



*Stewart Peninsula Southshore HOA
Meeting Minutes*

Monday, July 12, 2010

The meeting was called to order by President Terre 7:12 p.m.

Present: Dave Terre (President), Mary Ann Hardy (Vice President), Lucinda Ruch (Secretary), Mike Hughey (Architecture Control Committee / Communications), Mike Gonzalez (Compliance) and Beth Rogers (Treasurer).

Open Forum: No one participating.

Year-At-A-Glance Calendar: The Board discussed the current month and next 90 days events. Yard of the month was presented to Mark and Kim Rygh at 4033 Heron Cove

- 5/18: Confirmed that Bern still remains our representative for registered agent for this year. Additional info supplied for Liability insurance.
- June HOA Board Meeting – Not held. Dave to ask Renee to note this on the website so that viewers won't think that we are missing minutes.
- 8/3 at 7-9pm: National Night Out. Mike Hughey to get out special announcement the week before 8/3. Beth ordered fans & coloring books for NNO. Police & Fire there. Deuce is unavailable. Have goodie bags. Plan to ask Chick Fil-A. Target gave beach balls & markers last year. We will need volunteers with grills and tables. Dave to ask Bayliss's about their Tent Canopy, table & chairs. Beth offered table & chairs too. Mary Ann to turn off sprinklers. Ice Chests: 4-5 from Lucinda. Drinks: Beth
- 7/31: Mike Hughey to put the newsletter out by the end of July. Include new neighbors from the new "Resale Log" Lucinda and Beth started in June.
- 10/9: Chili Cook-off. Cindy Power & Zara is planning this one. Dave will ask Mary & Ed if they want to help.

Meeting Minutes: The minutes for the May 10 meeting were approved. Dave Terre made the motion. Lucinda Ruch seconded the motion.

Carry Over Items:

- Proposal for a "Request for Resale Certificate" Form so that we collect new buyer info & closing date upfront. Lucinda completed and will pass to Renee to add to the SPSHOA website.
- Lucinda developed a list for tracking all new neighbors. It tracks the resale certificates so that we ensure we get paid. Beth will post payments to it. Both will update new neighbors' names and contact information on the list, as we are notified. In addition, Lucinda will notify the Board for purposes of Welcome Committee, welcome in the newsletter and the Master Address Lists.
- Dave Terre initiated a crime watch program in our neighborhood with Marilynn Lean – Launch is in progress.
- Year-End Closeout Discussion List:

- HOA Standard Records to be documented and kept: Lucinda went over a list of items that we should be maintaining. Basically, the required documentation is all documentation supporting financial transactions. On the list she has annotated the optional files that would “nice to have” going forward to sustain continuity year over year.
- Review Historical Records: Lucinda went over the items on the CD’s from 2003-2008. She posed the question to the Board Members asking if there are other files that need to be added or that we would like to add to the CD prior to archiving in our offsite storage facility. The board agreed that 2003-2008 is in compliance with requirements. They have already gone through the effort to pull together those paper files. Mary Ann has some additional personal ones that she may add to storage.
- 2009 Records to be compiled & archived: Lucinda has compiled the files from when she was voted in (October 2009) and has all of the 2009 Minutes of the Meetings from the website. The board will email Lucinda files to add to the CD from Jan-Sept 2009. Beth will send the financial files to Lucinda. Lucinda will copy onto a CD and then file in storage.
- In summary, the Board concurred that we are meeting all the requirements in hard copy format and some in softcopy.
- Document Retention Policy for SPSHOA: Proposal for 2010: Lucinda proposed that we migrate to softcopy for ease of use, retrieval & redundancy purposes and to be able to back up our files and keep them in two locations at minimum prior to the offsite storage facility. Submit softcopies to Pres & Secretary(at min) prior to the start of the meeting; Before Pictures required prior to passing a motion for money expenditures; After Pictures required for filing with invoice paid.

Treasurer’s Report:

- The current checkbook balance is \$18,935.70. All bills are paid as of 7/10/10.
- Lucinda Ruch & Beth Rogers has a log of resale certificates to track financial expectations & to initiate welcome kits. Lucinda introduced a new form for requesting a resale certificate. It has already been used twice. Lucinda to pass to Renee to post on the website.

Compliance: Another drive through the neighborhood on 5/10/10 yielded 5 violations, 2 boat & 3 trash can violations. Boats cannot be in front drive. Trash cans need to be hidden and put away from eyesight within 24 hrs.

Mike Gonzales and Mike Hughey to form a committee to review current covenants to determine if updating is needed in the form of new amendments.

Lucinda to contact Angela to be the Green Tipster (e.g. for Newsletter)

Mike Hughey & Dave Terre to meet for a fence visual, request from a homeowner(Curt). Dave Terre to email the article on Co-Serv Solar panels to the HOA Board.

HOA Common Grounds:

1. Mark has asked for river rock to be added at Avocet & N. Colony.
2. Iron fence completed.
3. Mark completed lighting. No repercussions. Mary Ann to check the Heron Cove lights.
4. Bids for live oaks completed the jobs.

5. Bid on Stewart at \$945 for removal & \$817 to add back in. Opted to get new bid \$875. Some replacement plants suggested. Need new quote by Oct in time for Nov Annual Mtg
6. Mark replaced the Rain Sensor. Mary Ann to watch it during next rain to ensure working.
7. Irrigation repairs were completed this month on sprinkler heads.
8. Suggested new limit to: \$50 Limit for emergency repairs of irrigation systems. Mike H. made the motion to approve. Mike G. seconded. Mary Ann to convey to all vendors.

Dave has a second quote for the pump in the lake, which is \$375 less than the 1st quote. Dave to get the full set of costs to Mike H. Mike H. to work up the (ROI) payback period to present to the board next month.

On Osprey Circle there is one section of the fence not painted that should be on the future list. This is just one example of what needs to go on the list. Mary Ann will be compiling a list of future projects for the Annual Meeting.

E-mail Responsibility: Lucinda will take responsibility for monitoring the SPSHOA e-mail account until the next board meeting. Beth will pass the instructions to Lucinda and assist her.

Next Meeting:

August 9th - Mary Ann Hardy at 3947 Teal Cove Lane

September 15 – Mike Gonzales at 5912 Osprey

October 11 – Beth Rogers at 5912 Stewart Circle

November – No HOA Meeting

SPSHOA Annual Meeting (1st Tues. in November) 11/2. It is suggested that Homeowners arrive early if they plan to eat before meeting starts promptly at 7:00PM.

Adjournment: Mike Hughey motioned a move to adjourn the meeting at 9:13 p.m. and was seconded by Dave Terre.

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- **Carry Over items** – Not Covered in this meeting since these require Renee’s input:
 - Website Update Required - Resale document references 3 attachments to download from our www, yet not apparent on www. (See attached).
 - Special Warranty Deed & Assignment of Landscaping Easements – Duplicate.