

Golf Hammock Owners' Association, Inc.

March 14, 2016

Board Meeting Minutes

(THESE MINUTES WERE APPROVED BY THE BOARD AT THE APRIL 11, 2016 GENERAL MEETING.)

Call to Order: President George Kibe, brought the meeting to order at 7:00 P.M.

Roll Call:	Present	Absent
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; roseghoa@yahoo.com		X
Shirley Kuznarik, Director; 863-382-3656; kuzfla@yahoo.com		X
Nancy Beatty, Director; 863-382-6707; nancyab@stratomain.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 3/1/16. Signs posted at front /west entrances on 3/13/16.

Meeting Minutes: The February 8, 2016 General Meeting minutes and the February 29, 2016 Special Meeting minutes were approved.

Report of Officers:

President's Report

Garage Sale- Attended the annual Garage sale and introduced myself to each member participating. I received positive comments and expressions of appreciation from all the participants and requests that this sale continue into the future. Thanks to Judy Trier and Bob Schroeder for leading and coordinating this event.

Culvert repair estimate—Identified and contacted a licensed second source interested in bidding the culvert repair activities. Mark Walczak, Pete Broksch and I met with the potential supplier visited each of the culverts in question and answered questions.

Traffic and Street sign replacement at the Circle- The Mulligan Road street sign and post at the traffic circle was damaged. Mark Walczak and I replaced the signage and post.

Vandalism- Several road signs have been Vandalized. Please report any vandalized signs.

Standing Rules- Completed a review of past Board meeting minutes to determine and document exiting GHOA standing rules.

Fines and Suspensions- Pursuant to Florida Statutes, S. 720.305 (2) the Board of Directors is required to establish a standing committee to hear and determine the validity of fines or suspensions imposed by

the Board against the Association's members or others for whom the members are responsible under the Association's governing documents and its Rules and Regulations. I generated a policy and procedure for a GHOA committee, and sent it to legal review.

Vice President's Report

No new information at this time.

Treasurer's Report

Below is the banking activity for February. Assessments continue to arrive daily and through the end of February we have received 70% of the annual total. Note, there are only two bills for Duke Energy, the account for the Fountain had a deposit on the account, which was credited back, thus we have a credit balance for a few more months.

Date	Check	Checking Description	Amount	Memo
2/1/2016		Beginning Balance	\$86,610.99	
2/1/2016	9773	Lerma's Landscaping	(\$600.00)	Common Grounds - Mowing
2/2/2016	9779	Mark Breed	(\$100.74)	Attorney Fees
2/2/2016	9780	Mark Breed	(\$75.00)	Attorney Fees
2/2/2016	9781	Mark Breed	(\$53.20)	Attorney Fees
2/2/2016		Deposit	\$1,221.22	Assessments
2/3/2016	9778	Creative Printing	(\$102.72)	Letterhead
2/3/2016	9777	Creative Printing	(\$75.97)	Envelopes
2/4/2016	9765	Golf Hammock Golf & Country Club	(\$400.00)	Clubhouse Rent
2/4/2016		Drop Off Deposit	\$800.00	Assessments
2/4/2016		Drop Off Deposit	\$800.00	Assessments
2/4/2016		Drop Off Deposit	\$3,600.00	Assessments
2/4/2016		Drop Off Deposit	\$3,400.00	Assessments
2/4/2016		Drop Off Deposit	\$3,435.00	Assessments
2/8/2016	9769	Ruthie O'Neill	(\$225.00)	Website
2/8/2016	9784	Golf Hammock Golf & Country Club	(\$28.30)	Clubhouse Utilities
2/9/2016	9785	Aquatic Weed Control	(\$901.00)	Lakes & Ponds
2/11/2016	9786	LawnMasters of Highlands	(\$465.00)	Common Grounds - Mowing
2/12/2016		Deposit	\$3,185.00	Assessments
2/12/2016		Deposit	\$800.00	Assessments
2/12/2016		Deposit	\$2,400.00	Assessments
2/12/2016		Deposit	\$3,100.00	Assessments
2/12/2016		Deposit	\$3,600.00	Assessments
2/17/2016	9606	Highlands County Sheriff's Office	(\$120.00)	Yard Sale - Traffic
2/18/2016		Deposit	\$3,450.00	Assessments
2/18/2016		Deposit	\$3,425.00	Assessments
2/22/2016	9788	JV Landscaping	(\$500.00)	Mowing - Lots
2/23/2016	9789	Artistic Frames & Graphics	(\$181.90)	Yard Sale - Signage

2/23/2016	9790	Bob Schroeder	(\$10.59)	Reimbursement – Lighting
2/24/2016		DUKE ENERGY FLO MONEYLINE		
		EXPRESS - BILL PAYMT	(\$658.18)	Lighting
2/24/2016		DUKE ENERGY FLO MONEYLINE		
		EXPRESS - BILL PAYMT	(\$21.18)	West Entrance
2/26/2016	9776	Pella & Associates	(\$685.00)	Accounting Services
2/26/2016	9792	Mark Walczak	(\$114.84)	Reimbursement - Printing
2/26/2016	9791	Joyce Rowe	(\$83.80)	Reimbursement - Shredding
2/26/2016		Deposit	\$110.00	Assessments
2/26/2016		Deposit	\$2,425.00	Assessments
2/26/2016		Deposit	\$3,475.00	Assessments
2/29/2016	9795	Lerma's Landscaping	(\$600.00)	Common Grounds - Mowing
3/1/2016		Monthly Service Charge	(\$3.00)	
3/1/2016		Ending Balance	\$119,831.76	

Savings

2/1/2016		Beginning Balance	\$138,453.72
3/1/2016		Credit Dividends	\$5.49
3/1/2016		Ending Balance	\$138,459.21

As of this meeting date, unpaid assessment fees amount to \$33K, and are all due by the end of March.

Secretary's Report

Changes made last month to the routine schedule for publishing meeting minutes are being rescinded at the request of the President. The new schedule for publishing will be as follows: "I would like you to give the Directors 1 week, from the day you send them out, to comment. Then I would like them published as "Draft" to the Web site. The News Letter should contain the approved minutes from the last meeting e.g. March should have February's, since you should have received comments and a formal approval by the publication date."

Two Shout Outs were issued for the period. The glass bulletin board and the correspondence drop box at the entrance to the Clubhouse were given a 'spring cleaning'.

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)

Regarding the Culvert Renovation/Re-build projects, the Committee participated in some of the additional information collection, and awaits the Board's final direction in implementing this project. Final plans are being made to install a series of bollards at the west exit of the Pro Shop parking lot onto Golf Hammock Circle for improved traffic safety. Bollard installation should be occurring in April. The broken mirror at this intersection was removed and discarded in anticipation of the bollard installation.

We had a response from two qualified bidders for the recent RFP for Lawncare Services to compare to our current, updated pricing we receive from our current service provider, Lawn Masters of Highlands,

Inc. There is a menu of eleven Common Ground areas that require lawncare services, and the bidders were asked to provide a price for each episode of service for these areas. The results, in total, were:

Lawn Masters of Highlands, Inc.,	\$515
From the Roots Up, Inc.,	\$782
TWQ, LLC,	\$698

This menu approach to providing Common Ground lawn care services is expected to have a positive impact on the 2016 lawn care budget. The Board agreed with the Committee's recommends that we continue our current lawn care arrangements with Lawn Masters.

There were several repairs and improvements made in traffic and directional signage. The Mulligan Road street sign, traffic signs, and post at the traffic circle were damaged by an unknown hit-and-run vehicle. The posts and signs were replaced. Stop signs at Golf Hammock & Par Roads and Bunker & Lost Ball Roads were recently vandalized. The sign at Golf Hammock and Par was replaced, and the other one was cleaned/restored and left in service. Replaced a worn 'Golf Cart Crossing' sign on Par Road. Replaced a worn 'Speed Limit 25 mph' along Golf Hammock Road. Replaced a worn 'Golf Hammock Drive' street sign at the Circle intersection.

The pump serving the irrigation system at the East entrance malfunctioned once again, and was repaired by our service provider, Steve's Sprinkler Systems.

Routine maintenance of the Common Grounds continued for the reporting period without incident.

Violations/Complaints (Chair: Bob Schroeder)

There were four Violations/Complaints reported for the past month, and all four have an 'open' status requiring additional follow-up to achieve a satisfactory resolution.

1. Landscape issue regarding the removal of a dead tree and associated debris.
2. Yard and lawn maintenance issue
3. Dwelling and yard maintenance issue
4. Property being used to openly store boat/trailer, garage being used as a vehicle repair shop.

Lakes/Ponds (Chair: Nancy Beatty)

No new items to report this month.

Architecture (Chair: Shirley Kuznarik)

5 New Fences
1 Shed
1 Roof to cover patio, 6' x 25
General Home repairs, replace existing wood trim and paint

Clubhouse (Chair: Shirley Kuznarik)

We had card / game nights as usual on the 2nd/3rd and 4th Tuesday at 7 p.m. - attendance was up this month -there is knitting (of all sorts) on Wednesdays - the library/magazine swap is being used well - of

course we have our coupon and medicine bottle collecting as usual . Please make note all and join us in a few hours of socialization and fun!!!

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

NEWSLETTER:

I received several emails and phone calls this past month inquiring why the February meeting minutes were not in the February newsletter or on the website. I explained that the Board changed its policy and now will only publish approved meeting minutes. Any questions on meeting minutes, please contact the GHOA Secretary, Mark Walczak.

The GHOA newsletter box on the clubhouse door facing the driving range has been removed. It was being used as a trash receptacle and attracted wasp nests.

WEBSITE:

The GHOA Bay has now been updated and new items are listed. The new GHOA Bay policy and terms are listed on the website. (GHOA Policy --- All listings will be posted to the GHOA Bay page within 2 business days upon receipt of listing. Images must be clear and high resolution quality. A 30-day expiration date will be established for all listings. Five days prior to the expiration date, the webmaster will send an email reminding the individual to renew their listing for an additional 30 days. If the webmaster does not receive notice to renew, the item will be removed. After 60 days on the website, the item will automatically be removed for 30 days before it can be re-advertised. If the item is re-advertised, the procedure above would be followed. If an item sells on the website, the webmaster will place a red "sold" tag on the item for five days so individuals can see items are being sold on the website. We hope this new policy will keep the GHOA Bay site fresh and draw more people to it.)

FROM OUR WEBMASTER:

The new GHOA Bay webpage has been completed and published. New features include:

- New modern GHOA Bay logo
- Collections: Jewelry, Home Decor, Home Furnishings, Outdoors, other, and wanted items.
(Each collection has its own webpage.)
- New animated product widgets to show case items, draw attention and use to highlight collections.
- Custom ribbons for new listings, reduced prices, and items that have been sold.

Monthly calendar and site map have been added to the website (can be found in the footer).

Website monthly stats:

Webpage views for month of February: 1,578 page views

432 sessions (average time of visit is 4 minutes)

40.5% are new visitors

59.5 are returning visitors

Submitted by: Ruthie O'Neill, Webmaster

Shout Out (Chair: Mark Walczak)

See Secretary Report.

Database/Directory (Chair: Marge Schindewolf)

We had two new residents move into our community during the month of February. Several changes and additions to the data base itself were made as far as addresses go. I would like to remind anyone who would like a hard copy of the newsletter to please email me with the information please.

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

No visits conducted this past month.

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

Co-Chairs plan to meet this coming month.

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

No activity to report this month.

Annual Yard Sale (Chair: Bob Schroeder)

Signage purchased for this event was designed to be reusable for future yard sales, possibly reducing expenditures that, this year, amounted to \$691.59. Compared to rental income for the event, there was a modest deficit of \$51.59.

As mentioned earlier by the President, feedback from participants was excellent and the Board thanks the Committee for their fine efforts.

Old Business:

- 1. The path forward on our culvert projects. Implementation and communication strategies to help our members cope with the disruptions.**

Victor moved that the Common Grounds Committee act on necessary Culvert repair/replacement not to exceed \$60K, using EPI as contractor, with repair/replacement priorities left to the discretion of the Committee. Motion seconded by Marge.

Discussion included comments that the second estimate for the work from Cobb Site Development contained some differences in material and labor, but was 85% higher than the EPI estimate. The Committee to set priorities will include JP, Mark, Pete Broksch, and George.

The vote on this motion approved unanimously.

Victor then moved to have the engineering firm of Cool & Cobb, for the sum of \$4,200, provide services to map the complete network of culverts and drainage ditches, and to survey and convey integrity insights and repair priorities for each of the existing culverts. Motion seconded by Bob.

Discussion on this motion noted that a second bidder, Polston, declined to bid. It was noted by the Committee that the competitive bidding process for the Culvert repairs was a learning experience that provided much insight into how culverts might be evaluated and prioritized, and so this expenditure may be unnecessary. However others on the Board felt the need to use outside expertise to be confident that we have a workable master plan in place. George will be coordinating this Engineering effort.

The vote on this motion approved unanimously.

2. A motion to amend the Procurement Policy

After temporarily handing the gavel to Mark, George moved that the GHOA Procurement Policy, First Paragraph, Sentence 4 be amended from "The RFQ shall be posted on the Association's website." to "The RFQ shall be posted on the Association's website and a Legal Announcement shall be printed in the "Highlands Today" newspaper for a period of no less than 7 calendar days." Motion seconded by Victor.

There was some discussion whether it would always be necessary to advertise RFQ's in the newspaper, but most felt we should maintain this standard practice for all applicable RFQ's. The vote on this motion passed unanimously.

3. A motion to "Lift from the Table" discussions on the "Green Pamphlet".

George moved to "take from the table" discussions on the "Owners Quick reference Guide to: Property Responsibilities, Covenants, Restrictions, By-Laws and Standing Rules for Golf Hammock" (AKA The Green Pamphlet)". Motion seconded by Marge.

Discussion clarified that this document maintains its active status, but is now available for edits and amendments by the Board. The vote on this motion passed unanimously.

4. A motion to formally publish existing standing rules as a stand alone document.

George moved that a document called the 'GHOA Standing Rules' be published and controlled as a single stand-alone document, that each standing rule have a sequential identifier, starting with the letters S.R. (Standing Rule) followed by a sequential numerical reference, that each Rule is then written as approved by the Board, and includes the date "Enacted", further if a Rule is amended or repealed, any changes to the existing text shall be stricken out, new text shall be added in italics and the "Amended" or "Repealed" date added to the Standing Rule. Motion seconded by Victor.

Comments during the discussion on this motion were in support of the motion and it was designated as the Secretary's responsibility to create a procedure and to compile and publish the approved document. The vote on this motion passed unanimously.

George then moved that the list of 36 Standing Rules (previously circulated to the Board members, and distributed to some members at the meeting), serve as the first publication of the GHOA Standing Rules. Motion seconded by Victor.

The vote on this motion passed unanimously.

- 5. A motion to introduce a Certificate of Insurance Policy for our service providers, specifying minimum liability and worker's comp limits.**

This matter was tabled until next month.

- 6. Discussion on company vehicles and unauthorized signs.**

This discussion involved two open Violations/Complaints introduced in last month's meeting. 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.

The Homeowners had previously submitted a written request for an exception to the deed restrictions and standing rules that apply, as they use these subject vehicles as a primary source of income. However Florida Statutes and HOA Bylaws do not allow for personal circumstances to enter into the enforcement of deed restrictions and standing rules.

One of the two vehicles has been operating as described since 2005. Victor made a motion, seconded by George, to table this discussion and any necessary enforcement action until further efforts to evaluate/clarify applicable deed restrictions and standing rules are made. Motion passed.

New Business:

- 1. A motion to publish and approve a "Compliance policy" for violations and fines.**

George moved that a document entitled "Compliance Enforcement Committee" (previously circulated to the Board and distributed to members at the meeting) be adopted. Motion seconded by Victor.

Discussion: Pursuant to Florida Statutes, S. 720.305 (2) the Board of Directors shall establish a standing committee, herein named the "Compliance Enforcement Committee", to hear and determine the validity of fines or suspensions imposed by the Board against the Association's members or others for whom the members are responsible under the Association's governing documents and its Rules and Regulations. If the Committee, by majority vote, does not approve a proposed fine or suspension it may not be imposed. The proposed document was reviewed by legal counsel and counsel rendered an opinion that it would be acceptable for use.

One concern was expressed about the proposed document. It is a complex and detailed policy. On the rare occasion where this Board might find themselves needing to enact a fine, the complexity of this policy could make the implementation more challenging, and could make finding willing volunteers for the unpleasant task of serving on this committee more difficult. As a result, the proposed policy could be a bottleneck to progress. A much simpler policy, already enacted by the Board and documented in the Green Pamphlet, might better satisfy the need and still comply with the Florida Statute.

The vote on this motion passed. George, Victor, Marge, and Bob voting in favor, Mark opposed.

Member Comments:

No members requested to speak at this meeting.

Next Meeting: Next meeting is on April 11, 2016. Workshop is at 6:00 pm, meeting at 7:00 pm.

Meeting adjourned: On a motion from Victor, seconded by Bob.

Respectfully submitted,

Mark Walczak, Secretary