chairs: J.P. Fane, Mark Walczak)

A dialogue continues with our contractor, EPI, regarding a start date for the Culvert and Outflow structure re-build serving Lake Elaine. It is now expected to occur around Thanksgiving.

A number of traffic and directional signs have cracked, bent, or faded and some have been stained beyond repair. Recently replaced signs include: EXIT sign and three delineator signs at Golf Hammock Dr. and the Circle, 25MPH speed limit sign on Dog Leg, delineator sign near the west entrance, STOP sign at the main/east entrance, WRONG WAY warning sign on the Circle, and a ONE WAY sign on the Circle (this one the result of a recent auto accident). The YIELD and ONE WAY signs at Bunker Rd. and the Circle were damaged and the pole was rusted out at the base. The pole and signs were replaced at this location.

There have still been a few inquiries regarding a mirror for traffic visibility at the exit to the Pro Shop parking lot onto the Hammock Drive Circle. The old mirror that existed there was broken and removed. It was replaced by the yellow bollards that now provide a physical and safer alternative for traffic visibility at this intersection. There are no plans to replace the mirror that was removed.

Motivated by the declining appearance of the common ground on the east side of Golf Hammock Drive from the East entrance to Par Road, a landscape improvement plan was developed and proposed. The plan involved the removal of the multitude of planter beds with the underperforming roses, grasses, and failing cement trim. Several native plant options would replace the planter beds and the sod would also be replaced under this proposal. The Board decided that funding would be unavailable at this time, so the plan was tabled until funding sources could be identified. With this outcome, the Committee has asked Clarke Pest Control to spray and fertilize the existing beds to try and extend the life and prevent further decline of the existing planter beds. Four applications per year at \$75 each.

A section of grass along Par Road, across from Lake Clara and between the Patio homes and the Golf Maintenance Barn, has been maintained by the golf course, but has been found to be Common Ground. This section of grass is no longer being mowed by the golf course and has been added to the Association's lawn care agreement with Lawnmasters of Highlands, Inc.

The Cutting Edge, LLC submitted the winning bid for this year's palm tree trimming effort. In addition, this year the effort also included raising the canopy of many of the Oak trees along Lost Ball Drive and Hammock Road. Multiple palms at the east entrance and along Golf Hammock Drive and at Mulligan Court East were trimmed. The work was completed during the first week of September.

A member's request to have the barbed wire field fence replaced behind a home on Duffer Road was approved and plans were made to have the old fence torn down and replaced. However, plans are on hold awaiting the member's action to clear several overgrown trees from the fence line. At the meeting, George and JP noted that barbed wire has been eliminated from the standard field fence specification for fences erected by GHOA.

Violations/Complaints (Chair: Bob Schroeder)

Violations/Complaints addressed Jun-July-Aug

Dog Barking #2016011 - Closed - Jun

Landscaping - 2016012 - Closed - July

Landscaping - 2016013 - Closed - July

Watercraft Storage - 2016014 - Closed - July

Items still under observation:

Boat storage in yard

Parking on grass

Landscaping back yard

At the meeting, George reported two additional anonymous complaints (unrestrained, loose dog and drainage ditch water). Both were investigated and closed out.

Lakes/Ponds (Chair: Nancy Beatty)

I have been looking into sterile carp for some of the lakes...who I have to contact, if it is beneficial, and how much it would cost. Until the lakes go down from the rain some of the chemicals cannot be placed in the lakes, as it would just flow out. In Mills Pond a new problem has appeared and the vendor is researching this particular weed to determine the appropriate corrective action.

Architecture (Chair: George Kibe)

Approved Requests:

Roofing Repairs - 2 Requests Approved

Detached Garage -2 Requests Approved

Sheds -2 Requests Approved

Fence -1 Request Approved

Pergola -1 Request Approved

Disapproved Requests:

Metal Shed

Clubhouse (Chair: Linda Fisher, 863-658-1389, linda@linakasales.com)

Linda Fisher reports that the Clubhouse Library is currently being reorganized. Tuesday game night continues to grow in popularity. Linda is requesting some new signs and additional exterior lighting at the Clubhouse exit door. George is following up on these requests.

Communications, Website/Newsletter (Chair: Rose Chupka Cookman)

NEWSLETTER: There were not any sent over the summer. 2017 newsletter will be addressed later. Approximate remaining newsletter mailings for 2016 are as follows:

Week of September 25
Week of October 23
Week of November 27
Week of December 25

WEBSITE: Items printed in the newsletter are posted on the website. Our webmaster continues to improve the way items are placed so they can be located easier and faster.

Beginning this month and moving forward, we are going to begin sending users updates when items are posted on the website. We will begin with two notices -- the newsletter and September draft meeting minutes. Those who already subscribed to the website by using the "subscribe for updates" button on the lower right side of the home page should receive both these notifications. If not, please subscribe again by using the button.

Subscribe for updates is different from the Shout Out request. If you want to be alerted when new items are posted on the website, you need to subscribe directly to the website.

The Shout Out is sent out by Board officers to the general public alerting them of road closures, mailbox theft, car break ins, to name a few. If you want to be included in the Shout Out, please complete a 'Shout Out Request Form' available on the website and forward to Mark Walczak, Secretary.

GHOA Bay is still not showing signs of interest by homeowners wanting to post items to it. It will be addressed later. Thank you.

At the meeting, the Board suggested that Rose and Ruthie use their collective judgement to decide the future of GHOA Bay and any new web feature that might replace it. On that note, Rose stated that GHOA Bay is being discontinued.

FROM OUR WEBMASTER:

New Features and Updates

Over the past summer, there been several new features/updates that have been made available to the web platform, and I am in the process of integrating these changes/additions into the website. Below are just a few features and suggestions.

Home page:

- **News/Announcements:** This Section will have a brand new format that catches the eye without overwhelming viewers and the webpage.
- **Side Bar:** A clean side bar that can be used for advertisers or other important information.

Calendar of Events: A new Calendar of Events Page that will list the monthly calendar, schedules such as water, garbage, clubhouse activities, etc.

Newsletters: There is a new pdf reader that will be available that allows the newsletter to be viewed on the website without having to leave the site.

GHOA Bay: I suggest that we remove the GHOA Bay due to lack of interest from the community. There hasn't been much activity over the summer. I believe that residents would rather use the annual yard sale to sell their items.

Subscribers: I am happy to report that we continue to receive new subscribers. These subscribers will receive updates as these new features are added and become available on the website.

Google Analytics Report for summer 2016

Page Views: 1, 260

New Visitors 45%

Returning Visitors 55%

Reminder:

If you have any issues with the website or questions, please do not hesitate to contact me by phone or email. Thank You.

Ruthie O'Neill

GHOA Webmaster

267.885.4043 (after 4 pm)

ghoaonline@gmail.com

Database/Directory (Chair: Marge Schindewolf)

Activity has been slow over the summer months. Article submitted to Rose for New Neighbor Corner of the Newsletter.

Welcoming (Chair: Joyce Rowe; 863-385-4382; jannrowe65@gmail.com)

During the 3 month hiatus, I have met with 4 new residents. I have been to and left a flier at one home, with no response so far.

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

An official Street Captain meeting was held on August 18th at the Clubhouse. Cindy Bowser and Linda Schroeder chaired the meeting. It was well attended by many of the street captains. New packets were handed out with a street captain instruction process and new resident forms that will be forwarded to the Welcoming Committee. Copies of the Street Captains Roster with contact information are available in the Clubhouse.

Old Business:

1. **Standing Rule 16 discussion S.R.16 All shrubbery shall be clipped and maintained at all times (at least once monthly). Enacted April 1998.**

A motion by J.P., seconded by Marge, calls for a change in S.R. 16 to read simply as, "All shrubbery shall be clipped and maintained." The discussion indicated that the phrase 'at all times' is redundant and so unnecessary. The phrase 'at least once monthly' is not a realistic expectation considering various growing and dormant periods for shrubs.

The motion was approved unanimously.

2. Standing Rule 34 discussion. S.R. 34 No Yard work by Homeowners or contractors before 8:00am. Enacted September 2013.

A motion by Marge, seconded by Nancy, calls for an additional phrase to be added to S.R. 34. Under this motion the rule would read as, 'No yard work activities using powered yard equipment by Homeowners or contractors before 8:00 am.' The discussion indicated that gas or electric powered yard equipment is too noisy and disruptive prior to 8:00 am. The motion was approved unanimously.

3. Standing Rule 30 discussion. S.R. 30 No fence can be erected on lakes or the golf course. Enacted September 2013.

George summarized a number of different questions that arise in considering this S.R. What was the original intent of the rule? Is that intent no longer applicable since the golf course is privately owned? Since members of the association no longer own the golf course, should they be given the opportunity to 'shield' their private property from the golf course and from golfers who may be looking for a lost ball on their private property? Does the rule apply just to the property line that abuts the golf course or lake? Or is there an opportunity to allow fences that contain pets or shield property with an appropriate setback?

There were concerns expressed about obstructing the view that individuals received as part of a property purchase on one of the Community's lakes. There was also a concern expressed that fencing on the golf course would detract from the open, natural environment of the course and create an unwelcoming appearance. Fencing along the golf course would be uncharacteristic of most of the other courses in the county.

A motion by J.P., seconded by Rose, postpones further discussion on this S.R. until some of the above stated questions can be researched and findings presented at the October 10 General Board meeting. This motion passed unanimously.

4. "Owners Quick Reference Guide" update discussion.

The Board recognizes that this publication, first issued in September 2013, has not been updated to reflect the many changes that have been made to the standing rules since that date. The Board also continues to support the original objective of this publication, to provide our members with a quick guide/reference to the obligations and responsibilities of living in a deed restricted community. For many commonly asked questions, the "Quick Reference Guide" eliminates the need for members to read through the lengthy documents, Covenants, Restrictions, and By-Laws.

George has volunteered to lead the updating of this document.

5. Culvert and GHOA drainage discussion.

Reference the President's report for details regarding this topic. Mark also suggested that we include some of the more severely clogged culvert inflows and outflows and the underperforming outflow catch basin for Lake Clara in this effort.

New Business:

1. Discussion on clarification on how owners of undeveloped lots can adequately comply with the bylaws and covenants.

Unlike any other lot owner in the Community, undeveloped lot owners are given periodic written notices/reminders to comply with their obligations in the deed restrictions, at an additional time and expense to the Association. George outlined the process he follows to provide written notification to undeveloped lot owners regarding their obligations to comply with S.R. 31, S.R. 16, S.R. 15.

Undeveloped lot owners complying with the cutting frequency in S.R. 31 do not necessarily maintain an attractive appearance for their lots which may have grass and weeds growing, on occasion, a foot tall or more. Some owners simply ignore S.R. 15, 16, and 31, allowing their lots to grow natural and unattended. Some owners will cut the grass, but will allow dead branches to remain on trees and allow weeds to grow unattended below trees and bushes.

Current rules need to be revised. George will be meeting with our legal counsel to get advice on rule revisions.

2. Website and GHOA Bay discussion

The Board is comfortable with the recommendations offered by our Webmaster in her report this month.

3. 2017 Budget including newsletter 2017 funding

Rose mentioned that it costs approximately \$10K to publish both the newsletter (\$7K) and maintain the website (\$3K). 23% of the community receives the printed newsletter. The same items listed in the newsletter are on the website; then, the newsletter is placed on the website, basically listing info three times. Rose also mentioned that as a "community" newsletter there has been minimum community input, having received only two articles over the past 18 months. Rose suggested to the Board that we should consider ways to reduce costs or eliminate the newsletter. Perhaps purchasing a GHOA copier and have hard copies available at the clubhouse for those not owning a computer. George mentioned having copies made at Office Depot verses a copier purchase. Mark offered the opinion that General and Special Board meeting minutes are lengthy, are often old news by the time they are published in the newsletter, and are readily accessible to most members via the website. He further suggested that a more cost effective way of conveying the activities of the Board in the newsletters would be through the President's Message, which could be expanded to convey Board activities and direction in a summary fashion. He also mentioned that we might be missing an opportunity to use the newsletter as a

tool to refresh and educate our members on the covenants, restrictions, and by-laws.

The Board ended the discussion as open-ended until the matter is revisited during the 2017 budget discussions.

4. Front Entrance repairs.

Mark raised the Board's awareness of the status of the two wall systems at the main entrance to the Community. The walls themselves seem fairly intact, but may need some stucco patch and re-painting. The yellow caps are cracked and deteriorating. They may need to be rebuilt, stucco, and painted. The fluorescent lights below the caps are not appropriate for exterior use, aged, a maintenance headache, and should be replaced.

The Board directed Mark to pursue some work estimates for consideration in the 2017 budget.

Member Comments:

None.

Next Meeting:

The next General Board meeting will occur on Monday, October 10. Workshop at 6:30 pm, Meeting at 7:00 pm.

Adjourn: On a motion by J.P., seconded by Rose, the meeting was adjourned at 8:47 pm.

Respectfully submitted,
Mark Walczak, Secretary