

**HAMPTONS AT MAPLEWOOD
HOMEOWNERS ASSOCIATION INC.
BOARD OF DIRECTORS MEETING**

Thursday, July 22, 2010 @ 6:00 p.m.
Location: Bristol Management Office

**D R A F T
MINUTES**

Meeting called to order at 6:00pm by the President Lou Marcati

Present:	President	Lou Marcati
	Secretary	Richard Thomas
	Treasurer	Charles Siebrecht
	Director	Ricki Finnan
	Director	Richard Miller
	Bristol Management	Pamela McLendon, LCAM

Special Guest: Sgt. Nick Scopelitis – District Commander, Jupiter Police Dept.

Sgt. Nick discussed the recent traffic enforcement being done in many communities including Hamptons. During their recent enforcement, 13 Citations were issued and 6 warnings within Hamptons. He also detailed the crime statistics in the area. He advised residents to call JPD for suspicious activity and to keep their cars locked and garage doors closed.

Special Guest: Ellen Stewart – First Choice Financial Solutions, Inc.

Ms. Stewart informed the Board of the services provided by FCFS in collection of bad debt. They offer to purchase bad debt and the account is then handled by their collection process. There were many questions raised related to the program and its effectiveness.

Open Forum/Non-Agenda Items:

Many Owners were in attendance. Those Owners who completed the form to address the Board were called upon to state their issue. The following issues were brought to the attention of the Board.

- Paint color choices were discussed.
- New fence by pump house needs more coverage when viewed from back side.

The Board thanked those in attendance for their interest and concerns.

Minutes:

The minutes of the June 24 Board Meeting was reviewed. Rich Miller motioned to accept the minutes as presented, Charles Siebrecht seconded and the vote passed unanimously. The minutes will be placed on the web site.

Presidents Report:

Lou Marcati brought the Board Members and Owners present up to date on many projects. The golf cart storage is mostly complete. Final landscape will be done shortly. The mailboxes were painted and look great. The mailbox pads will be shaved to remove the trip hazard as a significant savings rather than replacement of the pads. Six new benches and two new trash containers have been located for placement and will be installed. Town of Jupiter sidewalk, curb-gutters and road repairs continue to be done. Paint funding has been very responsive. Holiday Parade is scheduled for December 18. Many guests are planned for the event.

Financials:

Charles Siebrecht reported on the financials. The current budget reflects we are within budget parameters. The response to the Special Assessment for the Painting Project is great. To date the HOA has received 348 responses and payments for the project. Late notices will be sent to non-responders. Bank accounts must be kept within FDIC limits. Charles requested the Board to transfer funds as noted in New Business.

Committee Reports:

ACC:

George Litinski reported applications are being processed and reviewed. He asked the Board to confirm for future applications what the stipulations are for home additions. It was agreed that the HOA should follow the standards set by the Town for percentage of coverage on lots. This information will be checked and reported to the Committee by Management.

Appeals Committee:

There is currently no activity. There is a position open on this committee. Residents are encouraged to volunteer for committees.

Landscape Committee:

There is a position for Landscape Committee Chairperson to be filled. The Board appointed Jill Dalton to the position. Jill accepted and is anxious to prepare a plan for future landscape improvements. She will contact the other landscape committee members.

Management Report:

Pam McLendon reported the following:

Work Orders and Violation Notices are being processed. Management has been monitoring the sidewalk/curb repairs and communicating with the contractor on site. An area of newly planted sod was not properly irrigated and the sod died. After an onsite meeting with the landscaper and irrigation contractors, it was determined the sod would be replaced at no cost to the HOA. All needed repairs to irrigation are being made. A review of all utility boxes in the community was made and boxed needing repairs were reported to the company. FPL, Comcast and ATT were all notified of needed maintenance.

Old Business:

Paint Colors: The Board reviewed the final colors presented at the meeting. Richard Thomas motioned that the color selection be approved as presented, seconded by Ricki Finnan and passed unanimously.

Benches & Trash Cans: A contractor has been selected to install the 6 benches and two new trash containers at locations determined by the Board. This work will be completed upon issuance of the permit for concrete.

Golf Cart Storage: The used golf cart purchased for use in inspections has been located at the pump station in Phase III. The area was fenced in and landscaped.

Driveway Apron Repairs: Many Owners are complying with the needed repairs to driveway aprons. However, there are many that have not. An inspection will be completed to get the latest report to the Town of Jupiter to enforce the needed action by Owners.

Landscape Proposals for Common Areas: The Board determined it was best to hold off any further landscape improvements until a review of all phases was completed and a priority list of improvements was made. This action will be done by the Landscape Committee and their ideas will be presented to the Board.

Paint Contractor Bids: There were 10 Painting Contractors that presented bids for the upcoming painting of The Hamptons. After further review, it was decided to have two Contractors return to answer specific questions related to the project. A meeting will be set up to interview the candidates.

Trash Bins – Two new trash bins will be installed in Phase I and II. The three bins will be emptied by Southern Exposure Landscape twice weekly at a cost to be determined.

Holiday Parade in The Hamptons: The Annual Holiday Parade will be held on December 18, 2010. We have confirmed the Mayor, Police Department, Fire Department, Santa and other Town Officials will participate.

Mailboxes: The community mailboxes were painted and look good. No notices are allowed to be posted on the mailbox units. This information will be included in the next newsletter.

New Business:

Debt Collection Service: The Board discussed the presentation made by First Choice Financial Solutions for collection of delinquent accounts. The Board discussed the options for collection and the concerns of the process. Further review is needed before collection action is taken by the Board.

Transfer of Funds: In an effort to remain insured under FDIC regulations, Charles Siebrecht motioned to transfer funds from the operating account of \$100,000. to TD Bank in a money market account. Motion was seconded by Richard Miller, and passed unanimously.

Purchase & Rental Agreements: The Board is considering asking for security deposits from tenants in an effort to have options for repairs caused by them. It was suggested that the HOA Counsel be asked for direction on this matter. Gary Fields will be asked if this is allowed by the documents. The current application forms were reviewed and a new form was presented for future use by Management. The Board approved the new forms for use.

Collection Procedures by Management: The Board considered revising the collection letter process to allow for the first letter to be sent with a \$20. Late fee, and failure to pay within 15 days will result in a \$50. administrative fee. The delinquent account will then continue to be processed for collection. Rich Miller motioned to accept the new process, seconded by Ricki Finnan and passed 5-0.

Lovely Home Letter: There are many residents that make the extra effort to maintain and improve their property. The Board approved sending letter to homes that are making the extra effort.

Rent Collection from Delinquent Owners: The new law effective July 1, 2010 allows for the HOA to collect rent from a tenant when the Owner is delinquent in payment of the HOA dues. Management will review current accounts and present any delinquent accounts with tenants to the Attorney for collection.

Citizens Advisory Group Meetings: There is a monthly meeting held the 2nd Wednesday of each month open to all residents of Jupiter.

The next Board meeting is scheduled for August 26, 2010.

There being no further business before the Board the meeting was adjourned.

Respectfully Submitted,

Pamela McLendon, LCAM
For and On Behalf of the Board of Directors