

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 30, 2008
(in lieu of July 3rd)

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

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 for their support and attendance.

GUEST PRESENTER'S SUMMARY (Driveways):

Ms. Edginton introduced Jeffrey Potvin of Concrete-N-Counters as a possible driveway vendor to stain and resurface homeowner's driveways.

Mr. Potvin is a structural engineer with over 20 years of experience in the business. His company is licensed and insured and carries Workman Compensation insurance. They are members of the Better Business Bureau. He explained that painting one's driveway would only peel away after a period of time and would require more work and attention. The product that Concrete-N-Counters utilizes absorbs through the concrete and becomes

permanent. He utilizes a lithium hardener, which is a water-based environmentally friendly material in the process of preparing the driveway for staining. Since the stain is absorbed into the concrete, if the driveway 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 with or without a pattern 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. Mr. Potvin provides a Five-year warranty on his service and has offered to provide Northwood homeowners a discount based on driveway square footage.

APPROVAL OF MINUTES:

The minutes for the June 5, 2008 meeting were presented for approval. Jeffrey Sauber motioned to approve June 5, 2008 minutes. Laura Smith seconded and the motion passed unanimously 4-0.

APPROVAL OF MAILBOX OPTIONS:

Several mailbox vendor options were provided and discussed at two prior board meetings. With input and feedback from several homeowners present regarding cost and aesthetics, the board selected two mailbox options for use in Northwood. Homeowners would have the choice of purchasing the Tuscan Model complete mailbox unit with reflective numbers without the decorative base for \$133 or with the base for an additional \$65 from Beautiful Mailbox Company (tax and installation extra) or maintaining the consistency and uniformity created by the developer and install a pressure treated wood post with a black mailbox purchased from a local hardware store.

A motion was made by Laura Smith to select "Beautiful Mailbox Company" as the mailbox vendor. Jeffrey Sauber seconded the motion and the motion passed 4-0.

Jeffrey Sauber made a motion, which was seconded by Laura Smith and the board voted unanimously 4-0 to keep the pre-established developer chosen style, which consist of a wood post with black mailbox as the other approved choice option for homeowners.

APPROVAL OF DRIVEWAY VENDOR:

Ms. Edginton directed the board to the information on the other driveway vendor, Cameron's Concrete for board consideration. The company has a little less experience than Concrete-N-Counter but otherwise comparable in price and service. The board requested that Ms. Edginton obtain and forward via email additional information on the product and process utilized by Cameron's Concrete.

Jeffrey Sauber motioned that the board considers the two contractors: Concrete-N-Counters vs. Cameron's Concrete and Driveways and once the board obtains the additional information on Cameron's Concrete to vote via email before the July 15th meeting on the vendor of choice and stain colors and pattern to be chosen at a later date. Laura Smith seconded the motion and motion passed 4-0.

On Monday, July 14, 2008 the board voted unanimously via email to select Concrete-N-Counters as the driveway vendor for Northwood.

Ms. Edginton motioned to provide homeowners the opportunity to stain their own driveways by using one of several pre-selected board approved stain color from Sherman Williams off of Bruce-B-Downs. Jeffrey Sauber seconded the motion and the motion passed 4-0.

COMMUNITY STANDARD'S OF LIVING DOCUMENT:

The Board reiterated that the Standards for Community Living Document is not actually a new document. The booklet includes the changes that took place in the Florida Statutes 720 for Homeowners Association as of July 1, 2007 coupled with board members inputs and suggestions organized and

revised in an easy to follow format. There is an index page to help facilitate quick reference on a specific topic.

Ms. Edginton confirmed the Standards for Community Living adoption meeting is scheduled for Tuesday, July 15, 2008 @ 6:45 PM at the New Tampa Library. The board decided to provide homeowners another opportunity to discuss any concerns and provide comments on the Standards document by including on the July 15th agenda a "members comment" section before adopting the guidelines.

NEWSLETTER:

Ms. Edginton indicated that the July/August issue of the newsletter would be distributed to homeowners this week before the July 4th holiday.

Ms. Edginton stated she was contacted by the St-Petersburg Times requesting a W-9 form from her. She was told the St-Pete Times pays a certain percentage in commission income to those who solicit ads for the newsletter. Ms. Edginton explained to the Times representative that as a volunteer of the community she believed it would be inappropriate to collect and accept monies while functioning in the capacity as a volunteer board member and instead requested that the check be made payable to Northwood of Pasco Association. Management was notified of the situation and a W-9 form for the community was forwarded to the St-Petersburg Times.

The St-Petersburg Times now have a team of individuals who will be responsible for generating ads for the community newsletters, therefore, Northwood will no longer need to solicit ad nor will we be generating any future income from the Times.

PRESIDENT'S REPORT:

Mr. Kilpatrick stated that he was expecting to have continued dialog on a discussion that took place at the last meeting involving an issue with tenants and violations. However, although those individuals are not present and for

the record, every situation is handled appropriately and fairly and there is a due process in place in which management and the board follows. Homeowners must understand that everyone has a right to be heard and given an opportunity to address and/or rectify issues of concern. Mr. Kilpatrick requested that the minutes reflect the fact a process is in place that equally protects homeowners and renters and that the process is in motion regarding the situation on Sea Breeze way.

MANAGEMENT COMPANY UPDATE:

Ms. Adewunmi stated that CAMS has extended its services to include rental properties. The goal is to prevent the issues communities are currently facing in terms of renters/tenants and neglect of vacant properties. All tenants will be subject to background check and will be informed on the Deed Restrictions of the community. The Administrative staff mailed the required notice to each owner, per Florida statute Florida Statute 720, for the Community Standard Adoption meeting scheduled for July 15, 2008. All rule adoption meetings are to be noticed 14 days in advance via writing. Notices were mailed June 25, 2008.

There are a few violations that will need to be addressed by the Board. This will be presented to the Board at the meeting in August along with pictures of the non-compliance violations. Homeowners have been informed that the revolving door of violations will be addressed within Northwood of Pasco. It is my desire to have a list each month to present to the Board in my formal management report outlining the violations that have not been corrected and a recommendation (based upon the new community standards that will be adopted on July 15, 2008) on how to tackle the issue. Several homes are being mowed continuously. The accounting department will be mailing notices to the last known owner of these properties requesting payment for maintenance provided to the homes by the Association.

FINANCIAL REPORT:

As of May 31, 2008 there was \$12,170.76 (Twelve Thousand One Hundred Seventy Dollars and Seventy-Six Cents) in the Operating account and

\$7,954.49 (Seven Thousand Nine Hundred Fifty-Four Dollars and Forty-Nine Cents) in Reserves. The Operation should reflect an additional \$1,539.86 for checks that were to be voided. Once these checks are voided the monies will be added back to the balance. The insurance premium for 2008 was paid in the financial month of May. There was also a charge for \$1,655.01 from South Dakota that was processed on the account. The charge is for the 2008 payment coupons. CAMS recently received invoices for the coupons for all its communities and this is the first time payment has been issued since services were rendered.

Approximately 240 Demand notices were mailed to owners who did not pay their 2008 assessments. There is approximately \$29,000 due the association from owners. The letter gives each owner 10 days to pay and if a collection attorney is involved the owner will have to pay their assessment plus the attorney fees. The Board will decide on additional line of action to the collection issue of Northwood of Pasco.

BOARD MEMBER COMMENTS:

Jeffrey Sauber indicated that something must be done to encourage homeowner's to pay their assessments. Northwood is at risk of running out of monies before the end of the year because of uncollected dues.

Ms. Edginton agreed with Mr. Sauber but request that the board consider a last ditch effort to reach out to the homeowner before sending the account to the collection attorney. Ms. Edginton suggest that following the demand letter sent by management, if the homeowner still does not respond, that the board send a final letter explaining that this will be the last correspondence they will receive on the issue and once the matter is turned over to the attorney, it will be out of the board's hands. Further, because of the associated expense, include the cost of that correspondence into the homeowner's bill, which is roughly an additional \$5.

Ms. Edginton motion that the board draft a last attempt letter to go out to all delinquent homeowners giving them 72 hours following receipt of that letter to contact management to either pay their assessments and/or discuss the situation. The letter will include their assessment cost as well as

an additional cost associated with writing and mailing the final attempt letter. Jeffrey Sauber seconded the motion and the motion passed unanimously 4-0.

Laura Smith commented on the success of the Memorial Day Parade and thought it would be a wonderful tradition to continue.

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.

Dale Eber

Gloria Eber—Ms. Eber expressed regret on missing the parade but indicated she heard a lot of positive feedback on the event.

Simon Edginton—Dr. Edginton stated in light of Northwood's financial situation and in support of this board's vision to change the community, the Edginton family will like to donate 50 US flags which can be applied to the poles along Northwood Palms Blvd. during the July 4th holiday and other patriotic holidays.

NEXT MEETING: The next meeting will be held July 15, 2008 at 6:45 PM. Location: New Tampa Library.

ADJOURN: Jeffrey Sauber motioned to adjourn the meeting. Laura Smith seconded the motion and the board voted unanimously 4-0. The meeting was adjourned at 8:55 PM.

Respectfully Submitted: _____
Sharmaine Edginton
Secretary