

JESUPS LANDING HOMEOWNERS ASSOCIATION INC.

BOARD OF DIRECTORS MEETING

February 28, 2017

MINUTES

The Board of Directors ("Board") of the Jesups Landing Homeowners Association, Inc. held a duly called Board of Directors meeting on February 28, 2017. The meeting was held at the Community Clubhouse, located at 476 Gee Hammock Lane Winter Springs, FL 32708, at 7:00 pm. Board members present were Board members present were Steve Schnitker (President), Amy Maccagnano (Vice President), Karen Herbert (Secretary), and Angela Holladay (Treasurer). Absent was Jolene Spero (Director). Also present was Jessica Cox, of Leland Management, Inc. representing the Management Company. Quorum was established with four (4) Board members present. Notice of the meeting was posted a minimum of forty-eight (48) hours in advance of the meeting, Meeting was called to order at 7:00 pm.

Board Vacancy

1. Jolene Spero has resigned from the Board of Directors in between meetings. Karen made a motion to accept the resignation of Jolene Spero. Amy seconded the motion, which carried unanimously among the Board.

Review & Approval of Prior Meeting Minutes

1. Meeting minutes from the last Board of Directors Meetings held on November 15, 2016 and January 31, 2017 were presented to the Board for review in advance of the meeting. Angela made a motion to approve the minutes from November 15, 2016 and January 31, 2017 as presented; Amy seconded the motion, which carried unanimously among the Board.

Financial & Collection Report:

1. Financials dated January 31, 2016 were present to the Board via email in advance of the meeting for review. Management reviewed the Financial & Collection Report with the Board.
 - a. Steve made a motion to waive the interest and fees Associated with the bottom six accounts listed on the Aged Owner Balance Report, less than \$35 each. Amy seconded the motion, which carried unanimously among the Board.

Committee Reports:

1. Architectural Review Committee: No Report
2. Landscape/ Maintenance/ Community Clean Up Committee: No Report.
3. Social Committee: No Report.
4. Newsletter & Communications Committee: Committee Member Wes Metzler will serve as Committee Chairperson, as Jolene has resigned from the Board. The Board shall produce topics for the next newsletters between meetings and assign article writing to Board Members.

Unfinished Business:

1. Placed on the agenda for discussion was Violations, specifically Trash Cans, and Power

Washing. Steve and Amy to continue to patrol their respective alley ways and place notices on trash cans directly. The Board requested Management obtain proposals for pressure cleaning the community sidewalks. The Board is also considering purchasing a pressure washer for community use.

2. Placed on the agenda for discussion was the final draft of the Architectural Standards and Guidelines for the Association. The Board was provided a final draft, and will submit final revision requests to Management by Friday, March 3, 2017. Architectural Standards to be distributed to the Membership for approval on May 23, 2017 at a noticed meeting.

New Business:

1. Placed on the agenda for discussion was the establishment of the next Board Meeting date. The next Meeting shall be held on Tuesday, May 23, 2017 at 6:30 pm for the adoption of the Architectural Standards and Guidelines. The Annual Meeting shall follow at 7:00 pm. There shall be an Organizational Board Meeting immediately following the Annual Meeting.
2. Placed on the agenda for discussion was the Reserve Study. Management advised the signed proposal was provided to Global Solution Partners. The site visit by Engineer is to be determined, once known, Management will advise the Board.
3. Placed on the agenda for discussion was landscape uniformity. Steve advised the rock has been completed. Mulch is being scheduled. Management to request an RFP from the landscape company to replace rose bushes with hedges on each building for the Board's review.
4. Placed on the agenda for discussion were review of the outstanding proposals for electrical items, dog station repair, gym mirrors, and blinds in the gym. The Board approved the following:
 - a. P3 Electrical \$620.00 Install replacement electrical outdoor cover, install motion occupancy sensors in both restrooms, install a ceiling fan in gym.
 - b. Girard \$1,290.00 Repair and reinstall pool cue holder, gym mirrors with mirror frame trim, and replacement pet waste station bag holder on one station. (Not to exceed \$1,350 with mirror trim addition.)

Open Floor for Homeowners:

1. Homeowners asked questions, and all homeowner concerns were addressed accordingly by the Board.

There being no further business to be brought before the Board, a motion was made by Karen, and seconded by Angela to adjourn the meeting. The meeting was adjourned 8:55 pm.

Approved, Association Secretary

Prepared by Management for:

Jesups Landing Homeowners Association, Inc., Board of Directors

Respectfully submitted,

Jessica Cox, CMCA, CAM

Jessica Cox, CMCA, CAM

Leland Management, Inc.