

HOA of Lynn Lake Meeting Minutes

Date: Thursday July 20, 2017 7:00pm

Location: Hillsborough County Sheriff's Office District III

7202 Gunn Hwy Tampa FL 33625

Meeting was advertised and posted at Lynn Road entrance billboard sign.

Board members: Kathi Saputo- Board President, Irene Perez-Vice president,
Nhan Nguyen- Treasurer, Tina Sage-Secretary

Murray and Tammy McGilveary- ENSUVI Property Management Inc.

Community members present: Juan Rodriguez, Frank Perez, Debra West Lake, Sandy and Jim MacWilliam, Stacy Pham, Vanessa Bagley, Alice Neal, Richard and Marta Schiro, Timothy Reed, Patricia and Kevin Dowden

I. Introductions

- A. President Kathi Saputo called meeting to order and introduced board members.
- B. Board members reviewed and approved last meeting's minutes.

II. Treasurer's report

- A. Out of the six homeowners that were past due for 1st and/or 2nd quarter, one homeowner remains past due.
- B. Treasurer reminded homeowners that all dues 30 days late may bear late charge fee and/or interest.
- C. Treasurer reviewed checking and wall account balances.
- D. Treasurer noted that he is in the process of doing an audit for the last 7 years to clarify information regarding the third account that was closed December 2014.

III. Architectural Committee Report

- A. President reported on new plans submitted by homeowners. Plans approved or disapproved by the ARC on file.

IV. Old business

- A. Board president motion to create a "Governing documents Committee" made up of volunteer homeowners to gather suggestions, either from straw poll or survey, from members of the community to vote, amend and update our current governing documents legally. Homeowner Debra Westlake volunteered. All directors approved.
- B. Board president discussed current dock status and homeowners shared concerns regarding previous experience with the dock (I.e. trespassers throwing garbage/utilizing dock). Homeowner Debra Westlake suggested having a poll whether to re-build or remove the dock and offered suggestions of alternatives such as a water fountain, bench area, and kids play area.
- C. Board president discussed updates on the community repairs.
 - 1. Street signs are fixed
 - 2. Repair entrance signs on Anderson
 - 3. Re-open case regarding traffic coming in from Anderson
 - 4. Pressure wash streets
 - 5. Raise sidewalks (Murray called in this morning); Roots are growing underneath by 11018; Murray was told they would "escalate the issue"; 1 mailbox off to the side. Homeowners were encouraged to keep calling so this issue is taken care of
 - 6. Sidewalks, median, and side road was pressure washed
 - 7. Homeowners discussed street lights out
 - 8. Homeowners discussed need for a bigger sign for meetings and another board for entrance on Anderson Road.

V. New business

- A. Board and homeowners discussed Muscovy duck concerns. Board noted that it is not illegal to feed the ducks but they are considered nuisance ducks in the state of Florida. Few homeowners called the president to have the association pay for the duck removal, which costs \$400.00. Homeowners present at the meeting were in disagreement and the majority of the board did not approve association funds for Muscovy duck removal.
- B. Board president reminded homeowners that all inquiries and concerns are to be directed to the property manager, Murray.
- C. Secretary spoke about Lynn Lake Community website, noting that homeowners should sign up and obtain resources for handyman services, pressure washing, duck removal services, etc. Secretary noted that governing documents, Property manager contact information, Florida statute link, agendas and HOA meeting minutes will be posted, along with quarterly newsletters.
- D. Board informed present homeowners that a case was filed with Hillsborough County Sheriff in regards to anonymous hate mail being mailed to each directors homes for the past 2 years and a half.

VI. Property Manager's report

- A. Murray discussed the process of monthly inspections to uphold CCR guidelines. This process includes a monthly inspection in which CCR violations are documented by pictures


and put on a report. Each picture will have the actual violation next to it along with a house number. The picture will be zoomed in the actual violation(s) and not the whole residence. The report is submitted to the board for review; homeowners in violation will receive a 30-day letter that asks them to initiate reparation of the violations. If reparation is not completed within this time frame, a letter for a fine hearing will be sent out to the homeowner. Murray noted that a fining committee, consisting of 3 homeowners needs to be formed in order to provide homeowners in violation with a hearing to determine if designated fines will be executed. A fixed fine amount is determined by the board based on the type of violation and applies to all homeowners in the community.

- B. Murray noted there were 18 violation letters sent out since June 26, 2017. Primary violations included lawn care needs, moss on fences, fence reparation, and need for pressure washing sidewalks and homes. Homeowner Tim noted there is a product called "Spray and forget" that washes roofs and other outdoor areas.
- C. Murray spoke about the reserve accounts and how the amount reserved is determined with three estimates and obtaining the average; this is done every 36 months.
- D. Homeowner Tim Reed volunteered to help out the board with landscaping for the common areas. Tim noted that he can create a design to fit the designated budget.
- E. Murray discussed how HOA dues are determined, noting that they are based on the annual budget. If the budget shows a deficit, then a special assessment gets put out. Murray noted that it is best to put money in reserve each month to cover unexpected costs. The annual budget gets put out in November.


VII. Meeting adjourned at 8:21 p.m.

Next meeting: Tentatively August 24, 2017 @ 7pm

Signed:



Doreen A. Perez



Patric Saputo