

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

**MINUTES OF THE BUDGET ADOPTION MEETING**  
**October 2, 2008**

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

Directors Absent: Jeffrey Sauber, Treasurer. 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 7:10 PM.

**2009 PROPOSED BUDGET:**

They're being no questions or comments from the floor or the board; Karen Uhlig motioned to approve the 2009 Proposed Budget. Laura Smith seconded and the motion passed unanimously 4-0.

Mr. Kilpatrick confirmed for the record that a copy of the approved budget would be mailed to each homeowner. Ms. Edginton stated that management would be including a copy of the 2009 approved budget with the 2009 annual assessment coupons, which will be mailed to homeowners within a few weeks.

**ADJOURN:** Karen Uhlig motioned to adjourn the meeting. Sharmaine Edginton seconded the motion and the board voted unanimously 4-0. The meeting was adjourned at 7:15 PM

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

**Sharmaine Edginton**  
Secretary

**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**  
**October 2, 2008**

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

Directors Absent: Jeffery Sauber, Treasurer. 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 7:15 PM.

**APPROVAL OF MINUTES:**

The minutes for the September 4, 2008 meeting were presented for approval. Sharmaine Edginton motioned to approve the September 4, 2008 minutes. Karen Uhlig seconded the motion and the motion passed unanimously 4-0.

**PRESIDENT'S REPORT:**

Mr. Kilpatrick informed the board that following discussion with management, it was necessary to move Seven Thousand dollars of the nearly Eight Thousand dollars out of the Reserves to cover our monthly expenses for the remainder of the year. Instead of specially assessing homeowners in

order to make it through the year, utilizing some of the Reserves was a decision he thought best. He reminded the board that this was all part of the budget shortfall we inherited from the 2007 board coupled with the record number of homes that the Association has had to maintain.

### **MANAGEMENT REPORT:**

Ms. Edginton provided the management report on behalf of Ms. Adewunmi who was not able to attend tonight's meeting and the report is as follows:

*ADMINISTRATIVE:* The Board adopted the Community Standard Guidelines in July. As of August a copy of the document has been recorded in the clerk of courts. Any new homeowner should be aware of the current documents as well as the new guidelines since they have been recorded.

*VIOLATION:* Violations in the community have been at a minimum. There appears to be a visible decrease in the number of repeat and new violations. There were several homes that were not in compliance for months that have come into compliance. I believe the proactive approach that the Board has taken is helping the decline of Northwood's Violation.

### **FINANCIAL/TREASURER'S REPORT:**

August 2008 Financials have been included. As of August 31<sup>st</sup>, \$3,655.59 was in the Operating and \$7,968.25 in the Reserve Account. The Association received \$2,690.00 in fees from owners whose homes were maintained by the Association. \$1,908.40 in legal expenses was paid for the month of August. This was for work provided by the attorney for the past several months to the Board of Directors.

2009 Budget meeting: Since all discussions regarding the budget was discussed at the preliminary budget meeting, the adoption meeting is to answer any last minute homeowner questions followed by the adoption of the budget.

## **BOARD MEMBER'S COMMENT:**

### **COLLECTIONS:**

Ms. Edginton stated that in terms of the "last attempt to collect letter," management has indicated that many homeowners have responded to it and some have made arrangements to pay their dues in two installments over a two months period.

Ms. Uhlig wanted to confirm that for those homeowners who ignored the "last attempt to collect letter" that as the Board had previously decided, will be sent to the collection attorney. Ms. Edginton confirmed that yes, management would be turning those homeowner's accounts to the attorney following the deadline.

### **STANDARD'S DOCUMENT:**

Ms. Uhlig also suggested that the Board revisit the possibility of providing a copy of the Standard's Document to each homeowner at the cost to the community if the budget will allow.

Ms. Smith stated the board should come up with a way of ensuring that every homeowner knows how to obtain a copy of the revised Standard's Guideline. Especially providing a way for all potential new homeowner to know about and to obtain a copy of the document.

Mr. Kilpatrick suggested that since Northwood is a Deed Restricted community, perhaps the board could establish a process requiring Real Estate agents to provide copies of the Standard's Guidelines to new homeowners upon selling a property.

Ms. Edginton suggested talking with management since management usually provides an Estoppels letter to sellers and perhaps that would be a good time to get them to obtain a copy for the new buyers.

### **SOCIAL EVENT:**

Ms. Smith indicated that she was initially intimidated as social chair since there were not historical records of any past event protocol, but felt her hard work on the BBQ paid off. She indicated that she documented

everything in a formal report and feels it important that this board leaves footprints for subsequent boards to follow as a guide.

Mr. Kilpatrick reminded the board of the upcoming Halloween event as well as the Santa Visit. Laura Smith stated that she was available to assist Ms. Uhlig in as much as she is called upon. Ms. Uhlig indicated things were covered so far.

**NEXT MEETING:** The next meeting will be held November 6, 2008 at 7:00 PM. Location: New Tampa Library.

**ADJOURN:** Laura Smith motioned to adjourn the meeting. Sharmaine Edginton seconded the motion and the board voted unanimously 4-0. The meeting was adjourned at 7:55 PM.

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