

**SAWMILL LAKES MAINTENANCE ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING  
JANUARY 12, 2010  
AT SAWMILL LAKES CLUBHOUSE  
PONTE VEDRA BEACH, FLORIDA**

Present: Diana Rawle, presiding, and Directors, Howard Wallenstein, Corey Wiles

Absent: Kim Allerton

Recording Secretary: Lynne Sopchak

May Management: Kimberly Hamm

ESTABLISH QUORUM/CALL TO ORDER: Diana Rawle recognized a quorum of the Board was represented and called the meeting to order at 6:10 pm.

MINUTES: **Motion for the November Minutes to be approved. Motion seconded and minutes are approved as submitted.**

FINANCIAL REPORT:

Diana, acting as Treasurer, reported on the October financials. There is a favorable variance in Operating Expenses of \$3,600. There were no significant or unusual events during the month. Utility costs continue to be over budget; although water cost are down.

The Board recently learned that the large water meter at the Clubhouse reflects the usage for the Clubhouse only. The fields and grounds are irrigated with reclaimed water. The Board will continue to monitor the usage into next year.

**A motion is made to approve the October financials.  
Motion is seconded and approved.**

The November financials show a favorable variance in Operating Expenses of \$500. The only significant unusual event during the month was a significant expense associated with road repairs on Fiddler's Creek which was charged to the Replacement Reserve

Year-to-Date Operating Expenses show a negative variance of \$3,000 due to a large drainage repair on Sawyer Run Lane earlier in the year. The negative variance is offset by a favorable revenue variance of over \$12,000 relating largely to collection and late fees, many of which will require additional reserves. The net total positive variance at the end of November is approximately \$9,500. .

**A motion is made to approve the November financials.  
Motion is seconded and approved.**

Additional financial information:

December financials will be issued by May Management approx. 1/20/10. The Board must review and provide comment by January 28, at which point the books for 2009 will be closed. The Board is asked to forward any comments, questions, or concerns regarding these financial statements to Diana as soon as possible.

A CD will mature in March and Diana will secure a competitive rate and inform the Board.

PRESIDENT'S REPORT:

Diana, as President, reports that Board member Trish Schilling has resigned due to personal reasons. The board is actively seeking a replacement, ideally someone with financial experience that can fill the position of Treasurer. This would allow Kim Allerton to return to the duties with which she is most familiar, taking the position of Secretary.

Diana stresses the importance of proactively seeking volunteers to fill the following committee positions:

Message Board

OM&D Chairperson

Social Committee Chair (Current chair Laura Morey will step down, but continue on the committee to coordinate the garage sale).

An Open Item Spreadsheet for use by the Board and May Management is in development. This spreadsheet will detail projects in progress, pending tasks and responsible party. This should enable the Board to efficiently monitor and ensure progress on these tasks.

A conversation ensued about the recent accident which resulted in a pickup truck crashing into one of the community lakes. The Board would like to formally recognize the two Sawmill Lakes residents who acted heroically in rescuing the teenage driver from the sinking truck: Mr. Sheldon McGillivray and 12-year old Matt Norton. The Board thanks them for their quick thinking and selfless actions.

The volunteer coordinator for the December Luminary Night was unable to properly schedule and plan the event due to personal reasons, but plans to see that the event is organized as usual next year.

Diana raised the issue of fines that have been assessed to owners that are not being paid. After discussion, the Board agreed that collection of fines should be pursued to the fullest extent allowable by law, including the filing of money judgements against the owners. May Management was asked to pursue several other suggestions as to legality before considering any further.

MANAGERS REPORT: The new property manager, Kimberly Hamm was present to report on her first 30 days. She meet with R&D to address standard issues such as replacement of annual flowers, the moss in the fencing backstop at the park, dead trees, and other items. She is confident that R&D understands her expectations for acceptable performance. They removed many of the stumps that had been left along 210 by the South entrance at no additional charge.

Kimberly spoke with Odom's Mill and secured information about the method they use to manage trash at the community center. Following that lead, she was able to secure a price quote for a "trash cart" containing (2) 95 gallon trash cans that can be collected weekly for a fee of \$74. Diana suggested that Sawmill would need at least one additional can and asked that Kimberly to obtain a new quote with additional cans. The Board members agreed that this options may prove to be a valid solution to the dumpster issue.

Kimberly is investigating vendors for the replacement/repair work on the playground. The contractor who visited the playground prior with Kathy Fugate of May has declined to provide a bid.

Since roof mold continues to be a major issue in violation letters, it was determined that a flyer with helpful information and contact information for 3 vendors will be attached to those letters. An effort will be made to help homeowners deal with the problem.

**MEETING ADJOURNED:** Howard Wallentstein had to leave the meeting, a quorum was no longer met and the meeting was adjourned at 7pm. All remaining agenda items were deferred until the February meeting.

#### ACTION ITEMS:

1. Locate new Board member – all current members to address
2. Fill as many committee positions as possible, including someone to update entrance message boards monthly – all current members to address
3. Complete and activate OPEN ITEMS spreadsheet – Diana
4. Obtain legal opinion regarding other options discussed to address unpaid fines – Kimberly Hamm to contact sources at May Mgt.
5. Standard collections efforts authorized for unpaid fines – Kimberly Hamm to initiate
6. Obtain cost information to have 3-4 can "trash cart" with weekly pickup – Kimberly Hamm
7. Obtain proposals for playground repairs – Kimberly Hamm
8. Compile information sheet to be attached to roof mold letters – Kimberly Hamm