

SAWMILL LAKES MAINTENANCE ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
September 8th, 2009
AT SAWMILL LAKES CABANA
PONTE VEDRA BEACH, FLORIDA

Present: Hal Hitch, presiding and Directors, Diana Rawle, Howard Wallentstein, Trish Shilling

Committee Members: Mike O'Connor

Recording Secretary: Lynne Sopchak

May Management: Patti Brown

ESTABLISH QUORUM/CALL TO ORDER: Hal Hitch recognized a quorum of the Board was represented and called the meeting to order at 6:05pm.

MINUTES: Motion for the June Minutes to be approved. Motion seconded and minutes are approved as submitted. August meeting minutes were approved via email earlier this month.

FINANCIAL REPORT: Diana reports on the July financials; there was no significant variance for the month versus budget. There were no unusual operating expenses. YTD there is an \$11,300 favorable variance. As a result of clarification from Howard regarding the nature of the work performed on Sawyer Run to correct the drainage issue, Diana indicates that the cost of repairing the pavement on Sawyer Run should be paid from the operating budget, and not from the replacement reserves. Once this expense is reclassified to the operating expenses for the year, the HOA will show an unfavorable variance for the year of approx. \$7,000.

Action: Diana will follow up with May Management to request this reclassification.

Another CD will mature this month; Diana will investigate interest rates and make a recommendation via email.

The contractor for the new entrance signs has been paid most of the balance remaining on the invoice. The remaining portion has been withheld until the installation is complete and the Board is satisfied with the installation, approximately the end of September.

Diana continues to develop the Owner Balance worksheet to enable the board to have more clarity in regard to the collection status of distressed properties.

Budget process will begin in September. May Management and Patti Brown are preparing a proposed budget and will submit it to Diana by the end of September for review. Diana recommends a workshop for the board to fine tune and finalize the budget

towards the end of October so the budget can be submitted for approval at the November Board Meeting.

Action: Howard will contact the Canal Authority to request a 2010 budget by October 1.

Diana reports that bids are being collected for the replacement of the plank decking on the playground.

Diana makes a motion to accept the July financials. Motion accepted and approved.

PRESIDENT'S REPORT:

Hal asks the Board if they will support the Ponte Vedra Coalition proposal to "extend the building height restriction of 35 ft to all of Ponte Vedra".

The action is unanimously approved.

The future of skate board equipment and its use at the community park is discussed and the question of Sawmill Lakes liability risk is posed.

Action: Diana will contact the community's insurance agent to review the possibility of keeping the equipment for the use of our residents, and any related insurance issues.

The neighborhood directory is almost ready, it needs a final proof and then can be sent to the printer. Hal again asks the other board members to begin cultivating a new board member and President as his term expires in December.

The new Landscape committee will be formed as a sub-committee of the OM& W committee and is being chaired by Kathy Esfahani.

Action: Hal will write a brief description of the new committee and submit it to May Management.

ARC minutes have been submitted to the Board.

MANAGERS REPORT:

Patti reports that she has not sent many violation letters due to the heavy rains of the last few weeks. She is not able to tell if roofs are wet or moldy; and she realizes it has been too rainy for people to mow and weed their yards.

She reports that homeowners have not reported any activity by wild hogs. Patti recommends that the HOA do nothing about the removal of dead trees in the common area unless they pose a hazard to homeowners. Diana recommends that we wait

until 2010 and a new budget year to take down nonthreatening trees; with the exception of one dead tree on Fiddler's Creek.

Action: Kim will inspect that tree and decide if it poses a hazard to the house.

Duval Asphalt has been asked to provide an estimate for repairing the asphalt on Fiddlers Creek in the circle.

Action: Hal asks Patti for a copy of all letter templates sent to Homeowners for violations, collections, etc.

Recommendation: The board will review letters sent to homeowners related to covenant violations, fines and collections.

UNFINISHED BUSINESS:

1. Directory – needs to be proofed. Kim working to complete.
2. Entrance Sign – surrounding brickwork needs touch up work, irrigation needs adjustment. Patti to issue work orders.
3. Distressed Properties – Hal will investigate pool at abandoned home. Diana will prepare summary spreadsheet of collection status.
4. Dumpster – Kim and Trish will continue to research methods used by other communities.
5. Hogs – No reported activity

NEW BUSINESS:

1. Clubhouse: Board needs to clarify the rules and collection of deposits and security deposits for the clubhouse rental. Included in rental agreement should be security deposit requirements, request for a completed liability form, restriction on use of water, no outside advertising to the general public, no cooking and detailed information about cleaning fees if the clubhouse is not returned to original condition.
2. Communications Committee: Hal feels this is the backbone to successfully integrating people onto the board and into volunteer activity. He strongly urges all other board members to actively canvas for volunteers.

COMMITTEE REPORTS:

1. ARC – Minutes submitted
2. Civic Affairs – PV Coalition proposal supported by Board
3. Communications – Newsletter pending final review
4. Community Affairs – Garage Sale 10/24

5. Covenant Enforcement -none
6. OM&W – new landscaping subcommittee formed.
7. Safety and Security -none

OPEN FORUM – Landscape company representatives are present to answer questions about maintaining a quality sports field. They recommend a reseeding program. Reseed now, and plan to reseed twice a year in spring and early fall. Over seed at various times throughout the year with Rye, Fescue and Bermuda mix. They recommend increasing the fertilization schedule to 8-10 applications annually. A cost proposal is pending. Diana asks that rolling and smoothing of the turf is included in the proposal. Landscaper is also working on a proposal to adjust the sprinklers at the main entrance sign.

Hal asks for a proposal to remove all the red bark and replace with less expensive brown mulch. If the cost to remove the red and replace with brown mulch is the same as replenishing the red; Hal would recommend removing all the red, installing the darker mulch. He hopes this will establish an ongoing cost savings over the use of red mulch.

Hal also requests that Landscaper develop a proposal for the installation of a pump that could use the lake water to irrigate the sports field instead of fresh water.

MEETING IS ADJOURNED at 8:00 pm.

ACTION ITEMS

Diana will follow up with May Management to properly reclassify the expenses relating to Sawyer Run drainage to operating expenses.

Howard will contact the Canal Authority to request the 2010 budget by October 1.

Diana will contact Sawmill's insurance agent and inquire about maintaining the skate equipment.

Hal will write a brief description of the new committee and submit it to May Management.

Kim will inspect the tree on ??? and decide if it poses a hazard to the house.

Hal asks Patti for a copy of all form letters sent to Homeowners.

Kim and Trish will continue to research methods other communities use for community trash removal.

Patti will get proposals for replacement of planking on Tot Lot, and brickwork to front entrance walls.

Diana will prepare the Distressed Properties Collection Status worksheet for the Board's review.

Patti will provide the proposed 2010 budget to Diana by the end of September.

Kim will facilitate the final review of the directory and arrange for printing.