

**NORTHWOOD HOMEOWNERS ASSOCIATION**  
Managing Agent - Community Association Management Services  
2002 N. Lois Avenue Suite 507  
Tampa, Florida 33607

**MINUTES OF THE BOARD OF DIRECTORS MEETING**  
**April 3, 2008**

**ROLL CALL:** Directors present: Burnis Kilpatrick, President; Karen Uhlig, Vice-President; Sharmaine Edginton, Secretary; Laura Smith, Director. QUORUM ESTABLISHED.

Board member absent: Jeffrey Sauber, Treasurer

Pursuant to duly given notice, the Board of Directors meeting for the Northwood Homeowners Association, Inc. was called to order by Burnis Kilpatrick, President the New Tampa Library 10001 Cross Creek Boulevard, Tampa, Florida 34637 at 7:10 PM.

Management Representative: Cherlene Adewunmi of Community Association Management Services, LLC (CAMS).

Mr. Kilpatrick expressed appreciation to the homeowners in attendance for their support.

**APPROVAL OF MINUTES:** The minutes for the March 6, 2008 meeting were presented for approval. Karen Uhlig motioned to approve the March 6, 2008 minutes. Laura Smith seconded and the motion passed unanimously 4-0.

**MANAGEMENT CONTRACT:** CAMS contract is a one-year contract and renews in May. Normally, management contracts are on an automatic renewal with the option to cancel with a 30 days cancellation notice. Ms. Adewunmi clarified that the contract renewal is not automatic, and whoever is on the board next year will decide on the renewal.

Cherlene Adewunmi indicated that boards have a fiduciary duty and should the board desire can choose to obtain other proposals for comparison if they have been with the same management for three years. Ms. Adewunmi indicated that CAMS initial contract price of \$3.75 per door would remain unchanged.

Sharmaine Edginton stated that as a new board we want to continue to move the community forward and believe that the board should continue its relationship with CAMS and if in three years this board and CAMS are still representatives of the community that the board should at the time consider other proposals.

Burnis Kilpatrick indicated that CAMS has responded very positively with the change and to what the homeowners want and sees no reason not to move forward. Mr. Kilpatrick stated that one of the board's objectives is to create a better tone with homeowners. One example the board and CAMS have addressed is the violation letter. Many homeowners commented on the tone of the past violation letter. The board believes that the new violation letter sent by CAMS is more respectful. Nonetheless, homeowners are encouraged to contact CAMS to advise them on the status of rectifying their violations. Responding to the letter with a phone call will help to avoid getting a second notice in the mail.

No objections were made in continuing the relationship with CAMS.

**ATTORNEY'S OPINION:**

The following are unresolved topics from prior boards, which continue to come up on several occasions.

**Mailbox/Landscape:** Ms. Adewunmi informed the board that Barrington's documents gives the association the right to have uniform mailboxes and uniform landscaping whereas, Northwood's documents does not. The board can adopt certain guidelines so when a homeowner chooses to replace his mailbox he would follow whatever guidelines the board puts in place.

Ms. Adewunmi indicated that the postal service generally would notify homeowners if they are unable to deliver the mail due to a mailbox not properly placed or hinders the delivery for any reason.

**Northwood Master/Barrington Merger:** Ms. Adewunmi indicated that the declaration run with the property. The FHA and VA are involved. A merger would be considered a corporate merger because of the current not-for-profit status, which would require an amendment of the documents. An amendment requires 2/3 votes just to get the documents amended. Additionally, it would require one hundred percent approval from every homeowner allowing access to their easements and Barrington's document would require an eighty percent approval.

**WORKMAN'S COMPENSATION INSURANCE:**

The current Brown and Brown policy is a good policy. At the Board's request, Ms. Adewunmi obtained a letter from Brown and Brown confirming that the association does not need workman's compensation coverage because Northwood does not have employees. The current policy is sufficient and also covers any association volunteers.

**PRESIDENT'S REPORT:**

Mr. Kilpatrick indicated it would be beneficial if all of Northwood could duplicate what the Barrington is doing in terms of lawn-care. He believes providing the community with several lawn-care service options is an idea worth pursuing in an attempt to achieve uniformity as well as improve property value and aesthetics of the community. Further, having one or two lawn-care service provide would decrease the amount of lawn-care violation.

**MANAGEMENT COMPANY UPDATE:**

In addition to the above-mentioned attorney's opinions, Ms. Adewunmi stated there are several homes in foreclosure with violation as well as abandoned homes. The association with the intention of recouping the cost from the owners or future owners is up keeping those homes currently.

**FINANCIAL REPORT:** As of February 29<sup>th</sup>, there is \$36, 344.45(Thirty-Six Thousand Three Hundred Thirty-Four Dollars and Forty-Five Cents) in the Operating account and \$7,932.16 (Seven Thousand Nine Hundred Thirty-Two Dollars and sixteen Cents) in Reserves. The Accounts Payable for the month of February totaled \$3, 538.52 (Three Thousand Five Hundred Thirty-Eight Dollars and Fifty-Two cents). As of April 1<sup>st</sup>, CAMS

policy is to have the prior month's financials by the second week of the new month. Instead of 30-45 days back, it will now be one month back.

Ms. Adewunmi indicated she will have the accountant talk to the board about having the money that was transferred into the operating account from the prior board be placed in some kind of interest bearing account.

**SOCIAL EVENTS:** Laura Smith stated the Easter Egg Hunt was successful in spite of the rain. The kids had fun playing the different games, winning prizes and enjoyed the visit from the Easter Bunny.

She reminded everyone of the upcoming April 19<sup>th</sup> community garage sale and encouraged everyone to participate to help encourage the flow of traffic. Also, please submit applications for the Memorial Day parade.

**BOARD MEMBER COMMENTS:** Mr. Kilpatrick suggested that the board could provide two to three mailbox options of varying price and homeowners would have several options which would still complement each other.

Sharmaine Edginton thanked the volunteers for helping to pass of the Easter Egg Hunt flyers, for helping to stuff 1000 eggs for the event, and for overseeing the games at the event even in the rain. Further she thanked the volunteers who donated candies and the lovely gift baskets and prizes.

Ms. Edginton informed board that as board members, they might receive civil summons as their doors. This is simply to inform the community of which homes are going into foreclosure. Board members were instructed to forward the summons to management.

Ms. Adewunmi indicated that it is important to forward the summons immediately because the community only has 10 days to respond.

**HOMEOWNERS PRESENT/COMMENT:**

A homeowner suggested and the board will choose several mailbox options as recommendation to homeowners wanting to replace their boxes.

Another homeowner wondered if there is some federal rule in place that would require homeowners to take better care of their mailboxes.

Special thanks to the following residents for attending the meeting and for sharing your comments and ideas with the board (listed in order as it appeared on the sign in sheet.

Matt Cullen  
Blanca Maldonado  
Kristen Wright  
Teresa Warmke  
Mimi Kilpatrick  
Andrew W.  
Simon Edginton  
Kim Uhlig Quigley  
George Mederos

**NEXT MEETING:** The next meeting will be held May 1, 2008 at 7:00 PM.  
Location: New Tampa Library.

**ADJOURN:** Sharmaine Edginton motioned to adjourn the meeting. Karen Uhlig seconded the motion and the board voted unanimously 4-0. The meeting was adjourned at 8:45 PM.

**Respectfully Submitted:** \_\_\_\_\_  
**Sharmaine Edginton**  
Secretary