

**SAWMILL LAKES MAINTENANCE ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING  
MAY 13, 2010  
AT SAWMILL LAKES CABANA  
PONTE VEDRA BEACH, FLORIDA**

Present: Diana Rawle, presiding and Directors, Corey Wiles, Kim Allerton, Howard Wallenstien

Recording Secretary: Lynne Sopchak

May Management: Kimberly Hamm

Absent: Carol Leighty

ESTABLISH QUORUM/CALL TO ORDER: Diana Rawle recognized a quorum of the Board was represented and called the meeting to order at 6:00 pm.

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

FINANCIAL REPORT:

Carol was not in attendance; Diana made the following report:

There was a surplus of \$2,300 in the Operating Budget for the month of March.

The YTD surplus is approximately \$6,000 at the end of March.

No charges to the replacement reserves were made in March.

Carol is working with Florida Bank to invest the liquid cash portion of the Replacement Reserve in an interest bearing money market account as previously agreed.

**A motion is made to approve the April financials.**

**Motion is seconded and approved.**

PRESIDENT'S REPORT:

Diana reports that all estimates have been received and a vendor has been selected to refurbish the playground. A late May completion date is expected.

A large sink hole has developed in the stormwater drainage spillover area between Sawmill Lakes and Plantation Oaks. This was brought to our attention by Plantation Oaks who has completed their side of the repair. Two estimates were obtained. The bid from Vallencourt was more favorable at \$9,000-\$10,000 and therefore they were selected to complete the work.

A homeowner also reported a sinkhole on their property; it was determined to be the responsibility of the homeowner, and not the HOA

An owner reported that drainage is an issue on Fiddler's Creek and wondered if the drainage system was clogged. Bob Belair investigated the drain and found it to be functioning properly and clear of debris. The owner was referred to Howard for further understanding/discussion if desired.

#### MANAGERS REPORT:

Kimberley noted that she has issued many violation letters regarding lawn repair and roof mildew. The revised letters and the inclusion of vendor contact information has provided a more positive response from homeowners.

A homeowner has complained about unsightly bare spots in the grass surrounding the lake near Moss Wood Trace W. The board discussed the issue of irrigation at that site and the following action items were presented.

Corey will look at the site and make a recommendation for improvement. Without irrigation, it will be difficult to improve with guaranteed success. Kimberly will ask R & D if there is irrigation at the site that could support new sod.

Kimberly mentioned that the maintenance calendar calls for changing the bathroom codes at this time. It was agreed to change the code as of July 1, with a notice to be included in the June billing to all homeowners.

#### UNFINISHED BUSINESS:

1. Directory: Delivery underway
2. Distressed Properties: No new activity, three homes remain vacant.
3. Recreation Field: Expected to reopen in mid-May.
4. Website Review: Steve Guftafason has shared several predesigned templates with Diana. She will review and forward any of interest to the Board.
5. Playground Proposal: See Manager's notes
6. Board Training Sessions: No Activity
7. The Board issued a formal letter of support to the "Connect Us" sidewalk project presented in April by Angela Diaz.
8. A new sign will be installed on the dumpster warning about illegal dumping. Efforts to remove the dumpster have been tabled at this time due to lack of viable alternatives for removal of clubhouse trash.

#### NEW BUSINESS:

1. Pool enclosure rules : Following discussion regarding county regulations for pool safety, Kimberly Hamm will pursue this item with Toby at May Management.
2. New codes will be set for the Cabana restrooms and distributed with the June billing; new codes will be effective July 1<sup>st</sup>.

3. Sink Hole: Issue was addressed in the President's Report.
4. Forwarded Mail: Several homeowners have incurred late fee's because their mail was not forwarded properly. They have requested the removal of those charges. Corey recommended that the late fees be waived and a notice be placed in the July billing that address changes must be made in writing, by fax or email and that all homeowners are responsible for ensuring that there accounts are current.
5. Restricted Access Committee: The newsletter will include a notice that a Restricted Access Committee is seeking committee volunteers.
6. Corey asks Kim to have the Palm Trees trimmed in May (before storm season and summer pool use) and to add this task to the May Maintenance Calendar going forward.
7. Following requests by Homeowners, the board will seek volunteers to form a committee to investigate the installation of a tennis court in the park.

COMMITTEE REPORTS:

1. ARC – no report
2. Civic Affairs –no report
3. Communications – no report
4. Community Affairs no report
5. Covenant Enforcement – no report
6. OM&W & Landscaping – no report
7. Safety and Security –Security Patrol will be hired for summer break

OPEN FORUM:

No report

ADJOURNMENT:

The meeting was adjourned at 7:20 pm.

**Action Items:**

Corey will look at the turf on Moss Wood Trace and make a recommendation for improvement.

Kimberly Hamm will ask R & D if there is irrigation at the Moss Wood Trace site that could support new sod.

Kimberly Hamm will follow up with Toby regarding County Requirements for pool enclosures/fencing and if a violation notice should be issued.

Diana will continue to explore website templates and forward any of interest to the board for review.

Diana will communicate with Plantation Oaks to establish dates for shared security patrols.

Kimberley Hamm will hire a locksmith to change the codes on the Cabana Baths. Effective date of change will be July 1st. She will see that a note is included in the June statements.

Kimberly will ensure that a notice is included with the next statement mailing regarding address changes made in writing.

Kim Allerton will place a notice in the newsletter to seek volunteers for the Restricted Access Committee and for volunteers for a new committee to investigate the installation of a tennis court in the park.