

CARLETON OAKS HOMEOWNER'S ASSOCIATION, INC.

Board of Directors Meeting

Thursday, March 11, 2010 at 7:30 PM

Location: Carleton Oaks Clubhouse

I. Determination of a Quorum:

In attendance were Stephen Prefer, Pam Bates, John Costas, Frank Disesso and John Ali.
Also in attendance was Dyan Boothe, representing Seacrest Services, Inc.

II. Call to Order:

John Costas called the meeting to order at 7:00 PM

III. Approval of the Minutes:

John Ali motioned to accept the Minutes of January, 2010 Board Meeting. Frank DiSesso seconded the motion. Motion passed with all in favor.

IV. Correspondence:

A) Pam Bates advised that the Auditor sent correspondence regarding legal issues.

V. Treasurer Report: See attached report by Pam Bates. John Ali motioned to accept the Treasurer's report as given. Frank DiSesso seconded the motion. Motion passed unanimously.

VI. Property Manager's Report:

Dyan Boothe gave report:

1. 2010 Board Member info updated & posted at clubhouse
2. Last ACC Walk through to be done by Manager & ACC Member on Friday at 9A. This will complete all cleaning notices and various items not in compliance.
3. ATT Network supervisor Ben Becker was contacted regarding the incident that transpired between a resident and ATT truck driver parked in the community which resulted in turf damages. Ben Becker was to investigate the incident and property damage and follow up with me regarding repair of turf damages. I have contacted Mr. Becker on 3 occasions, left voicemail and have so far received no return call.
4. Proposal was obtained from Custom Tile for repairs of uplifting sidewalk at 8871 due to oak tree root growth. Pam to confirm moving forward or option of using city sponsored Sidewalk Solutions-where CO has contract for shaving uplifted walks.

I) Pull up and remove one section of sidewalk and replace (includes root removal underneath)...

\$450.00

Cut and grind sidewalk joints to meet flush... \$180.00

Replace paver border that roots have broken... \$150.00

(includes root removal)

5. Three requests for gate remotes & pool key from 8975-waiting on conformation of payment, 10795-waiting on Unit owner payment receipt and a realtor who wanted to purchase on behalf of homeowner-waiting to hear back from homeowner to confirm. Advised realtor unit owner must make request & payment.

6. Contacted homeowner, 8947, for severely trimming of queen palm fronds. Warned of the potential danger to the palm and advised that if tree is lost the homeowner will be responsible.

7. Once 1st United signatures are obtained tonight, paper work will be returned for new Board Members to be able to sign on account. Seacrest working on updating Carleton Oaks Anchor Bank Reserve Account updates. Because Seacrest does not have a working relationship with Anchor it has been difficult to facilitate the updating of account records. I am waiting on Seacrest's accounting Department to obtain necessary records for Board members to update signatures, etc...

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8. Frank Disesso was sent completed Minutes of the 2010 Annual Members meeting & Election of Officers

VI. Standing Committee Reports:

A) **ACC:** See attached report submitted by Lori Morgan, ACC Chair.

B) **Appeals Committee:** Bill Turnbull-Bob Bradley gave report.

1. 8979-Broken Fence violation. Appeals committee held meeting. Owner did not attend. Fine of 100.00 per day up to 1000.00 upheld.

C) **Violation Committee:** See attached report submitted by Robert Bradley, Violation Chair.

D) **Maintenance Updates:** See attached report given by Pam Bates

VII. Old Business:

A) **Review of Parking Violation Policy:** Board discussed current policy and use of parking permits to be given by Board of Directors. Board also discussed the current policy of stickers used in first violations then a tow on second without warning. Pam Bates recommends to amend policy by posting a warning notice on vehicle by Board. Stephen Prefer motioned to accept Pam Bates' recommendation as a revision to the current policy. Frank DiSesso seconded the motion. Motion passed by Majority with abstention-no reason given-from John Ali.

B) **Modify Violations Review Process to Comply with Bylaws for Appeals:**-Board discussed current process for Appeals meeting. Bob Bradley explained process that an automatic Appeals Hearing date is not required by State but Carleton Oaks did give homeowners an automatic hearing for appeals of violation. Carleton Oaks does give additional notice to the required 14 days. Pam Bates recommended to inform the owner in the letter that they must respond in writing to request hearing. John Costas recommended to give a date that the homeowner must respond by and homeowner must respond by letter to confirm date of appeal. Pam Bates motioned to revise current policy. Frank DiSesso seconded the motion. Motion passed with all in favor.

C) **Landscape of East Median:** Pam Bates explained that the East side of the Northlake median was not completely filled in with turf. Mark Forsythe of Seacrest Landscaping can fill in with sod along with a sod repair that is needed at 8725. Pam requested approval for the quote given by Mark for a pallet of sod for \$400.00 that is needed for these repairs.

D) **Reserve Study:** Board discussed and announced that the reserve Study will begin April 20th. Board will also ask about tree root barriers.

VIII. New Business:

A) **Comcast Contract:** Board discussed Comcast agreement which is due to expire August 20th of 2010. Board must send notice 60 days prior to expiration or contract will automatically renew for two more years. John Costas recommended a letter be sent to terminate agreement immediately so there is no re-activation and the Board can decide what cable company to proceed with. Dyan Boothe is to draft letter and send to Board for final approval before mailing.

IX. Homeowners' Forum:

1) resident inquired about re-installing of tennis court wind screens. Board explained the decision to not install the screens to avoid the cost.

2) Resident brought to Board ACC application that was denied due to lack of information regarding the rgrading of a portion of the property which has sunken in causing water pooling and damage to plants and turf. Resident had letter from contractor explaining the procedure for adding soil. Pam Bates volunteered to bring letter to ACC which will better explain process outcome. John Costas motioned to submit letter to ACC.

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John Costas motioned to adjourn Board meeting. Pam Bates seconded motion.

Meeting adjourned at 8:40PM