

The
RESERVE
AT JAMES ISLAND



**10961 Burnt Mill Road
Jacksonville, FL 32256**

Board of Director's Meeting Minutes

February 13, 2018

Board of Directors in attendance:

- Don Fagan, President
- Sheldon Gibbs, Vice President
- Leonard Browne, Secretary
- Jordan Henstra, Treasurer, via telephone
- Matt Leamon, Director

Lifestyles Property Services employees in attendance:

- Karen Gowen, LCAM
- Troy Lewis, Property Manager/Maint Super
- Kim Lang, Acct/Asst Mgr

Don Fagan called the meeting to order at 6:03 P.M.

This meeting was properly noticed in accordance with the bylaw and statutory requirements 48 hours in advance.

A quorum was present.

Don Fagan motioned to approve minutes from last meeting, Matt Leamon seconded.

New Business

336 Letter – A Lien was recorded against this unit _____. The owner requested, in writing, leniency from the Association board. All board members were to select Yes or No regarding waiver of all fees outside assessments and legal. There were five (5) votes for No.

Don Fagan motioned to approve No vote. Sheldon Gibbs seconded.

Towing Policy – Discussion regarding four reasons vehicles are towed: Parking in resident spots without proper Envera decal; Parking in fire lanes; inoperable vehicles, all of these towed within 72 hours. Vehicles with expired tags, towed within 48 hours. Cars are identified with any of the above issues by ASAP Towing Company in attendance with management and then warned with sticker. Actual towing must be approved with ASAP Towing and signed by management or maintenance.

Decided vehicles found without Envera decals in resident parking areas will be allowed five days, including weekends, after sticker warning before towing. Expired tag vehicles will not be approached until three months past due.

Don Fagan motioned to accept decision. Sheldon Gibbs seconded.

Website – Some owners requested changes to current website regarding personal information. Decision to put on hold as association is switching to new software (TOPS One) within 30 – 60 days which will provide owner accessibility, so issue placed on hold.

Landscaping Trees – tearing up parking lot. Discussion regarding oak trees in median areas having roots tearing up parking lot and sidewalks. Brief discussion of removal of trees. Don Fagan meeting with landscape company Thursday February 15, 2018 to research so issue placed on hold.

Old Business

Roofing – Building 5, new roof. American Roofing completed contract within five and one-half days; had appropriate crew; cleaned up daily; proactive communication (requesting working on Saturday to complete prior to next few days of rain storms); and experienced minimal damage repairing.

Discussion to contract American Roofing for next three (3) buildings: 13, 16, and 7.

Don Fagan motioned to contract American Roofing. Leonard Browne seconded.

Retention Pond – Discussion of weekend retention pond trespassing and fishing. No determination.

Golf Cart – Discussion of maintenance obtaining another golf cart to accommodate all four maintenance personnel. Disclosed three (3) bids: @ \$5,200.00 with 18-month warranty; @ \$4,940.00 with 12-month warranty; @ \$4,200.00 with six-month warranty.

Jordan Henstra offered comparison for gas powered golf cart vs. battery powered but group determined battery powered better economically.

Don Fagan motioned to go ahead and buy best offer. Leonard Browne seconded.

Don Fagan motioned to adjourn the meeting at 7:04 P.M. Sheldon Gibbs seconded.