

The Enclave at Moss Park Home Owners Association, Inc.
Board of Directors Meeting

DATE: April 25, 2017
TIME: 7:30 p.m.
PLACE: The Pool Cabana

Code for Utility: 421 Bathrooms: 543

AGENDA

7:30 pm	<ol style="list-style-type: none">1. Call to order2. Verification of Quorum3. Confirm notice of Board meeting4. Consent Agenda<ol style="list-style-type: none">a. Approve March 02nd Meeting Minutesb. Approve Hearing findings5. Management Reports<ol style="list-style-type: none">a. Approve ARC Applicationsb. Community Information Boardc. Financial Reports6. Old Business<ol style="list-style-type: none">a. Pressure Washingb. Playground7. New Business<ol style="list-style-type: none">a) Collection Policy8. Next Meeting Date—April 25, 20179. Adjournment
---------	---

The Enclave at Moss Park Home Owners Association, Inc.

7:30 p.m. at The Pool Cabana

March 28, 2017 Board Meeting Minutes

Call to Order: Meredith O'Conner called the meeting to order at 7:53 p.m.

Quorum: A quorum of the board attended. Present were board members: Meredith O'Connor Grant Domenz, and Demarick Patton. John Mullins from Community Management Professionals (CMP) was also present, along with the homeowners in attendance.

Proof of Notice: Meeting notice was confirmed.

Consent Agenda:

- Meredith O'Conner motioned to approve the March 02, 2017 meeting minutes. Demarick Patton seconded, all in favor, and the motion carried.
- No findings from the hearing committee were presented.

Management Report: John Mullins submitted the Management Report.

- Financial Reports – There is approximately \$587,000 in the Operating Account. There is approximately \$223,000 in the Reserves Account. Accounts Receivable is high. However, approximately \$86,000 of the total is uncollectible due to bankruptcies, and foreclosures. Taking this into consideration, accounts receivable is approximately 7.5% of total assets; and, approximately 11% of total cash. The Balance Sheet requires a correction in the Liabilities section under Capital Reserves which reflects no change from January to February. The Manager will notify accounting. On the Income Statement we are running a deficit of approximately \$16,000 in January. However, Y-T-D reflects Net Income of \$20,399.55. The Community is in a strong financial position.
- Collection Policy – The Manager discussed his review of the Katzman, Chandler Collections Report with the Board of Directors and owners in attendance. There were several concerns. A few accounts that were current no longer need to be on this report. One account had changed hands from the bank to a new owner and did not need to be on the report. Other accounts reflected movement on payment plans that were approved; but, the association did not receive and of those funds for a very long time, if at all. Other accounts required updated status on where we stand with the lien and foreclosure proceedings. Two accounts reflected a bank foreclosure; but, appeared to be stalled. The Manager is inquiring with these issues and has sent an email to the Collection Attorney for responses.

In addition, we recently sent out flyers to all owners who were not in collections with the attorney. It is clear that many owners simply did not know that they were past due; or, that there were/are late charges accumulating on their accounts.

- Landscaping: The Manager informed the owners in attendance and the Board of Directors that the Landscaping Company needs to be more proactive and inform us where we could use enhancements or improvements to the community. Whether the concern be the irrigation system, sod turning brown, or enhancements that would be of benefit to the Community. The more a Landscaping Company promotes quality lawn care, the more they win and the more the community wins, for those areas that are not covered under the scope of the annual contract.

On that note, the Manager also sent out flyers to home owners who have lawns that are brown or are turning brown. The flyer asks that these owners who are having issues with

their lawns to contact their Lawn Care provider for recommendations. In some cases, at least, the remedy could be as simple as providing more irrigation water while we await the rainy season to begin.

Board Business

The Board Members directed the Manager on the following:

- Debit Cards: Status. When will the Board Members receive the Debit Cards
- Pressure Washing: The Manager to provide proposals for the Common Area sidewalks and for the sidewalks in front of the townhomes.
- Painting. The Manager to provide proposals for the next phase of painting the townhomes.
- Signage: To provide new signage for the Pool Deck
- Clean-up: To provide a handyman to clean the pool deck of any remaining glass from the broken light fixture; and, have the light fixture that is made of glass replaced.
- Reports: To determine what avenues we can provide to the homeowners to be able to receive an Email flash that the Board Meeting Minutes and other documents are available.
- Collection Policy: Board of Directors authorizes Manager to review accounts. Should the owner be consistent in payments; and, the owner must become current within 30 days, then the Manager is authorized to remove late charges to include, Late Fees, Late Interest and Collection Charges as a one-time courtesy. Manager is further authorized by the Board of Directors to discuss Payment Plans with owners before the Board has to make the decision on whether an account should be sent to the Association's Collection Attorney.
- Lighting: Manager directed to receive quotes for the Entrance where the entrance sign is located for The Enclave at Moss Park and to provide lighting that is similar to the lighting by the Lennar Entrance.
- Treasurer directed the Manager to have a line item created in the Income Statement for Miscellaneous Revenue for such things as credits received from providers.
- Treasurer directed the Manager to contact our Bankers on what things they can do to ensure our funds are insured. If not, then the Manager will provide other option(s).
- Treasurer will review Financial Statements and give Manager time to correct concerns.

Next Meeting: Board Meeting scheduled for April 26, 2017 at 7:30pm.

Adjournment: Meredith O'Connor motioned to adjourn. Grant Domenz seconded, all approved and the meeting adjourned at 8:55 p.m.

Minutes presented by John Mullins, LCAM

Community Association Manager