

Trailside HOA Board Meeting Minutes

04/20/23 6:00 PM Indian River State College, Wolf Center Auditorium
2400 S.E. Salerno Road, Stuart, FL

Meeting called to Order 04/20/23 (Thu) at 6:00 PM

Moderator: Kerry Meier

Board Member Quorum Determined:

Present: Sharon Massaglia, Kerry Meier, Kyla Shay, and Cindy Teeters, Roman Pryputniewicz

Absent: Josephine Freeman, Lorrie Gigele,

Board Meeting minutes for 03/07/23 reviewed. No corrections. Moved to accept as written by S Massaglia, 2nd R Pryputniewicz. Voted: all in favor.

Unfinished Business:

none

Old Business:

1) Status of Trailside Community Front Entrance:

Additional bids for road striping being obtained.

Action: Continue to obtain addition bids for landscaping and for road striping.

2) Status of Canals, Culverts, and Weirs:

Culvert cleaning and scoping bids received from Shenandoah Pipe Inspection and Restoration in the amount of \$35,125 and from Hinterland Group for \$21,000. Bids presented and board discussed. It was noted that Shenandoah seemed more interested in obtaining and performing the job. Hinterland was also concerned about having the HOA have the proper info for determining lifespans and repair costs for the purposes of long term planning and reserve funding.

Motion: Move to “accept the bid from Hinterland Group at a rate of \$450/hr plus \$3,000 mobilization to clean and scope all under-road culverts” moved by S Massaglia, 2nd C Teeters. Voted: all in favor.

Action: K Meier to contact Hinterland and schedule the work asap before the rainy season starts.

3) Fines Committee

Agenda item addressed in two parts: 1) violation drive around and 2) updated violation list

Violation drive around conducted 04/18 (Tues). There are 8 lots without violations. Many lots have side fence line, rear fence line, and field height violations. With the further formalization of the violation list and process:

Motion: Move “For this *current* violation period, extend the violation correction timeframe from 14 days to 21 days.” Moved by S Massaglia, 2nd R Pryputniewicz. Vote: all in favor.

Updated violation list and process plan, as moved and accepted at the 04/14/23 Exec Session, briefed by the board to community members in attendance. It was noted that an ongoing number of violations at lot 11, owner J Ward, continues. Violations include unregistered boarders, unregistered tenant(s), inappropriate main gate code usage, lack of Coggins on file, and lack of Insurance on file. No response to date to the previously sent Cease & Desist letter from counsel (ref item #4). A separate letter from the Board will address these existing violations.

Action: Update at the next board meeting with status of violations and resolutions.

4) Status of Cease and Desist Letter to four lot owners from HOA Legal Counsel dated Nov 14, 2022:

Legal counsel has advised that the violation items must be part of the formal fines list, then the next steps with the 2 of 4 remaining non-compliant lot owners can be pursued.

Action: Determine if N Munao still has unregistered tenants.

5) Status of Trailside HOA Materials storage building, Trailside HOA Office and office equipment, and Trailside HOA Property Manager:

Records are being packed and transfer to the storage facility has begun.

Fencing move will wait until inspection of rails and posts and a count is obtained of needed items to replace broken ones.

Discussed offloading of the management, bookkeeping, and secretarial aspects of running the Trailside HOA. Quotes have been obtained from several Property Management companies, accounting firms, and secretarial/bookkeeping services. Several of these companies have been interviewed. There are pros and cons with each type of service. It is recognized that some amount of the management work needs to be quickly offloaded. After discussion, a logical, cost effective, and non-contractual method to start this process was determined to be with a secretarial / bookkeeping service. Non-contract implies we would try this as long as desired. Initial statement of work includes 5 items:

- Send out Qtrly statements / dues;
- Receive and process qtrly payments;
- Process and send violation letters (immediately after violation drive around);
- Write checks as needed, obtain HOA President's signature; then send to payee; and
- Produce Qtrly financial statements.

Secretarial cost \$42/hr and Bookkeeping cost \$58/hr.

Motion: Move "Utilize Protocols bookkeeping and Secretarial Services, Hobe Sound, FL to process qtrly dues and violation letters; write checks, obtaining HOA President signature, and sending to payee; Produce qtrly statements" moved by S Massaglia, 2nd C Teeters. Vote: all in favor.

Note: ALL dues are payable via CHECKS ONLY and sent directly to the bookkeeping company. NO cash transactions and no payments to the 'white mailbox'.

Actions: 1) Violations to be processed immediately via Protocols. 2) K Meier to look into scanning costs (still in process)

6) Lot #8 Notice of Lien

Status: Trailside HOA lien against lot #8 for failure to pay HOA dues was been filed with the county by HOA legal counsel Henry Cartwright. This started the 45 day notice of foreclosure. We do not expect to hear any response until approx the end of April 2023.

Action: continue to monitor status of the foreclosure

7) Lot owner responsibility with Ag exemption leasees

Status: Action of 02/08/23 for liability insurance options is still in process. Kyla has a list for lot owners and will present at the next meeting.

New Business

1) Announcement of Board of Directors Officers and Committees

Board of Director Officers:

President:	Kyla Shay
Co-Vice President:	Josephine Freeman
Co-Vice-President:	Cindy Teeters
Secretary:	Kerry Meier
Treasurer:	Sharon Massaglia
Director :	Lorrie Gigele
Director :	Roman Pryputniewicz

Officer oversight committees:

Kyla Shay- Rules and Regulations, Declaration
Kerry Meier- Gate Committee, Repair and Maintenance et al
Roman Pryputniewicz- Canals, repair and maintenance et all
Sharon Massaglia- Rules and Regulations, Declaration revision, Budget
Lorrie Gigele- Budget
Cindy Teeters, Rules and Regulations, Declaration revision, Budget
Josephine Freeman- ACC, Pre-owner orientation committee
Kyla Shay & Sharon Massaglia- Violations

Call for committee members from non-board member lot owners.

Gary Krosin- gate internet

ACC- Mark Spirtis, Diane Evans

Fines Committee- Jeff Knight, Christopher Schuman, Judy Schulte

Repair and Maintenance- Robert Ambrosius

2) Filing of Trailside HOA Articles of Incorporation per 720.303 (3)(e)

HOA Articles of Incorporation per 720.303 (3)(e) have been filed.

3) Activation of the community website:

Trailside HOA community website activation will provide further transparency, easily accessible HOA info, meeting minutes and qtrly financials. A secure site is required to allow only lot owners to view minutes and qtrly financials which would reside on the website for 2 yr period.

Quotes solicited, 4 responses obtained. 2 are unable to do a secure site; 3rd is 1 year out to implement; 4th, Paradox Media, spend a good amount of time discussing / reviewing implementation with us. Cost is \$2,500 for development and \$100/month for maintenance. Maintenance includes site changes, uploading forms, minutes, etc, and monitoring access. Each lot owner would have their own login.

Motion: move to “accept bid as presented from Paradox Media for reactivation of the Trailside Homeowners website” moved by C Teeters, 2nd S Massaglia, Vote: all in favor

Action: Kyla to notify Paradox Media and have them start development.

4) Presentation of Quarterly Dues Late Assessment Date Change:

Upon recommendation of counsel, the **Quarterly Dues late assessment date is moved from the 15th to the 10th of the beginning of each quarter.** Counsel requires the list of late payees within days of the 10th in order to have the late payment notice letters dated and mailed by the 15th. Otherwise the duration of follow-on actions roll into the next quarter. In 04/14/23 Exec Session, board discussed the shorter grace period.

Statements will be sent approx the 15th of the preceding month. It was noted that regardless of dates and durations selected, some lot owners will still wait until the last day to make their payments. To this point, as of 04/10/23, approx 50% of the dues have still not been received.

Member Comment Segment:

None

Date, time, and location of the next board mtg: TBD and will be based on status of current board action items.

Location: TBD pending available facilities

Motion: “Call to close the meeting” by S Massaglia, 2nd R Pryputniewicz, vote: all in favor.

Meeting closed at 7:25 PM.

Minutes have been filed in the corporate record for 2023.

Respectfully Submitted,

Kerry Meier

For and on behalf of the Board of Directors