

ORTEGA BLUFFS (OB) HOMEOWNER'S ASSOCIATION, INC. (HOA)
BOARD OF DIRECTORS (BOD) MEETING
May 17, 2018 7:00 p.m.
CAM OFFICE

BOD in attendance: Tera Beene, Greg Reese, Kathleen Mcfarland
CAM Rep: Bob Woods
RESIDENTS in attendance: Robert Cornish, Lillian Felton, Cesar Hernandez,
Wendell Rollins, George Williams, Sue Williams

MEETING CALLED TO ORDER by Tera at 7 pm.

RESIDENT FORUM (3 minutes per resident):

Lillian Felton came to the meeting and said that she wants to get more involved in keeping up the Ortega Bluffs neighborhood. She noted that the front entrance needs beautification. Also, our front sign needs improvement. Her next door neighbor, who has moved to California, rents her house. The renters are not keeping up with maintaining the outside and the weeds are taking over the yard. She called the owner in California and informed her of this so she could take action to correct it. Additionally, Lillian mentioned that there is a very large tree behind her back yard that needs trimming. She would like to know whether this tree is on our neighborhood common area or is it on the JEA property that houses their electrical equipment. Ms. Felton volunteered to serve on several committees.

APPROVAL OF APRIL 12, 2018 BOD MEETING MINUTES.

FINANCIAL REPORT:

CAM provided BOD budget spreadsheets (ending April 30, 2018) for review.

Popular-Operating Account:	\$105,909.99
Popular-Money Market Account:	<u>\$172,847.09</u>
Total:	\$278,757.08



ARCHITECTURAL CONTROL (ARC) APPLICATIONS TRACKER:

Bob provided BOD the ARC report for review.

Two ARCs waiting on review/approval by ARC Committee. Discussion. Both ARCs approved at meeting (Screen enclosure and addition/roof).

Vickie Boudreaux (ARC Committee member) modified the "Ortega Bluffs Homeowners Association Architectural Review Request Form". BOD appreciates Vickie's initiative.

VIOLATION TRACKER:

Bob provided the BOD the latest report ending May 16, 2018 for review. He also provided the BOD the Compliance Picture Report. This report identifies violations with date stamped pictures that have been sent to owner. These violations are identified as "0" on the report and **three or more letters** requesting compliance and correction of the violation have been sent to owner.

When the CAM Office doesn't receive a response to letters or a plan of action to correct violation, the HOA Attorney will be notified for further legal action (mediation, court, etc.).

Motion by Kathleen to turn over the thirteen (13) non-compliance items to HOA Attorney for action. Seconded by Tera.

OLD BUSINESS:

OB Entrance Cameras. The video is overwritten in approximately 7-10 days depending on the amount of traffic. The hard drive has a storage capacity of 1 terabyte.

We need a combination lock for main box with recorder. Bob will take for action.

Committees. Update:

Architectural (ARC). Tera, Cesar, and Vickie.

Hospitality. Greg, Wendell, Lillian, and Kathleen.

Holiday Luminaries. Tera, Vickie, and Kathleen. Motion by Tera to rename committee to **Community Activities**. Seconded by Kathleen.
Note: we have another resident who previously volunteered. Need to confirm. Also, will need bags, sand, and candles. Topic for the August 2018 BOD meeting.

Ponds/Cleanup and Common Areas Landscaping. Tera, Greg, Vickie, Lillian, and Kathleen. Thank you to Tera, Vickie, and Kathy and Steve Grant and their grandson for participating in the May 2018 Ponds Cleanup. And, a thank you to the residents who reside on ponds for maintaining their ponds all year round.

Newsletter. Tera, Greg, and Vickie. BOD received several copies of other community newsletters. Greg prepared and briefed on various newsletter topics:

- Board of Directors Corner
- Upcoming Community Events
- Welcome to Ortega Bluffs
- HOA Committees (Purpose, Structure)
 - Architectural(ARC)
 - Hospitality
 - Ponds/Cleanup and Common Areas Landscaping
 - Newsletter
 - Community Activities
- Notes from the OB HOA President
- On-line crime reporting
- Community Questions and Answers
- For Sale/Business/Help/Car Pool/Etc.

Note: Bob will provide a disclosure statement that the BOD can include in the newsletter that the BOD does not endorse any business.

USO

Website and Contact Information:

- OB HOA Website

- OB HOA Management Company

Other Topics (i.e., Gardening, Safety, Resident input, etc.)

Greg will finalize draft of newsletter for further discussion at next BOD Meeting.

OB Front Entrance Irrigation System. Bob has contacted contractor to provide training for Tera and Kathleen re: changing timers/testing system. Contractor will contact Tera. Bob provided BOD invoice for upgraded system. Motion by Kathleen to get a schematic of entire front entrance common areas. Tera seconded. Bob will take for action.

Discussion re: Cost to extend system to include all common areas of front entrance. Bob will take for action.

OB Parkway or entire community litter pickup (Monday and Thursday). BOD reviewed the four estimates from contractor. The estimates appear to be for monthly services of four identified areas (See BOD Meeting Minutes April 12, 2018). Discussion. Bob will confirm that these estimates are, in fact, for monthly services.

OB Front Entrance Beautification. There is enough money in the OB budget to cover beautification costs.

The tree stump has been ground out.

Motion by Greg to purchase/plant ten (10) small sago palms evenly placed on two front islands. Tera seconded.

Fertilize/Pest Control. Bob attempted to get estimates from contractors. He was told that it would be a waste of money at this time. Some of the areas don't have irrigation and there are many weeds in those areas. If they were to put weed killer down, it would kill the weeds and it would look like just plain dirt and barren. Discussion tabled at this time pending evaluation of costs to install more sprinklers and sod. Recommendation to put turf builder down now to start building up these areas. Bob will take for action getting estimated costs for sod and turf builder.

Speeding Sign. Greg and Kathleen will meet with contractor on Monday, May 21, 2018 to discuss mobility, liability concerns, installation costs/mounting poles, and BOD training. Continued discussion at next BOD Meeting.

Electrical/Lights at OB front entrance marquee. Bob will have an estimate of costs by early next week.

Amendments Typo errors. Kathleen reviewed the documents and provided input to Bob.

Pressure wash front entrance sign/white fences. Bob provided estimates to BOD. Discussion. Motion by Tera to approve pressure washing. Seconded by Kathleen.

NEW BUSINESS:

BOD Meeting schedule and start time. Next BOD Meeting: 6 pm June 21, 2018 at the CAM Office.

Pond Carp. Bob provided BOD estimate to stock ponds associated with Ortega Bluffs. Discussion. 170 triploid grass carp will be stocked in ponds. Motion by Tera to stock ponds. Seconded by Kathleen.

Tree behind Lillian Felton's residence. Determine whether tree is on common areas or on JEA property. Take appropriate action to have tree trimmed.

ADJOURNMENT:

Meeting adjourned at 9:10 pm.

Recorder: Kathleen Mcfarland