

**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**  
**June 5, 2008**

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

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 7:12 PM.

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

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

**APPROVAL OF MINUTES:** The minutes for the May 1, 2008 meeting were presented for approval. Jeffrey Sauber motioned to approve May 1, 2008 minutes. Sharmaine Edginton seconded and the motion passed unanimously 3-0.

**GUEST PRESENTERS SUMMARY (Mailboxes):**

Mr. Kilpatrick introduced Michelle Glidden-Salcedo of Post Guard as a possible mailbox vendor provider in an attempt to create uniformity within Northwood as requested by several homeowners.

Ms. Glidden-Salcedo indicated the Mail Post Guard (PVC) is a new patent pending product that helps protect the wood from being damaged from weed

eaters. The weed eaters over time will chip away the wood at the bottom of the post, but with the Post Guard, that will no longer happen. Average retail cost is around One Hundred Seventy-One dollars with the Post Guard included, installed.

Jeffrey Sauber stated he spoke with Home Depot and Lowe's regarding discounted pricing for a bulk order. Both stores indicated a possible 10-20% discount depending on amount of order. The post would be the standard wood post and would require upkeep. Average retail price for box and pressure treated wood post is around Sixty dollars.

Sharmaine Edginton presented a box on behalf of the Beautiful Mailbox Company. The mailbox and posts are 100% aluminum with a baked on powder-coat paint finish. The design is very similar to those in Seven Oaks with slight differences. Each box comes with a reflective address panel, post and finial as part of the unit. The cost to Northwood homeowners would be One Hundred Thirty-Three dollars and comes with a one-year warranty. The vendor could install the mailbox for an additional Forty-Five dollars.

#### **DRIVEWAY OPTIONS (update):**

Ms. Edginton presented two possible options to the board. Color samples from Sherwin Williams included Bombay, Gull Gray, and Sandstone. This option allows for homeowners to do the work themselves. Costing roughly Twenty-Three dollars a gallon, the H&C Concrete Sealer Solvent-Based, which is a driveway stain, is an affordable option for homeowners. It is highly recommended that homeowner add the slip-resistant additive to the sealer-stain and take the extra step of protecting the process with a clear gloss coat on top. The staffs at Sherwin Williams are very knowledgeable and can help guide owners with the process and/or provide instructional brochures on the "how to."

Ms. Edginton also presented samples from a company called Concrete-N-Counters. The stain is absorbed by the concrete so if it chips, the stain color would still be visible. The company does not recommend the resurfacing of driveways, but instead promotes utilizing and incorporating the cracks into a pattern for long-term aesthetics and durability. Average cost for stain range from Two dollars fifty cents to Three dollars per

square foot to Four dollars and fifty cents to Five dollars per square foot to resurface a driveway.

### **COMMUNITY STANDARD'S OF LIVING DOCUMENT:**

Ms. Adewunmi stated that each board member was presented with a standard's for community living booklet for review. The booklet includes the changes that took place in the Florida Statutes 720 for Homeowners Association as of July 1, 2007. Changes have been made based on her knowledge of the board's vision, but the board needs to do a final review and make any necessary changes. Ms. Adewunmi recommends that the board adopts this document with revisions as soon as possible, so that homeowners will be better informed on how the board makes decision on policies, violations, etc.

Ms. Edginton indicated that the New Standards for Community Living Document isn't actually a new document. In fact, the 2006 board members along with several homeowners worked on revising and incorporating changes into the existing rules. However, the previous board never adopted that document. Legislative changes coupled with the needs of our community compel this board to revise and adopt the document.

### **DEED RESTRICTION/SOLICITATION:**

Management was given the contact information of Orkin Pest Company and was asked to draft a letter to the company's headquarters to stop the door-to-door solicitation in Northwood.

Ms. Edginton emphasized that it is purely voluntary and should not be confrontational, but if homeowners could collect name, address and company contact information from solicitors and then forward that information to the board, the board and management will then write a formal letter to the company informing them of Northwood's Deed Restriction and No Solicitation policy.

Curbing these unwanted solicitation will also decrease the traffic within Northwood and will hopefully enable us to recognize anything out of the ordinary in our community.

### **WEBSITE UPDATE:**

The community's website is now current and up-to-date. In fact, this evening's meeting agenda was posted two days ago and was available for download. When possible, the board will post upcoming agendas prior to the meetings.

Under the event's tab on [www.northwoodofpasco.com](http://www.northwoodofpasco.com) is the Memorial Day Community Parade video.

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

Mr. Kilpatrick reminded the audience that Northwood is a community that is over ten years old and explained the need for the revised Standard's for Community Living document. His hopes are that homeowners will continue its interactions and relationship with the board, which is one of mutual respect, and that homeowners will do their best to maintain their properties. Mr. Kilpatrick confirmed with Ms. Adewunmi that most homeowners generally comply following the first violation notice.

Mr. Kilpatrick encouraged homeowner to attend the CDD meetings/workshop and to express their views on the clubhouse. He advised everyone to become informed on the CDD plans for the clubhouse and how the board plans on spending the money. With the current economic state, the CDD board is in a favorable position of obtaining competitive bids for building the clubhouse with the funds that have already been allocated for that purpose. Real Estate experts have conservatively estimated a Three to Five Thousand dollars increase in property value with a clubhouse in Northwood.

Mr. Kilpatrick thanked participants, volunteers and homeowners for coming out and supporting the parade honorees during the Memorial Day Parade. He also mentioned that the parade video was on the Northwood's website for viewing. A special thank you to the St-Pete Times for sponsoring the event.

Thanks to Mr. Hooper of the St-Pete Times Newspaper for featuring the event in his column on Memorial Day.

### **MANAGEMENT COMPANY UPDATE:**

Ms. Adewunmi reminded homeowners to contact management to discuss violation notices, which will often prevent a second notice from being sent out.

### **FINANCIAL REPORT:**

As of 30, 2008 there was \$21,988.54 (Twenty-One Thousand Nine Hundred Eighty-Eight Dollars and Fifty-Four Cents) in the Operating account and \$7,945.85 (Seven Thousand Nine Hundred Forty-Five Dollars and Eighty-Five Cents) in Reserves. The line item for legal is over budget due to the final bills paid out to John Ellis, Esq (prior invoices from Shumaker and Loop from the previous board). \$905 was paid for individual lots to be maintained. These funds are expected to be paid when homes sale and/or from the bank who currently owns. The Board should plan to review the finances in preparation for the 2009 budget.

Due to the number of expenses that were not budgeted correctly in 2008, it is with the utmost importance to review realistically the expected expenses for 2009. September should be a budget review meeting before the normal Board meeting and October should be the Budget adoption meeting held before the regular Board meeting. Management will draft a preliminary budget for the Board.

### **BOARD MEMBER COMMENTS:**

Mr. Kilpatrick reminded the audience on the meaning of the timer. He explained that the board wanted to provide an objective and respectful way of timing homeowner's comments and allowing each homeowner to speak for a full three minutes.

Ms. Edginton, after hearing about a dispute involving several homeowners on Sea Breeze Way, indicated that the HOA Board does not have jurisdiction

regarding matters of vandalism or any other matters that involves law enforcement. She indicated after overhearing of the situation while attending a CDD meeting, she immediately notified management to investigate the situation.

**SPECIAL NOTE:**

Management is responsible for sending out violation notices. This process is in place to ensure consistency and objectivity. Following the final notice and non-compliance of a homeowner, the board will then decide on whether legal action is necessary.

**HOMEOWNERS PRESENT/COMMENT:**

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.

Lori Sauber  
Matthew Cullen  
Luis Salcedo  
Michelle Glidden  
Walter Ingram  
Xenia Ingram  
Adolph Ramirez  
IsabelRamirez  
Karan Mehra  
Shivakunar Swamyualhar  
Jessica Kirkland  
Mark Baker  
Dean Matley  
Syam Suri  
Blanca Maldonado

**NEXT MEETING:** The next meeting will be held June 30, 2008 at 6:30 PM. Location: New Tampa Library.

**ADJOURN:** Sharmaine Edginton motioned to adjourn the meeting. Jeffrey Sauber seconded the motion and the board voted unanimously 3-0. The meeting was adjourned at 8:50 PM.

Respectfully Submitted: \_\_\_\_\_

**Sharmaine Edginton**

Secretary