

Deer Hollow Homeowners' Association, Inc.

Board of Directors' Meeting,

August 7, 2023, - 6:30 p.m.

Restoration Fellowship Church, Oasis Room,

5614 Richardson Road, Sarasota, FL 34232

1. **Call the Board of Directors' meeting to order, establish a quorum (attendance) & procedure:** The meeting was called to order at 6:30 p.m. by John Hefflefinger and a quorum was established. The Board of Directors in attendance: John Hefflefinger, President; John Beiler, Vice President; Eric Williams, Treasurer; Laurine Heal, Secretary, and Margaret Kennedy of All Florida Services Management.
2. **Approval of Minutes** – John Beiler made a motion that we approve the minutes of July 17, 2023. John Hefflefinger seconded the motion and Eric Williams and Laurine Heal voted yes.
3. **Manager's Report** - Lot #132 is in probate and the Board of Directors approved that it is not sent to the attorney. Margaret Kennedy used her time helping us to get information on pending items:
 - A. CINC will be up and running in one week. She hired an accountant to assist her. Eric Williams will be added to CINC per AFSM. AFSM will put in a ticket with Eric Williams' number for them to contact him.
 - B. John Hefflefinger made a motion to approve AFSM to send a 30-day letter and a letter to the attorney for Lot #138. John Beiler seconded the motion and Eric Williams and Laurine Heal voted yes. Lot #95 is still with the attorney. \$1217.50 was recovered for Lot #541 and Margaret Kennedy will identify where and when this amount went into the bank account.
 - C. As a signer, Eric Williams needs to send his signature card to American Momentum. Eric Williams, as Treasurer, has the final approval on checks to be sent out.
 - D. There was a charge back on the bank account for \$2,972.00 which Margaret Kennedy indicated was a duplicate deposit. She will clarify where and when this deposit was entered into our bank account.
 - E. Wrought Iron Fence - The process server has 20 days to serve the papers to the individual and if after that date they cannot deliver then they can substitute serve. Certified letter signature card will eventually be sent back to the sender.
 - F. There were three compliance drive throughs completed in July. The reports will be sent to the Board of Directors. Margaret Kennedy indicated that letters went out for all three drive throughs. She indicated she sent a letter to Lot #110 for a semi-truck parking in the driveway. Residents were encouraged to take a picture of violations they see and send them to AFSM. We requested to see a sample of the letters before being sent. Eric Williams asked if the individual violations are keyed into CINC? Margaret Kennedy answered yes. Letters have been sent.
 - G. Minutes should be kept for the Fining Committee meetings.
 - H. The Board of Directors has requested that we be able to review the list of residents who still owes assessments before a letter is sent. AFSM is still waiting for copies of the assessment letters sent by Capstone.
 - I. Margaret Kennedy indicated that the corrections made and verification of resident's account that were given to AFSM on 7/17/23 were corrected.
 - J. Letters to Lot #372, Lot# 383, Lot #199, and Lot #365 were sent. Copies will be sent to the Board of Directors.
 - K. The proposed attorney list will be emailed to the Board of Directors.

- L. It was reported that residents who have left messages and/or written emails have not received responses from AFSM.
- M. The Board of Directors who had not signed a certification form to be on the Board of Directors signed a copy for AFSM.

4. **New Business –**

- A. **ARC Requests** - The following ARC Modification Requests were approved: Lot #2s (Landscaping), Lot #42 (Exterior Paint), Lot #42 (Soffit, Fascia, Gutters), Lot #167 (Wooden Fence – Right side of house only), Lot #287 (Roof)
- B. **FINES** – Laurine Heal made a motion that a fine of \$900.00 be imposed for Lot #285 and sent to the Fining Committee, John Hefflefinger seconded the motion, and Eric Williams and John Beiler voted yes.
- C. **Fining Fee Chart Review** – A motion was made by Eric Williams that we approve the Fining Fee Chart to have the fine for all violations of \$100.00. John Hefflefinger seconded the motion, and John Beiler and Laurine Heal voted yes.
- D. **Paint Chart** – Eric Williams made a motion to approve the updated earth tone paint chart from Sherwin Williams. John Hefflefinger seconded the motion, and John Beiler and Laurine Heal voted yes.
- E. **Apartment Fence Repair/Replacement** – Left message. AFSM will call back.

5. **Owner's Comments:**

- A. On trash day the trash bins are placed in the right of way.
- B. Signs in yards
- C. Cars blocking the sidewalks.
- D. A lot of investment companies are purchasing in our neighborhood.
- E. Management company needs to focus on violations.
- F. Are citations going out to the residents?
- G. Residents who park their cars on the street should park in front of their own property.
- H. Boat has been parked on side of house for months with tires and trash beside house.

6. **Next Meeting** – Monday, September 18, 2023, at 6:30 p.m.

7. **Adjournment** – Laurine Heal made a motion to adjourn the meeting at 7:55 p.m. John Beiler seconded the motion and Eric Williams and John Hefflefinger voted yes.

8. Following the adjournment, the Fining Committee convened to review the fine sent by the Board of Directors. The fine was approved.

Respectfully Submitted,

Laurine Heal

Secretary