

Deer Hollow Homeowners' Association, Inc.

Board of Directors' Meeting, July 17, 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; Laurine Heal, Secretary; Angela Bryson, Member at Large, and Margaret Kennedy of All Florida Services Management.
2. **Approval of Minutes** – John Hefflefinger made a motion that we approve the minutes of June 19, 2023. John Beiler seconded the motion and Angela Bryson and Laurine Heal voted yes.
3. **Manager's Report** – Information is still being transferred and requested from Capstone, such as data export. A resident reported a dog running in her yard without a leash. Lot #138 received order to dismiss action (\$1,055.00) which can still be collected, Lot #95 foreclosure with attorney (\$2,000.00), attorney fee of \$45.00 approved. A list of three collection attorneys will be presented to the BOD for approval. There was a sale for Lot #541 on June 30, 2023, and \$1,217.50 was recovered.
4. **President's Report** – Several items were discussed such as:
 - A. The erosion at the entrance to Richardson Road and at the entrance of 17th Street has been corrected.
 - B. Tree trimming is still ongoing. There is a tree near the entrance to Country Pines that needs a limb taken down.
 - C. Medical vehicles are having trouble getting down certain streets because cars are parked on the street.
5. **Old Business** –
 - A. **Fence damage reimbursement** – John Hefflefinger made a motion that we approve to have a process server deliver a letter to the person who damaged our wrought iron fence at the entrance at Richardson Road. It was seconded by Laurine Heal and John Beiler and Angela voted yes. We need to get the unclaimed certified letters from the Post Office that AFSM and Capstone sent.
 - B. **Update on afsm.cincwebaxis.com** – ASFM is still waiting to get information from Capstone on CINC. She will continue working with Eric Williams to get this done and to get what we need from CINC and Capstone. She is waiting for copies of the collection letters. No financials for June 2023 were available to the BOD. AFSM is waiting for more information.
6. **New Business** –
 - A. **ARC Requests** - The following ARC Modification Requests were approved: Lot #2 (Sliding Glass Door, Lot #2 (Roof), Lot #33 (Roof), Lot #34 (Roof), Lot #108 (Roof), Lot #139 (Replacing doors), Lot #191 (Roof), Lot #397 (Roof), and Lot #513 (Exterior Paint). There were seven that were not approved due to needing additional information.
 - B. **Account Past Due Ledgers** –
 - a. Angela Bryson gave AFSM a list of corrections regarding the lates (collections) list given to the BOD.
 - b. The Board of Directors asked AFSM to change the registered agent from Capstone to AFSM by 7/18/23.
 - c. Angela Bryson made a motion that we write off fees and interest of seven accounts with some stipulations. John Beiler seconded the motion and John Hefflefinger and Laurine Heal voted yes.
 - C. **Rules & Regulations** – It was suggested that AFSM give us an index-style set of rules and regulations for Board approval.
 - D. **Compliance Review** – A list of residents not in compliance on July 17, 2023, was given to the BOD. It appears that 20 did not live in Deer Hollow. No letters sent. The next drive through will be July 26, 2023. Code Enforcement was called on Lot #285 and Angela Bryson made a motion we approve to start the fining process and send a hearing notice to them and a fine of \$100.00 will be imposed for each day the RV is there. Motion was seconded by John Hefflefinger and John Beiler & Laurine Heal voted yes.

- E. **Follow up:** Extension letters for Lot #372 and Lot #383, Lot #199 regarding someone fishing in lake, Lot #365 no ARC before putting on metal roof. AFSM will use Lot #s referring to the residents.
- F. **Buyers/Renters applications** – They must sign a disclosure, state they received the documents, background checks, and application fee for HOA. Angela Bryson gave AFSM a list of active, pending, and sold homes in Deer Hollow.

7. **Owner's Comments:** Lot #336 will be checked to see if it is a VRBO.

8. **Next Meeting** – Monday, August 7, 2023, at 6:30 p.m.

9. **Adjournment** – John Hefflefinger made a motion to adjourn the meeting at 7:25 p.m. Laurine Heal seconded the motion and John Beiler and Angela Bryson voted yes.

Respectfully Submitted,

Laurine Heal, Secretary