

**HAWKS POINTE OWNERS ASSOCIATION, INC.**  
**ANNUAL MEETING MINUTES**  
**OCTOBER 7, 2020**  
**KIRKWOOD PRESBYTERIAN CHURCH**

The meeting was called to order at 6:32 p.m. by President, Sandy Lain.

A quorum was not established, so the Board proceeded with an unofficial meeting for the residents who attended.

In attendance from the Board of Directors were Sandy Lain, Wayne Seibold, and Gale Downs; Kathy Melton, CAM represented The CAM Team.

Proof of Notice was provided showing the notification of the Annual Meeting was sent out in accordance with statutory guidelines.

Sgt. Goldstein, the scheduler of the JSO patrols in the neighborhood, was in attendance. The goal of his team of officers is to deter and eradicate suspicious activity. The shifts are varied, and more overnight shifts have been scheduled. If you see suspicious activity, call the non-emergency number (904-630-0500) and, if possible, snap a photo. Do not leave valuables in your vehicle and be sure to lock the doors. Keep garage doors closed, and don't leave boxes at the curb as they "advertise" what you have. Cut boxes up and put them in garbage bags. Be vigilant of your surroundings at all times.

The minutes from the October 15, 2019 Annual Meeting had previously been approved by the Board. A motion was made by Gale Downs to approve the November 19, 2019 Board of Directors meeting minutes. Wayne Seibold seconded. None opposed and the motion carried.

**Comments from the President:**

Sandy Lain welcomed those in attendance.

- The Association applied for and receive a matching grant from the City of Jacksonville. A seesaw was added at the park, camera issues were corrected, and pressure washing was completed at the park and at the entrances, including the fence and sidewalks. The city paid for half of the cost.
- There is an issue with the water fountain at the park as it keeps getting clogged. The Board is working on a solution.
- The city grant paperwork has been received and the Board asked for suggestions from those in attendance as to what they would like to see added in the community. The city matches up to \$5k. The application is due the end of December. Suggestions included pressure washing of all sidewalks in the community and adding mulch at the rockers in the park. A meeting will be held before the end of the year to finalize the request.
- Old Middleburg road is scheduled to be widened. Changes will have to be made to the front sign. The city will be responsible to pay for it.

**Financial Report:**

Gale Downs, Treasurer, has reviews the financials monthly and reported that everything is in order. The Association has told funds of approximately \$69k.

The balances as of September 30, 2020 were:

Operating Account	\$ 51,483.89
Money Market Account	<u>\$ 18,234.49</u>
Total Funds	\$ 69,718.38

An updated collection tracker was provided to the Board. Accounts receivable as of September 30, 2020 are \$20,996.50. An additional \$1,571.20 of that balance has come in since October 1<sup>st</sup>. There have been twenty-three (23) new owners since January 1, 2020.

**Proposed 2021 Operating Budget:**

The proposed 2021 Operating Budget was mailed to homeowners with the Annual Meeting Notice. Assessments will remain at \$385.00 annually. A homeowner asked if the Board would consider lowering assessments to \$350.00 for the next budget year and Gale Downs offered to do an analysis to determine if it is feasible. A motion was made by Sandy Lain to approve the budget as presented. Wayne Seibold seconded. None opposed and the motion carried.

**Landscape Contract:**

The current landscape contractor is TLC. A fence was damaged at the park and TLC refused to pay for the repairs so the Board is looking to make a change. Two bids have been received for the landscape contract: Quality Lawn Works and Richard's Landscape Solutions. The matter was tabled so Management can get to the contract for Quality Lawn Works to ensure that they have an indemnity clause. Once a new contractor is selected, notice will be given to TLC for the termination of their contract.

**Old Middleburg Entrance DVR Replacement:**

A proposal was received from Tison Sound & Security to replace the DVR at the Old Middleburg entrance. Originally, the issue was thought to be with the Comcast service but the issue was not corrected. A motion was made by Sandy Lain to accept the proposal. Gale Downs seconded. None opposed and the motion carried.

**Election of Directors:**

As a quorum was not present, the election of directors did not take place. The current Board will continue.

**Open Discussion:**

A homeowner asked if there is anything in writing that gives information about lawn care, weeds, growth of the lawn, etc. A copy of the Covenants and Restrictions will be mailed to the homeowner.

A question was asked about the time limit to do an ARC once it has been approved. The Committee has thirty (30) days to approve an ARC once it has been received. There is nothing specific in the documents that states how long the homeowner has to complete the project.

The Association is planning to address geese in the community. Paperwork was filled out to send to the state, but the time frame for submission had passed.

A homeowner asked for assistance in cutting the trees around a streetlight. Sandy Lain will contact JEA.

Residents discussed how to get information out when there is a death in the community. As those experiencing a loss may feel differently at such a difficult time, it is best to be mindful of their privacy. The Association will not provide any information unless requested to do so by the family.

All business being completed, Gale Downs made a motion to adjourn the meeting. Sandy Lain seconded. None opposed and the meeting was adjourned at 7:54 p.m.

---

A brief organizational meeting of the Board was held at the conclusion of the meeting. The officers for 2020- 2021 are:

President – Sandy Lain

Treasurer – Gale Downs

Secretary – Wayne Seibold

*Wayne Seibold* 12.10.2020