

Royal Pines Homeowner's Association, Inc.
Board Budget Meeting Minutes
February 8, 2011

I. Establish Quorum

A quorum was established with the presence of: Rick Jarvis, Tom Bass, Ken Fuchs, Peter Smith and Karen Quinet.

Attending on behalf of MAY Management Services: Tim Hutchison and Janette Cilliers.

II. Call the meeting to order

The meeting was called to order at 6:00 pm.

Welcome & Introduction from the President – Rick Jarvis introduced himself as the President of the Board this year and stated that he has been living in Royal Pines since 2005. As a Board of Directors meeting this meeting is to handle the normal business of the Home Owners Association. It is not a homeowners meeting but we will have Open Forum at the end of the meeting. We would like to have everyone sign in. Rick Jarvis also had each Board member introduce themselves to the homeowners.

III. Approval of Minutes

Peter Smith made a **motion** to approve the 11/15/10 Board/Budget meeting minutes as submitted. Ken Fuchs seconded and the **motion** carried unanimously.

IV. Treasurers Report

Ken Fuchs thanked Tom Bass for signing association checks while the bank signature cards for new bank signers were put into place. Mr. Fuchs went on to report that everything seems to be going according to budget. Ken Fuchs reviewed what is done with the Reserve and Operating Fund. Ken Fuchs reviewed the financial package that was presented to the Board.

Ken Fuchs made a **motion** to approve the Reserve Fund Investing Proposal – Move Operating Account from Prosperity to Bank of St. Augustine Business Interest no Fee Checking Account, paying 1.6%. Peter Smith seconded and the **motion** carried unanimously.

Ken Fuchs made **motion** to take \$75,000.00 from Reserves and invest it in a 1-year CD at the Bank of St. Augustine and the remaining \$39,000.00 into a Money Market Fund at BB&T. Peter Smith seconded and the **motion** carried unanimously.

V. New Business

- a. Open position on ARB to replace Rick Jarvis – Rick Jarvis suggested appointing Carol Enos to the ARB, as she has been a strong supporter to the ARB. Dan Crowley is the chair.

Ken Fuchs made a **motion** to appoint Carol Enos to the ARB. Peter Smith seconded and the **motion** carried unanimously.

- b. Open position on Enforcement Committee, currently only 2 – Ken Fuchs stated that Bob Sims had an interest in being on the Enforcement Committee. Sid Lockner is chair.

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Ken Fuchs made a **motion** to appoint Bob Sims to the Enforcement Committee. Rick Jarvis seconded and the **motion** carried unanimously.

- c. Discuss the formation of a Social Committee and Charter – There was discussion regarding forming a Social Committee and the activities that would come from the committee.

Peter Smith made a **motion** to appoint Dee Fuchs to the Social Committee. Karen Quinet seconded and the **motion** carried unanimously.

Dee Fuchs was appointed to build a Social Committee and provide a charter back to the Board two weeks prior to the next Board meeting.

- d. Collection of e-mails and creation of the RP HOA group e-mail - Rick Jarvis stated that he has started a collection of e-mails of the homeowners and would like to continue to gather the information as we only have about 17. It was suggested to add to the next mail out a request for volunteers and ideas for the Social Committee and request an e-mail address from the homeowners.
- e. Call before you Dig requirements on ARB applications for driveway replacements and similar projects to protect the common infrastructure – The Board discussed that when doing certain projects that underground cables and irrigation are being exposed and everyone should call before digging to have the area checked and marked for underground cables or irrigation. The Board would like “Call before you dig,” added to the ARB application and letter to notify the homeowner that they would be responsible for any damages to the cables or irrigation.
- f. Review Ansbacher collections retainer as being adopted by the other HOA's vs. current Rick Jarvis stated that Turnberry, St. Andrews Place, Residences and NW Residential are all moving to retain Ansbacher as their collections attorney. Currently we all have Rosanne Perrine. Moving to Ansbacher the association will be putting a retainer for collection that will put that charge to the homeowner.

Peter Smith made a **motion** that Royal Pines move forward with the Retainer Agreement with Ansbacher and Associates. Karen Quinet seconded and the **motion** carried unanimously.

- g. ARB Guidelines review – do we need to establish specific ARB guidelines for color palette? – There was discussion as to if specific ARB guidelines for a color palette was needed and the Board agreed that there should be one. The Board would like the ARB Committee to establish specific guidelines for palette ranges.

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Karen Quinet made a **motion** to approve the ARB Committee to review and establish specific guidelines for color palette ranges. Tom Bass seconded and the **motion** carried unanimously.

The Board would like the ARB to have a draft for the Board at least 2 weeks prior to the next Board meeting.

- h. Rules review - is there a need to review, simplify and republish rules and regulations? - A Compliance Committee was formed to address this issue.
- i. Compliance Committee investigation – It was suggested to the Board to form a Compliance Committee. The members would consist of homeowners and their duty would be to review the Covenants and By Laws and put it into simple language and present to the Board and then the Board would send to the attorney to take a look at them. There is one person that is interested in being on the committee. Turnberry has a detailed book of guidelines that the committee might want to use as a guide.

Karen Quinet made a **motion** to establish a Compliance Committee. Peter Smith seconded and the **motion** carried unanimously.

It was recommended to have Fred Odom on the committee.

- j. ARB Status in St. Johns County – Jay and Ken explained the differences between the 3 Options. The deadline for the decision is the end of March. St. Johns County is the only county in the state of Florida that is requiring the ARB's to become registered with the county. The ARB Status with St. Johns County has been tabled until the next meeting.
- k. Board Meeting frequency – The Board can hold a meeting at any time if needed as long as there has been given a 48-hour notice of the meeting.
- l. Who to contact with a complaint – The Board discussed the issue of who to contact when there is a situation in the community. The homeowner is to contact MAY Management and if MAY Management has not responded in 2 business days then contact a Board member. There was discussion regarding violations and when they should be noticed and time frame to comply.

VI. Old Business

- a. Fountain Installation – Karen Quinet reviewed the previous quote for the fountain and the current quote for the fountain. The Board had previously approved \$7,000.00 for the replacement of the fountain and the new quote is for \$8,880.00. The Board discussed ways to keep this within the approved amount.

VII. Committee Reports

- a. ARB – There is only one open item.

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- b. Landscape – The committee is continuing to work with Jay on improving the front with flowers. Last year Jay, with ValleyCrest gave a quote on the center islands last year and the committee would like to see some or all of them redone if it is in the Budget. The proposal was presented to the Board.

VIII. Adjournment

Peter Smith made a **motion** to adjourn at 7:07 p.m. Ken Fuchs seconded and the **motion** carried unanimously.

IX. Open Forum with minutes recorded

- Fountain – it was asked if the fountain could be removed and a gazebo put in its place. Maybe a gazebo could be put in another area of the community.
- Garage Sale – Owner asked if Royal Pines could have their own garage sale before the scheduled community wide one in September.
- Fountain – a question was asked, “Isn’t it Florida Law that the amenities that are placed in a community, such as a fountain, the fountain has to stay?” The response was that the Board may have to have a majority vote of the community to have it removed.
- Responsibility of Lakes and Fountains – St. Johns Northwest Master Association is responsible for the maintenance of the lakes and the St. Johns Northwest Residential Association takes care of the fountain.
- Trees on Donald Ross Way – It was asked if the trees could be replaced with something that will grow and mature. Landscape committee should get with Jay for advice. The Board will take this under advisement.
- Minutes – a question was asked when the minutes would be posted.
- Dogs not being kept on leashes – Dogs are being let out without leashes and owners are not picking up after their dog.
- Decorations – is there a time frame to remove holiday decorations.