

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

Thursday, September 23, 2010 @ 6:00 p.m.

Location: Bristol Management Office

DRAFT
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

Open Forum/Non-Agenda Items:

There were a few Owners in attendance. No one had any issues to bring to the Board.

Minutes:

The minutes of the August 23 Board Meeting was reviewed. Dick Thomas noted the improved minute's format, thanking Pam and motioned to accept the minutes as presented, Ricki Finnan 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 Town of Jupiter has continued to contract for sidewalk and roadway repairs. These ongoing repairs have 'raised' questions as to the alignment of driveways to sidewalks not as yet repaired. It was discussed, and the determination is that the Owner should make the repairs to the driveway and inform the town of the raised sidewalk and it's liability. The property in general looks really good. Our landscaper Matt reports fertilizer application is scheduled. Flowers sent from the HOA to Matt's Wife following surgery were much appreciated. The irrigation pump that was damaged by lightning is working; however the wireless connection to allow for off-site monitoring is now fixed. Comcast and the Contractor will be working to get the connection made. There was a question as to whether insuring this system was worthwhile. Management will inquire if available and for what cost. The funds from the Comcast contract agreement have not as yet been received, but are anticipated shortly. Additional proposals are anticipated from the landscaper for needed improvements to common areas.

Financials:

Charles Siebrecht reported on the financials. The current budget reflects we are within budget parameters. The delinquency report reflects the unpaid special assessment for painting is generally the same units that are in delinquent status with the HOA Dues. It is time to review the current budget and determine cost projections for 2011. Pam McLendon prepared a draft budget with year end projections for the budget process to begin. A meeting of the budget committee will be set. The Board will review the anticipated budget at the October Board Meeting. Increases in landscape replacement are being considered due to the needs of the community and replacement needs for front yards of homes.

Committee Reports:

ACC:

George Lipinski was not in attendance; however he sent a report to the Manager for the meeting. The ACC Committee disapproved of an above ground propane tank request.

A home known to be conducting business against HOA rules had been reported and the Board agreed a violation letter was to be sent. Management will follow up on this and confirm the Owner is notified of the violation and to cease the activity.

There was discussion of what is considered acceptable for display on the exterior of homes, with many Owners installing symbols and other items to express themselves on their home. The Board determined they would not pursue these items.

Appeals Committee:

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

Landscape Committee:

A property wide review was completed by Ricki Finnan and Pam McLendon by way of the golf cart. It was noted that the property in general looked great. There are some common areas that are recommended to have some minor adjustments made. Proposals will be reviewed in New Business. It was noted that the paint project will have an impact on the landscape for a short period of time. Landscape replacements will be held off in the period of time prior to a section being painted. There are options for weed and pest control that the Board will review and determine if this should be included in the landscape maintenance.

Management Report:

Pam McLendon reported the following:

Work Orders and Violation Notices are being processed. The area of sod in Phase II that continues to struggle is under control of Landscaper. No charges will be made to the HOA for this sod. Violation letters were sent to clean driveways as the HOA has decided not to do so for the community this year. Residents will be notified in the newsletter about this decision. Confirmations are being made for the Holiday Parade attendees. Tracking of the paint project funding is forwarded to the Board regularly. Letters were prepared for RCI Paint thanking them for their presentation and Andy Lukasik for his efforts on the streets and sidewalks of the Hamptons.

Old Business:

Driveway Apron Repairs: The Town has sent out certified letters to Owners with raised driveways informing them of their responsibility to have repairs made. Code Compliance is handling this matter.

Sidewalk/Gutter Repairs by Town: The Town had a contractor making repairs throughout all Phases of the Hamptons. The Town had stopped work, but then found additional funding to allow for some additional repairs. This work is now being completed. Further repairs will be approved when funding is available to the Town. The contractor made the needed repairs to the staging area as required.

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 was asked if this is allowed by the documents. His legal opinion is that the Board has the power to adopt reasonable Rules regarding use of the common areas. The Board would need to make an initial decision as to whether such a security deposit is a reasonable requirement for leases. The Board is considering a security deposit of \$600.00.

Painting Project: The painting of homes in Phase III is scheduled to begin November 1. The next mailing will be for color selection and will only be mailed to the first section of homes to be painted. This paint selection letter will be mailed to residents based on the order to be painted.

Sabal Palm Tree Trimming – There are palm trees along Indian Creek wall that have not been trimmed for a few years. They have become very overgrown and messy. The Board approved the trimming which was completed by Southern Exposure. The area looks very clean and improved.

Roadway Markers: Many of the existing road markers at the entry to each phase have come loose. The board determined the type of marker being used were too large. It was determined that the flat reflective markers are better suited to the location. Management will order the markers and have the old remaining markers removed and the new ones installed.

Appreciation Letter – Andy Lukasik – Town Manager: The work recently completed by the Town was done with much effort by many people. In particular, Andy Lukasik was a driving force in finalizing the project. The Board agreed to send a “thank you” letter for his efforts. Management prepared the letter. The Board decided a plaque should be included. It was suggested that Andy be invited to the next board meeting to accept the plaque and letter. A motion to include a plaque was made by Dick Thomas, seconded by Ricki Finnan and approved unanimously. Management will make the invitation and have the plaque prepared.

Holiday Lighting: Management contacted the contractor from last year. The contract was not multi-year. They will provide a proposal for the same displays as last year.

New Business:

Budget Preparation 2011: The 2011 Budget will be worked on for presentation to the Board at the next Board Meeting. Management has provided a Proposed Year End Projection report for use in this process. A meeting of Budget Committee Members will be scheduled.

2010 Financial Audit Engagement Letter: The CPA who has previously prepared the financial reports for another company has opened his own firm and is offering a reduced price for his services. The Board reviewed the proposal and accepted the 2010 Financial Audit by Frederick Dulas, CPA, LLC. for the cost of \$2,650. And tax return preparation at \$200.

Owner Request to Review Records: An Owner requested to review the documents pertaining to the paint project. After supplying the necessary documentation required, the management office scheduled an appointment for his record review at their office.

Mailbox Notice Posting Violations: An Owner posted notices on many mailbox units throughout Hamptons. The tape, when removed, caused damage to the newly painted mailboxes. Notices are NOT to be posted on these mailboxes. The Owner will be notified that the cost to repair will be charged to them. Owners will be notified in the upcoming Newsletter not to place items on the mailboxes.

Landscape Weed Control: The community is showing signs of heavy weeds. The Landscaper was asked to supply proposals to address this problem. Additional information is needed to understand the application process. Management will request Landscaper to give details for the Board to review.

Landscape Replacement: Based on the landscape review conducted on the property, some proposals were submitted to make needed improvements to common area beds. The Board approved the proposals as submitted. Work will be scheduled.

Maplewood Park Flyer: The Maplewood Park is open to all residents of Maplewood POA. In an effort to utilize the park more, a flyer has been drafted to remind residents what is offered. Access is free with a card which is available at the Bristol Management Office.

Newsletter: A newsletter is in preparation to be sent to all Owners. This will include information about the paint project, mailbox use for posting notices, landscape review and to notify Owners of the decision by the Board not to clean the driveways this year. The Maplewood Flyer will be included in this mailing.

Water Use Report – Requirement Change: The Board reviewed a notice that states the requirements for a 20-years water use permit holder to submit compliance reports every five years to every ten years.

The next Board meeting is scheduled for October 28, 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