

1 **GLEN ABBEY WEST HOMEOWNERS ASSOCIATION, INC**

2 **BOARD OF DIRECTORS MEETING MINUTES**

3 August 30, 2011

4  
5 **CALL TO ORDER**

6 The President called the meeting to order at 7:00 PM at the Perkins Restaurant, 1286 Saxon  
7 Blvd, Orange City, FL 32763

8  
9 **VERIFICATION OF QUORUM & PROOF OF NOTICE**

10 Board members present were President Bob Fleischner, and VP Bill Lynch. Director Mayra  
11 Suggs and Director Lynda Kane were absent. Randy Bowman and Carol Rumely represented  
12 Hara Management, Inc. A sign with meeting date, time and location was posted at the  
13 entrance of the community at least 48 hours in advance of the meeting in accordance with  
14 Florida Statute 720. One (1) homeowner was in attendance.

15  
16 Mr. Fleischner advised he had received an email resignation from Director Kane effective  
17 August 28, 2011. He further noted that Director Mayra Suggs has missed three (3)  
18 meetings and according to FS 720 is considered to have abandoned her seat on the Board.  
19 Ms. Rumely was asked to send Director Suggs a letter advising her of this decision. A  
20 motion to appoint Mr. Lynch as Secretary was made by Mr. Fleischner and carried. A motion  
21 to appoint Mr. Fleischner as Treasurer was made by Mr. Lynch and carried.

22  
23 Mr. Bowman introduced Ms. Rumely and advised he was relinquishing responsibility for the  
24 community to Ms. Rumely as a result of portfolio changes at Hara Management.

25  
26 **APPROVAL OF MINUTES**

27 A motion to approve the May 2011 meeting minutes as submitted was made  
28 (Fleischner/Lynch) and carried unanimously.

29  
30 **TREASURER REPORT:** President Fleischner advised he had not yet reviewed the financial  
31 statements and indicated he would forward any questions to Ms. Rumely at a later time.

32  
33 **MANAGER REPORT:**

34 **Delinquencies**

35 Mr. Bowman reported that there are six (6) delinquent accounts as of August 30, 2011. He  
36 also reported that the MFC on 520 N Pine Meadow has finished and full payment was  
37 received by the attorney. Disbursement is pending.

38  
39 **Violations:**

40 Mr. Bowman reported that there were six (6) new violations since the July inspection.  
41 Currently there are twenty-nine (29) open/active violations for items such as lawn  
42 maintenance, dead lawns, vehicles parked on the lawn and exterior rust stains. An updated  
43 CCR report resulting from Ms. Rumely's inspections was provided to the Board at the  
44 meeting.

45  
46 **Prepaid Balances**

47 The Board requested that Hara Management send a credit balance statement in late  
48 November to any Owner with a credit balance.

49  
50 **PROJECT REPORTS**

51 **Newsletter:**

- 52 • Mr. Fleischner reported that items are being collected for the next Newsletter and that  
53 the deadline is 9/2/11. Ms. Rumely offered to write an item informing the community

54 of the change in Association Manager and addressing options to correct the exterior  
55 rust stain problem and deliver to Mr. Fleischner by 9/2/11.

56  
57 **Website:**

- 58 • Mr. Fleischner confirmed the website up-to-date with documents and meeting  
59 minutes.

60  
61 **UNFINISHED BUSINESS**

62 **House Colors:**

- 63 • Discussion ensued and Mr. Lynch committed to having the colors defined and ready  
64 for publication to the community with the Budget Approval Meeting. He will be getting  
65 color codes from both Benjamin Moore and Color Wheel.

66  
67 **Rules for Addressing the Board**

- 68 • Mr. Lynch reported that he has finalized the new rules which can also be presented to  
69 Owners attending the Budget Approval Meeting in October.

70  
71 **Copy Counts**

- 72 • Ms. Rumely presented some report examples from TOPS software which documents  
73 the number and purpose of copies generated from the software for Glen Abbey West.  
74 She advised the challenge comes in documenting the purpose of copies generated by  
75 multiple staff at HMI from Outlook, Word and Excel. After some discussion, a  
76 suggestion for billing a flat fee for copies was proposed and Mr. Bowman agreed to  
77 take this up with Hara Management.

78  
79 **Marching Orders**

- 80 • Ms. Rumely provided the Board with the general instructions/guidelines for managing  
81 GAW provided by Mr. Bowman and these were reviewed with the Board.

82  
83 **NEW BUSINESS**

84 **ACC Applications:**

- 85 • The ACC Applications for 209 Alexandra Woods was unanimously approved

86  
87 **Owner Correspondence**

- 88 • 215 AWD – Owner advised he can't afford to re-sod; Ms. Rumely advised that the  
89 condition of the yard was now green and well-manicured; issue was closed after last  
90 inspection.
- 91 • 556 PM – Owner sent another letter advising of financial constraints to resoding; Ms.  
92 Rumely advised that the condition of the yard was much improved and dead sod was  
93 only evident at the very edge of the street; issue can be closed.

94  
95 **Letter of Engagement for CPA Services**

- 96 • Ms. Rumely presented a Letter of Engagement from Arrington & Company, PA who has  
97 previously provided both the tax return and the compilation of the association's annual  
98 finances. She advised she had checked with another CPA and found their estimate to  
99 be higher than the proposed fee of \$775. The Board agreed to accept this fee and  
100 President Fleischner signed the LOE.

101  
102 **Proposed 2012 Budget**

- 103 • Ms. Rumely presented a budget proposal which includes an assessment increase to  
104 \$230/yr. Discussion ensued on whether or not to include a line item for Bad Debt.  
105 Ms. Rumely was asked to email the Board with formulas for this calculation.

106  
107 **Action Items:**

108 The manager was requested to perform the following:

- 109 • Send letter to Director Suggs advising of her removal from the Board.
- 110 • Arrange with HMI AR Dept. to send notice of credit balances to Owners before the
- 111 statements are mailed – approx 11/15.
- 112 • Contact Mowman and arrange to tour the property in preparation for an RFP for
- 113 landscaping services. Send draft RFP to the Board for review.
- 114 • Get another quote to mow the pond at Toronto and Alexandra Woods
- 115 • Send request to Dave Hooker with the City of Debarry to have the pond banks at
- 116 Toronto and Alexandra Woods mowed ASAP-not owned by GAC or GAW.
- 117 • Identify new location for October Budget Meeting – Try GA CC Restaurant
- 118 • Plan Budget Mailing to include Colors and Rules for Speaking at BOD Meetings
- 119 • Provide newsletter item to Bob Fleischner by 9/2/11
- 120 • Remind BOD on September agenda to consider withdrawal of funds from Reserves to
- 121 meet year end expenses.

122  
123 **Next Meeting Date: September 27, 2011 at Perkins Restaurant 7pm**

124  
125 **Motion to Adjourn:** Fleischner/Lynch; unanimous, meeting adjourned 9:17 pm

126  
127 Minutes taken by: Carol Rumely, LCAM  
128 Hara Management Inc.