

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

**MINUTES OF THE BOARD OF DIRECTORS MEETING**  
**February 5, 2009**

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

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

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 7:16 PM.

**APPROVAL OF MINUTES:**

The minutes for the December 4, 2008 and January 12, 2009 meeting were presented for approval. Karen Uhlig motioned to approve the Minutes. Laura Smith seconded the motion and the motion passed unanimously 5-0.

**ORGANIZATIONAL MATTERS:**

**2009 BOARD MEETING DATES:**

The Board agreed that the meetings will remain on the first Thursday's of each month and the remaining dates for 2009 are as follows:

March 5 <sup>th</sup>	August 6 <sup>th</sup>
April 2 <sup>nd</sup>	September 3 <sup>rd</sup>
May 7 <sup>th</sup>	October 1 <sup>st</sup>
June 4 <sup>th</sup>	November 5 <sup>th</sup>
July 2 <sup>nd</sup>	December 3 <sup>rd</sup>

## 2009 SOCIAL EVENTS DATES:

The Board confirmed the dates for 2009 social events, which are as follows:

Easter Egg Hunt: Saturday, April 11<sup>th</sup>

Memorial Day Parade: Saturday, May 23<sup>rd</sup>

Community Bar-B-Q: Saturday, September 19<sup>th</sup>

Halloween: Saturday, October 31<sup>st</sup>

Santa's Visit: Saturday, December 12<sup>th</sup>

Community Garage Sale (twice): TBD

## 2008 SERVICE REVIEW:

Karen Uhlig stated the board received positive feedback from many homeowners on our service. She also indicated the board did a good job in encouraging community involvement and it was nice to see homeowners attend the monthly meetings. Ms Uhlig expressed her desires to see the establishment of a fining committee and that the board should be much tougher on violators in 2009.

Jeff Sauber thought the board did a good job of improving the financial situation of the community and would like to see an increase and continued community participation.

Laura Smith also thought the Board did a good job in light of what was inherited from the prior board. However, Ms. Smith wishes to see a form of structural skeleton ("foot-prints") left behind for incoming boards as a guide to aid them in knowing where we left off and what needs to be done next.

Sharmaine Edginton stated she sense an improvement in the atmosphere of the community. She appreciated the feedback she received from neighbors as she walked the community and appreciated the participation from homeowners at the social events and volunteering with passing out the newsletter. Ms. Edginton stated there is still some confusion with regards to the CDD and HOA and would like to help clarify their roles for homeowners in 2009.

## CRIME WATCH:

The board discussed working to create a crime watch program. Mr. Kilpatrick stated it might be a good idea to invite a crime prevention officer

to one of the monthly meeting to provide some guidance and ideas. The matter was tabled pending further research.

#### **ANNUAL ELECTION PROCESS:**

After reviewing this past year's election, the board suggested that information regarding the annual election should be included in the newsletter starting as early as August/September to encourage more participation and provide homeowners an opportunity to learn about the different positions and roles of being on the board.

#### **PRESIDENT'S REPORT:**

Mr. Kilpatrick thanked the board and management for their service in 2008 and stated there is still much work to be done. Unlike last year in which the board operated somewhat in a crisis mode, this year the board has an opportunity to be more strategic. Mr. Kilpatrick stated that he is personally donating to each board member a document organizer case to help encourage efficiency. Each board member was also presented with a sample project management form as a way to organizing information as it pertains to social events. Mr. Kilpatrick stated he would like to have at least eighty percent of all event organization data completed by the end of the first quarter. He also indicated that board members upon completing an event's form provide copies to all other members, so in the event of absence/illness, other members have the pertinent information to proceed with the event if it becomes necessary.

#### **MANAGEMENT REPORT:**

Management representative Cherlene Adewunmi of CAMS presented the management report as follows:

**VIOLATIONS:** I completed two inspections of Northwood for the month of January. The main violations noted were excessive mold and mildew on the homes, screened lanais and mailboxes. There was more than the normal amount of violations letters mailed regarding this.

Management and homeowners have had issues with the tenants at 1328 Salt Clay Court. The issues range from cars parked on the grass all over the

yard, on the street, vehicle sitting on blocks in the driveway, loud noise coming from home and lack of maintenance to the yard. CAMS have sent out several violations for different types of violations with none reaching the legal point. Due to the number of combined issues, I suggest the Board review the documentation to decide on the next line of action. Maybe, the first step can be a letter from the attorney to the owner and tenants regarding the documented number of violations.

Jeff Sauber motioned to send an attorney letter the homeowner of Salt Clay Court regarding the violations. Laura Smith seconded the motion and the board voted unanimously 5-0.

### **FINANCIAL REPORT:**

As of December 31, 2008 there was \$25,619.57 in the Operating Account and \$973.45 in the Reserve Account. The accounts receivables were down from the prior month \$1,643.94. At the end of November the A/R was \$19,810.09 and the end of December the A/R stood at \$18,166.15. This steady decline in A/R is due to the pro-activeness of the Board and management regarding the collections. Per the 2008 collection efforts, there are several homes that are with the attorney and are being liened. There are a few homeowners that have set up payment arrangements and there are others that are in pre-mortgage foreclosure in which the association cannot collect on at the current time.

2009 payments are due as of January 15<sup>th</sup> and any account that has not been paid is charged a \$25 late fee. As of January 30<sup>th</sup> an 18% interest fee was charged, per the collection policy adopted on July 15, 2008.

Collection attorneys advise that the sooner the collection efforts start on delinquent accounts the better the chance an Association has to collect on these accounts. If actions are delayed, the mortgage companies can file a lien, which would place the association behind. The first collection notices for 2009 are in the process of being mailed (due to the number of homes, liened accounts and pre-foreclosures, each account has to be verified before a delinquent letter is mailed) and all accounts that are delinquent should receive the first notice by February 15, 2009. The demand notices will follow after this time has expired.

**NEXT MEETING:** The next meeting will be held March 5, 2009 at 7:00 PM.  
Location: New Tampa Library Cross Creek

**ADJOURN:** Jeff Sauber motioned to adjourn the meeting. Laura Smith seconded the motion and the board voted unanimously 5-0. The meeting was adjourned at 8:55 PM.

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