

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
September 4 2008

ROLL CALL: Directors present: Burnis Kilpatrick, President; Karen Uhlig, Vice-President; Jeffrey Sauber, Treasurer; Sharmaine Edginton, Secretary. QUORUM ESTABLISHED. Directors Absent: 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 7:10 PM.

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

Homeowners present: Karan Mehra, M. Yarmush, and Janice

APPROVAL OF MINUTES:

The minutes for the August 7, 2008 meeting were presented for approval. Jeffrey Sauber motioned to approve the August 7, 2008 minutes. Karen Uhlig seconded and the motion passed unanimously 4-0.

2009 SOCIAL EVENTS DATE AND BUDGET:

The board agreed to repeat all social events of 2008 in 2009. Ms. Edginton suggested in an effort to keep cost down that the social budget be reduced to \$5000 even though historically it has always been \$5500. Jeffrey Sauber motioned to reduce the social budget to \$5000 for fiscal year 2009. Karen Uhlig seconded the motion and the motion passed 4-0.

The social events and dates for 2009 are as follows:

Easter Egg Hunt	Saturday, April 11, 2009	(\$550)*
Memorial Day Parade	Saturday, May 23, 2009	(\$1800)*
Community Barbeque/Pot Luck	Saturday, September 19, 2009	(\$1800)*
Halloween	Saturday, October 31, 2009	(\$300)*
Santa's Visit	Saturday, December 12, 2009	(\$550)*
Garage Sales (twice)	TBD	

*approximations

LOTS MAINTAINED BY THE ASSOCIATION:

Ms. Adewunmi indicated that the Association is currently mowing the lawns of abandoned/foreclosed houses twice monthly. We are approaching the season in which these lots will now be mowed once a month instead in an effort to reduce cost. Ms. Adewunmi reminded the board although these lots would be mowed once a month, site visits are still done twice a month and should a lot need additional mowing, it will be brought to the board's attention.

FINING COMMITTEE/VIOLATORS ACCOUNTS TO THE ATTORNEY:

Ms. Adewunmi indicated that demand notices were sent out giving homeowners additional time to respond and a significant number of homeowners are still delinquent and recommends that the board send those accounts to the collection attorney. Ms. Adewunmi stated approximately Twenty-One Thousand dollars remain outstanding.

Ms. Edginton indicated that when the issue of non-payment was brought up several meetings ago, she drafted a "last attempt" letter and would like for the board to consider sending out this letter to those delinquent homeowners before sending those accounts to the collection's attorney. Even though at the end of the day these homeowners would be given more time than others, as a board, we would at least have the knowledge of knowing we made every effort to get those homeowners to pay before the attorney gets involve.

Mr. Kilpatrick reminded the board and homeowners present that the board has a fair and effective system in place and that before an account is sent to the attorney, all avenues for resolution is exhausted before a final decision is made. However, the board has a responsibility to ensure that the business of the community is managed properly and that includes the budget, which is dependant on homeowners paying their assessments.

Ms. Uhlig provided input on the draft letter and suggested a firmer tone be taken in the final product.

Jeffrey Sauber motioned to send out a last attempt letter on September 8th to all delinquent homeowners to pay their association dues for 2008 by September 15, 2008 or their accounts will be sent to the collection attorney if not received by then. Karen Uhlig seconded the motion and the motion passed unanimously 4-0.

In terms of the fining committee, Ms. Kilpatrick indicated that the party who should be held accountable for the business of the community should be the board even if a fining committee was in place. However, he does not believe that a fining committee would promote the vision of this board nor create an atmosphere of community.

Ms. Adewunmi reminded the board that if a fining committee were to exist, the board would have to appoint three individuals who were not part of the board of directors nor could those individuals have any relations with any person on the board of directors. Management would be the one to present the accounts along with evidence to the fining committee. The fining committee would then be responsible to follow-up on that evidence before issuing any fines. The homeowner would have 14 days to come before the fining committee to discuss the issue. The committee would also be responsible for attending the board of directors meeting to brief members on their course of actions. Having a fining committee would theoretically reduce attorney fees. Instead of sending accounts to the attorney for violations, the fining committee would take the place of the attorney in helping to enforce the rules. Non-payment of fines can become a lien on the property following the 14 days notice.

Following discussion and much consideration, Jeffrey Sauber motioned not to have a fining committee and to consider setting up a community workshop in the future to further discuss the parameters of the potential committee should the board vote on having a fining committee. Karen Uhlig seconded the motion and the motion passed unanimously 4-0.

ST-PETERSBURG TIMES WEBSITE:

Representatives from the Times made a presentation at last month's meeting and introduce their community development website. It is their hope that Northwood will consider utilizing their new product.

The Times website would provide an opportunity for interaction between neighbors, whereas the Northwood's website is primarily informational.

Following discussion and much consideration, the board voted to do a trial bases with restrictions. Jeffrey Sauber motioned to do a trial bases with St-Pete Times website until December 31, 2008 and after that time, the board will revisit and make a decision on whether it is beneficial to the community. Sharmaine Edginton seconded the motion. Motion passed 3 yeas, 1 nay (Karen Uhlig).

UPCOMING SOCIAL EVENTS:

Ms. Edginton indicated that Social Chairperson Laura Smith could not attend tonight's meeting but wanted to provide copies of her report for the upcoming barbeque. The total cost for the barbeque came in under budget costing a little over \$1400.

Also, the next garage sale is schedule for Saturday, September 13th from 8 am to 2 pm and was submitted for advertisement in the local papers.

MANAGEMENT REPORT:

Ms. Adewunmi stated that CAMS has a new violation report that is more detailed and user friendly. It keeps track of the number of days that a violation has been open.

The 2009 draft report was presented to the board. Ms. Adewunmi stated that the board could not increase the budget by more than fifteen percent without homeowner's approval. Having said this, the 2009 budget reflects anticipated increases in insurance cost, maintenance of abandoned homes, and management fees. Also, the line item of \$18,000 generated income from legal fees has been removed from the budget since this money has never been received. Therefore, the annual assessment to each homeowner in 2009 can be no more than \$99.19 to keep below the fifteen percent increase.

FINANCIAL REPORT:

As of 7/31/08, \$9,641.68 was in the Operating Account and \$7,962.60 was in the Reserve Account. \$1,185.00 was paid for maintaining lawns to individual homes. \$322.90 was coded to Social. This amount has been re-classed to Administrative and will be reflected on the August financials. \$568.00 of owner lots in which the association mowed was deposited into the Operating Account. The accounting department will be reviewing lawn vendor invoices and accounts that were mowed to ensure each account has been charged for the total amount of services provided. In addition, management is working with the Banks regarding payment on the properties they own within Northwood.

NEXT MEETING: The next meeting will be held October 2, 2008 at 7:00 PM. Location: New Tampa Library.

ADJOURN: Jeffrey Sauber motioned to adjourn the meeting. Karen Uhlig seconded the motion and the board voted unanimously 4-0. The meeting was adjourned at 8:40 PM

Respectfully Submitted: _____

Sharmaine Edginton
Secretary

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MINUTES OF THE PRELIMINARY BUDGET MEETING
September 4 2008

ROLL CALL: Directors present: Burnis Kilpatrick, President; Karen Uhlig, Vice-President; Jeffrey Sauber, Treasurer; Sharmaine Edginton, Secretary. QUORUM ESTABLISHED. Directors Absent: 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 8:45 PM.

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

Homeowners present: Karan Mehra, M. Yarmush, and Janice

2009 PRELIMINARY BUDGET:

Ms. Adewunmi indicated that the \$18,000 of expected income would be removed from the 2009 budget since those monies were never generated by prior boards as expected. She suggested that board members review each line item and make any necessary suggestions. Suggestions would then be incorporated into a new preliminary budget reflecting those changes. In order to have a sound budget, the annual assessment to each homeowner for 2009 is \$99.19.

Certain line items were added such as the lawn maintenance for abandoned homes. Even though the market is expected to improve in the future, it

would be prudent for this board to have a line item to cover this expense. Newsletter printing and postage was re-instituted in the event the St-Pete Times chooses to no longer print our community newsletter for free. It is the board's understanding that the Times stopped printing the newsletter of several communities for free without any advanced warning.

Ms. Kilpatrick stated that there has always been a reluctance to do any kind of increase especially in times like this. However, this board has a fiduciary duty to have a properly funded budget in order to conduct business. Further, Northwood is a community with one of the lowest annual assessment. The 2009 increase would equate to \$1.08 more a month to each homeowner for a total overall increase of a little more than \$12 for the entire year.

ADJOURN: Jeffrey Sauber motioned to adjourn the meeting. Sharmaine Edginton seconded the motion and the board voted unanimously 4-0. The meeting was adjourned at 9:00 PM

Respectfully Submitted: _____
Sharmaine Edginton
Secretary