

Golf Hammock Owners' Association, Inc.
February 8, 2016
Board Meeting Minutes

Call to Order: Vice President J.P. Fane, acting on behalf of President George Kibe, brought the meeting to order at 7:07 P.M.

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; ipfane@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; roseghoa@yahoo.com	X	
Shirley Kuznarik, Director; 863-382-3656; kuzfla@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 1/26/16. Signs posted at front /west entrances on 2/5/16.

Meeting Minutes: On a motion from Victor and a second from Shirley, the January 16, 2016 Board meeting minutes were approved as written. Similarly, the Board approved the content in the Association's Annual Meeting Minutes from January 16, 2016; subject to a final approval of the membership at the annual meeting in January 2017.

Report of Officers:

President's Report

Assessments- I received several calls about members not receiving assessments in December. In 2016 assessments were sent in mid-January to all home owners.

Dumpster approval- A resident requested and received approval to locate a dumpster on their property for a period of one week.

UPS Pod—I spoke with UPS about the POD container still located at the tennis courts. UPS has scheduled a removal for 2.3.16. I also informed the UPS supervisor that any future placement must be coordinated and approved by the GHOA board.

Property in Violation- A property with multiple violations was unable to complete necessary repairs according to an agreed schedule. I contacted the owner and received a new schedule. We will continue monitor the progress to ensure completion.

West Entrance Sign-- Repairs completed and the sign is back in place.

Vice President's Report

No new information at this time.

Treasurer's Report

Below is the banking activity for January. The major expenses for the month that were out of the ordinary monthly expenses were for the printing of the Annual Proxy letters and the Directories for 2016/2017.

Checking

Date	Check	Description	Amount	Current BalanceMemo
1/1/2016		Beginning Balance	\$8,921.05	
1/4/2016	9764	Crystal Clear Fountains	(\$135.00)	Common Grounds
1/5/2016	9751	Golf Hammock Golf & Country Club	(\$400.00)	Clubhouse Rent
1/7/2016	9766	Custom Print Shop	(\$710.28)	Newletters
1/7/2016	9767	Custom Print Shop	(\$1,093.87)	Annual Proxy
1/8/2016		Transfer from Savings	\$20,000.00	
1/11/2016		Deposit	\$612.16	Assessments
1/11/2016		Deposit	\$330.00	Assessments
1/11/2016		Deposit	\$1,395.00	Assessments
1/12/2016	9768	Aquatic Weed Control	(\$901.00)	Common Grounds
1/12/2016	9744	Pella & Associates	(\$685.00)	Accounting Services
1/12/2016	9753	Ruthie O'Neill	(\$225.00)	Website
1/15/2016	9770	LawnMasters of Highlands	(\$615.00)	Common Grounds
1/21/2016		Deposit	\$400.00	Newsletter Ad Revenue
1/21/2016		Deposit	\$3,575.00	Assessments
1/21/2016		Deposit	\$3,345.00	Assessments
1/21/2016		Deposit	\$1,275.00	Assessments
1/22/2016	9771	Mark Breed	(\$125.00)	Attorney Fees
1/22/2016	9772	George Kibe	(\$56.52)	Reimbursement –
		Storage bins & Plywood for Sign		
1/26/2016	9774	Bogus Printing	(\$2,247.00)	Print Directories
1/26/2016	9775	Sebring Christian Church	(\$150.00)	Donation – Ann. Mtg.
1/26/2016		DUKE ENERGY	(\$689.52)	Lighting
1/26/2016		DUKE ENERGY	(\$34.43)	Fountain
1/26/2016		DUKE ENERGY	(\$21.63)	West Entrance
1/27/2016	9763	Pella & Associates	(\$685.00)	Accounting Services
1/28/2016		Deposit	\$1,765.00	Assessments
1/28/2016		Deposit	\$2,000.00	Assessments
1/28/2016		Deposit	\$3,435.00	Assessments
1/28/2016		Deposit	\$3,600.00	Assessments
1/28/2016		Deposit	\$3,450.00	Assessments
1/28/2016		Deposit	\$3,600.00	Assessments
1/28/2016		Deposit	\$3,600.00	Assessments
1/28/2016		Deposit	\$3,600.00	Assessments
1/28/2016		Deposit	\$3,600.00	Assessments

1/28/2016	Deposit	\$3,600.00	Assessments
1/28/2016	Deposit	\$3,600.00	Assessments
1/29/2016	Deposit	\$1,710.00	Assessments
1/29/2016	Deposit	\$3,600.00	Assessments
1/29/2016	Deposit	\$3,600.00	Assessments
1/29/2016	Deposit	\$3,600.00	Assessments
1/29/2016	Deposit	\$3,575.00	Assessments
1/29/2016	Deposit	\$3,600.00	Assessments
2/1/2016	Monthly Service Charge	(\$3.00)	
2/1/2016	Ending Balance	\$86,610.99	

Savings			
12/31/2015	Beginning Balance	\$158,447.67	
1/8/2016	Transfer to Checking	(\$20,000.00)	
1/31/2016	Credit Dividends	\$6.05	
12/31/2015	Ending Balance	\$138,453.72	

On a motion from Shirley and a second from Bob, the Board voted to approve the Treasurer Report.

Victor also circulated a listing of our Common Ground and Lakes contractors, highlighting those where we still need an updated Certificate of Insurance for our files.

Victor also circulated a Florida Condo and HOA Law Blog posting that provides guidance on how our Association may legally guide homeowners on pets.

Secretary's Report

Jointly between the outgoing and incoming Secretary, the transition of responsibility and files was successfully completed. Initiated one new Shout Out regarding the upcoming Yard Sale. Updated Shout Out procedure for review at the February 8 Board meeting.

The routine process for meeting minutes is being adjusted. Meeting minutes will be posted to the website after final Board approval. Any member interested in attending or participating in an upcoming Board meeting will find a preliminary agenda for the meeting posted on the website and on the Clubhouse bulletin board, two weeks prior to the event.

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)

Work continues on developing contract documents for the Culvert Renovation/Re-build projects. Followed up on a member complaint regarding the drainage ditch fronting the community on Hammock Road. Continued evaluating traffic safety concerns on Golf Hammock Road at the Golf Pro Shop/Clubhouse Circle. A plan of action for all three of these issues will be proposed at the February 8 meeting.

Routine maintenance of the Common Grounds continued for the reporting period without incident. An RFP has been developed for Lawn care Services, and bids will be accepted through the month of February.

Violations/Complaints (Chair: Bob Schroeder)

Received pass down from previous Chair. Turnover consisted of historical files, notebook with 2016 documentation regarding the processing of complaint forms, examples, etc. Current status for the period is 3 completed violations and 1 open violation. The open violation is in regards to 1600 Mulligan Road. Various deficiencies are being addressed, with a projected completion date of March 6.

After my appointment, 3 new complaints have been received. One has been resolved, and two others require additional Board discussion and will be presented under New Business.

Lakes/Ponds (Chair: Nancy Beatty)

There has been a price increase from one of our vendors, Aquatic Weed.

The poor condition of the Lake Clara drainage basin has been brought to the attention of the Committee. The cover grate for this basin is scheduled to be re-built as part of the Culvert renovation project.

Nancy mentioned that the City of Sebring Water Department had recently made some repairs at 3413 Waterwood, and failed to restore a section of the road pavement. JP agreed to follow up with the City on this issue.

Architecture (Chair: Shirley Kuznarik)

At this point Architecture has no report, a few inquiries have been received.

Clubhouse (Chair: Shirley Kuznarik)

Clubhouse activities are progressing as planned.

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

NEWSLETTER REPORT

February 8, 2016

Eight newsletters will be published this year. If anyone has something to submit, please send it to me by the 5th of each month. Because of a new policy, meeting minutes will not be published until they are approved so expect a 4-6 week delay. Please let Marge Schindewolf (Directory/Data Base) know via email or in writing if you are interested in receiving a hard copy of the newsletter. Thank you. Rose Chupka Cookman

WEBSITE

February 8, 2016

Each Association now has its own webpage. Those HOA officers can work directly with our webmaster to add and delete items from their page.

In order to keep the GHOA Bay site fresh, we are in the process of revising our policy. Suggested guidelines are: an expiration date be established for all listings (30 days); the individual needs to renew the item for the second 30 days or the item will be automatically removed. After two months, the item will be removed for 30 days before it can be relisted. We will list these new terms on the GHOA Bay once fully established. If anyone has other ideas, please let me know. Thank you. Rose Chupka Cookman

Report from Webmaster, Ruthie O'Neill:

1. Google Analytics Report for January 2016

Page Views: 1, 282

New Visitors 42%

Returning Visitors 52%

2. New Website Features

1. The Site Map

2. Monthly Calendar

Shout Out (Chair: Mark Walczak)

Initiated one new Shout Out regarding the upcoming Yard Sale. Updated Shout Out procedure for review at the February 8 Board meeting.

Database/Directory (Chair: Marge Schindewolf)

Two new residents moving into Golf Hammock, and one new resident in Cormorant Point reported in January.

Any corrections or deletions to the directory need to be sent to margeschindewolf@comcast.net. Any changes need to be in writing, not over the phone.

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

One visitation in January.

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

No report this month.

Neighborhood Watch (Chair: Ivan Shapow; 908-896-0580; ivanpupsky@yahoo.com)

Chair Ivan Shapow shared a report from the Sheriff's Office that during the past 90 days there have been no reported incidents or crime in the Community. This led to a discussion on Neighborhood Watch that

included both Board members and the audience. Opinions varied widely on the concept and no consensus emerged on the direction the Golf Hammock program should take.

JP moved to table this item until next month.

Annual Yard Sale (Chair: Bob Schroeder)

Initial signs, announcing the event at our east and west entrances, are temporary and the Committee is awaiting new signs that are more compatible with the Board's appearance guidelines.

One Shout Out has been sent and Bob will request a reminder Shout Out as the event date approaches. A request has been made to the Sheriff's Office for a presence and for traffic control on the day of the event.

Old Business:

1. JP provided the Board with a revised proposal from Excavation Point Inc. (EPI) to handle a series of 12 failed culverts, considered a high priority for replacement. No one on the Board was able to identify another qualified contractor performing similar work in Highlands County and so this work is being considered a Sole Source Purchase. A question arose about the level of detail provided in the revised proposal and whether it was adequate. No Board member present expressed a reservation about this. Several Board members shared past experiences working with EPI. All past experiences were positive and each characterized EPI as a high quality, high reliability contractor.

On a motion from Victor with a second from Bob, the Board approved awarding a contract to EPI to replace failed culverts identified in the revised proposal as #1, #4, #5, #6, and #11. The Board also approved the replacement of cover grates identified in the revised proposal as #2 and #3. This proposed expenditure totals \$58,000.

2. Victor presented the Board with a proposed "Golf Hammock Owners' Association Procurement Policy". After a brief discussion, Victor made a motion, seconded by Bob, to approve the policy as proposed. Motion passed unanimously.

New Business:

1. Bob reviewed two new complaints for the Board's input. These complaints both deal with company vehicles being parked routinely and daily in the driveway of the homeowner. This practice potentially conflicts with the Standing Rule regarding company vehicles. Both sides of these company vehicles are decorated with advertisements from roof to wheel well, potentially conflicting with deed restrictions prohibiting unauthorized signs in the community.

Bob asked if there is any exception to the rules for homeowners that use vehicles as their primary source of income. He presented the Board with written requests for an exception from the homeowners.

Victor made a motion, seconded by JP, to table this discussion until next month, as efforts are underway to clarify enforcement criteria for some of our deed restrictions and standing rules. Motion passed.

2. Mark discussed the drainage ditch along Hammock Road, fronting the Cormorant Point section of our Community. The County owns and has responsibility for maintaining the drainage ditch, but County maintenance standards may not result in an appearance that is satisfactory to our Community. Mark made a motion, seconded by Rose, to add a task to our Landscape service. The ditch will be periodically trimmed and clippings and roadside debris removed to achieve a satisfactory appearance. Motion passed.
3. JP discussed traffic safety on Golf Hammock Circle, emphasizing the exit from the parking lot at the swimming pool. Visibility is low for oncoming traffic, golf course guests and carts tend to overlook the one-way traffic flow in the circle, and the traffic mirror at the intersection is out of alignment and broken beyond repair.

Mark made a motion to install traffic bollards and chains at this subject intersection, as illustrated in the handout to the Board, at a cost not to exceed \$1,000, and subject to the approval of the Golf Course Owner. Rose seconded, and the motion passed. JP will follow up with the Golf Course and coordinate the installation.

4. Mark presented the Board with a proposed revision to the "Golf Hammock Shout Out" procedure. After a brief discussion, Mark made a motion, seconded by Bob, to approve the revised procedure as proposed. Motion passed. Shout Outs are generally coordinated through the Secretary, however, any Board Officer may initiate a Shout Out for an urgent matter.
5. There was a discussion on how to dispose of old Association hardcopy records, exceeding the required retention period. It was decided to shred them. Joyce Rowe volunteered to arrange the shredding of four boxes of old records from the Association's office.

Member Comments:

No members requested an opportunity to speak at this meeting.

Next Meeting: Next meeting is on March 14, 2016. Workshop at 6:00 pm, meeting at 7:00 pm.

Meeting adjourned.

Respectfully submitted,

Mark Walczak, Secretary