

# The Villas of Sunset Grove HOA: Meeting Notes

---

September 23, 2014

**6:35 PM Called to Order**

## **ATTENDANCE**

- John – present
- Angelique – present
- Arlene – present
- Dave – present
- Dwight – absent
- 2 residents

## **SPEAKER**

Nilda Espinosa, Code Inspector, City of Clearwater

- Handles everything outside (flat tires, abandoned vehicles, no engines, grass parking lots, fences if put in wrong side out, carports, bees, overgrowth, paint on building, mold on house, etc.)
- The HOA board will schedule a compliance walk with Nilda

## **MINUTES**

- Approved prior BOD minutes

## **COMMUNITY REPORT**

- Delinquencies and financial snapshot reviewed
- 12 units delinquent
- 4 pending foreclosures

## **OLD BUSINESS**

- John to provide logo for entry signs to Arlene by end of the week
- Angelique will print and send Community Survey (due back Oct. 10)
- Preliminary budget meeting & review of survey results: Oct. 21<sup>st</sup> (regular meeting)
- Budget meeting: schedule for November
- Community Sale: November 8 & 9
  - Make 4 large signs
  - Advertise in Flyer magazine (free)
  - Create letter to let them know about it and that we'll be advertising it
- Community Day – wait until survey results are in and discuss at October meeting

## **NEW BUSINESS**

- New people in the community: 3
- Pot hole on the road and "alligator" cracking on the road (need to seal next year?)

*NEXT MEETING: Tuesday, October 21, 2014 @ 6:30 PM at VFW*

**7:47 PM Meeting Adjourned**

# The Villas of Sunset Grove HOA: Meeting Notes

September 23, 2014

## TO-DO ITEMS

| Task                                                                                                                                                                 | Owner(s)                            | Due Date                      | Status      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------|-------------|
| Schedule compliance walk with Nilda.                                                                                                                                 | John<br>Angelique                   | 9/30                          | Open        |
| Call towing company again                                                                                                                                            | John<br>Angelique                   | 9/26                          | Open        |
| Fill pot hole in road                                                                                                                                                | Dave<br>John                        | 10/10                         | Open        |
| Community Sale (11/8 & 11/9):<br><ul style="list-style-type: none"> <li>• make 4 large signs for entry ways</li> <li>• create flyer</li> </ul>                       | John<br>Angelique                   | 9/26 (flyers)<br>Oct. (signs) | In Progress |
| Print & send Community Survey to members<br>(due back by Friday 10/10)                                                                                               | Angelique                           | 9/30                          | In Progress |
| Draft a letter to members regarding approval to<br>have the HOA take ownership of the block wall.                                                                    | Angelique                           | 9/30                          | In Progress |
| Obtain original palm tree logo image and send to<br>Arlene.                                                                                                          | John                                | 9/30                          | In Progress |
| Create newsletter format and publication<br>schedule.                                                                                                                | Angelique                           | 9/30                          | In Progress |
| Obtain Clearwater Towing contract from them.                                                                                                                         | Angelique                           | 8/30                          | In Progress |
| Get at least 3 quotes for the new entry signs.<br>Dunlap, Signs by Tomorrow, and Impact Signs.<br>Obtain additional quote from City of Clearwater's<br>sign company. | Arlene<br>Dave<br>John<br>Angelique | 9/30                          | In Progress |
| Write notification to homeowners regarding<br>postponement of block party.                                                                                           | Angelique                           | 4/22                          | Complete    |
| Distribute letter about block party postponement<br>to residents.                                                                                                    | Dave                                | 4/22                          | Complete    |
| Open P.O. Box at Hercules (1 <sup>st</sup> choice) or<br>Belcher (2 <sup>nd</sup> choice).                                                                           | John                                | 4/28                          | Complete    |
| Write formal termination letter, sign, and send to<br>Ameri-Tech.                                                                                                    | Ang (letter)<br>John (to sign)      | 4/28                          | Complete    |
| Edit Good Neighbor Guide based on Board's<br>review.                                                                                                                 | Angelique                           | 4/28                          | Complete    |
| Edit letter to residents (regarding new<br>committees) based on Board's review.                                                                                      | Angelique                           | 4/28                          | Complete    |

# The Villas of Sunset Grove HOA: Meeting Notes

September 23, 2014

| Task                                                                                 | Owner(s)             | Due Date | Status   |
|--------------------------------------------------------------------------------------|----------------------|----------|----------|
|                                                                                      |                      |          |          |
| Purchase domain name for HOA website: villasofsunsetgrove.com.                       | Angelique            | 4/28     | Complete |
| Close bank account; open new one with BB&T or other bank.                            | John<br>Arlene       | 5/19     | Complete |
| Change Ameri-Tech as registered agent in SunBiz.                                     | John<br>Arlene       | 5/19     | Complete |
| Get our Duke Energy account number.                                                  | John<br>Arlene       | 5/19     | Complete |
| Contact president of the association behind us to let them know about the new sign.  | Arlene               | 5/19     | Complete |
| Send list of homeowners addresses who live outside of The Villas to John.            | Arlene               | 6/18     | Complete |
| Make copy of current list of bylaws and documents and give to John.                  | Arlene               | 6/18     | Complete |
| Purchase "No Parking" template and spray paint for curbs.                            | John                 | 6/20     | Complete |
| Send the presentation slide that shows all the street signs to the board for review. | Angelique            | 6/20     | Complete |
| Group compliance walk @ 7:30 PM                                                      | All Board<br>Members | 6/24     | Complete |
| Get paint color codes from Home Depot so we can include the info in our guide.       | Dave                 | 7/26     | Complete |
| Create survey, review with board and get edits and approval of final.                | Angelique            | 7/26     | Complete |