

The Meadows at World Golf Village HOA

Official Board Meeting Minutes

September 6, 2022

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Date of Meeting: *September 6, 2022* **Time:** 7PM **Location:** VIRTUAL

Minutes Prepared by: *Whitney Taylor-Purvis Secretary*

BOARD MEETING

I. Meeting Called to Order:

Quorum was present and confirmed notices of meeting given.

Roll Call:

President Mike Krugman	Present
Vice President: Bob Ostefeld	Present
Secretary: Whitney Purvis	Present
Treasurer: Mike Krugman	Present
Director: Lynda Harris	Present
Director: Scott Clay	Present

Other attendees: Michelle Brady, David Boucher, Rhonda Booker, Jacquelyn Lally, Emily, Pat Krugman, and other via phone. (Total attendees totaled about 19.)

II. Opening Remarks: Mike Krugman welcomed all participants and provided the evening's agenda. Purpose of this meeting was to provide a transparent explanation of HOA member positions and discuss two management company candidates.

III. Review and Acceptance of Minutes: July 14, 2022, minutes are under review.

IV. Committee Reports:

A. HOA Board Members and Officer Changes: Mike Krugman reported –

- a. As of July 1, 2022, there were four board members each holding an officer's position (Peggy Hutchinson-President, Michelle Brady-Vice President, Mike Krugman- Treasurer, and Gordon Feldkemp - Secretary).

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- b. In the following months three members resigned from their position as an officer, and board member.
 - i. Peggy Hutchinson resigned on July 14, 2022,
 - ii. Michelle Brady resigned on August 31, 2022, and
 - iii. Gordon Feldkemp on August 31, 2022.
- c. Following the resignations:
 - i. Mike Krugman was the sole remaining board member and could not move forward with the critical decisions the HOA was facing over the next few days without the assistance of additional board members.
 - ii. An emergency meeting was held virtually on September 1, 2022, when the residents who expressed interest in becoming board members at the previous meeting were appointed as Directors to the Board.
 - iii. During the emergency board meeting with a quorum present:
 - 1. Motion was passed made by Lynda Harris to elect Mike Krugman as president and as treasurer, Bob Ostenfeld as vice president, Whitney Taylor-Purvis as Secretary. The motion was seconded by Scott Clay. The motion was passed unanimously
 - 2. Board discussed and set the dates for two Special Board Meetings for September 6, 2022, at 7 PM, and September 8, 2022, at 7 PM.
 - 3. No other business was discussed, and the meeting adjourned.

B. Association Management Company Search: Mike Krugman reported on the search for a replacement association management company and reviewed bid proposals from the top 2 candidates.

- a. Search started during July 2022 where 6 bid/proposals had been received.
- b. Over the next month, 4 of the companies were ruled out due to criteria requirements such as cost, availability, service provided, homeowner focused, communication, needs of our community, and feedback from other associations.
- c. The top 2 candidates are First Coast Association Management of Jacksonville, and Priority Community Management of St Augustine
- d. A slide presentation reviewed of the bid proposals from the top 2 candidates. (A copy of the slide presentation is included as an attachment to these minutes.)

V. New Business:

- A. **Discussion of Association Management Company Bid/Proposals:** The board members discussed the top 2 proposals, and asked questions. No action would be taken on the bids at this meeting.
- B. Scott Clay raised the question as to the number of and size range of the HOA properties each of the candidates currently manage. Mike Krugman said he will find out that information and report back at the Thursday meeting. **Discussion was opened to the Owners attending:** Those attending were asked for their questions, comments, and

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concerns about the selection process and the bid proposals presented. The board listened and took note of the feedback. Questions raised were addressed by Mike Krugman, and the other board members. The open discussion session concluded when all attending had an opportunity to voice their concerns and ask questions related to the process.

- C. **Continued discussion of options to select new management company:** Mike Krugman reported another virtual meeting is necessary this week to select the top candidate for replacement Association Management Company.

- VI. **Closing Remarks** Mike Krugman announced the next board meeting will be held in two days on September 8, 2022, at 7 PM. The meeting would be held virtually with options to join by video conferencing and voice call-in. A summary of the two top proposals will be presented and any outstanding questions will be answered. Following an opportunity for those attending to speak, the board would vote to select the top 1 candidate to proceed with the bid/contract clarification and finalization. A future board meeting will be held to present, discuss, and receive feedback on the finalized proposal before the board votes to accept/reject the contract for a replacement management company.

- VIII. **Meeting adjourned:** 8:16pm

Signed

Whitney Taylor-Purvis, Secretary

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The Meadows at World Golf Village



THE MEADOWS

AT WORLD GOLF VILLAGE

Special Board Meeting – Sep 6, 2022 at 7PM

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Agenda

- Call to Order
- Opening Remarks
 - Welcome
 - Update on Board Members and Officers
- Presentation
 - Review the Top 2 Candidates for the New Association Management Company
- Board Members' Comments and Questions
- Open to those attending for comments, feedback, and questions.
- Closing Remarks
- Adjournment

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HOA Board – July 1st 2022

- Four (4) owners on the Board – 1 vacancy
 - Peggy Hutchison – President (resigned July 14th)
 - Michelle Brady – Vice-President (resigned August 31st)
 - Gordon Feldkemp – Secretary (resigned August 31st)
 - Mike Krugman – Treasurer

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Emergency HOA Board Meeting – Sept 1st

- One (1) owner on the Board – 4 vacancies
- Appointed four (4) owners to the Board
 - Bob Ostenfeld
 - Whitney Taylor Purvis
 - Lynda Harris
 - Scott Clay

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Emergency HOA Board Meeting – Sept 1st

Other Business

- Elected by the Board (*to fill empty Officer positions*)
 - Mike Krugman - President & Treasurer
 - Bob Ostenfeld - Vice President
 - Whitney Taylor Purvis - Secretary

- To Call Special Board Meetings for Sep 6th & Sep 8th
- Meeting Adjourned

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HOA Board – September 2nd 2022

- Five (5) owners on the Board
 - Mike Krugman – President, Treasurer & Director (*Term ends 2023*)
 - Bob Ostenfeld – Vice-President & Director (*Term ends 2022*)
 - Whitney Taylor Purvis – Secretary & Director (*Term ends 2022*)
 - Lynda Harris – Director (*Term ends 2022*)
 - Scott Clay – Director (*Term ends 2022*)

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New Management Company Search (1)

- Search started in July 2022
- Received six (6) proposals
- Criteria
 - Cost
 - Availability
 - Services Provided
 - Home Owner Focused
 - Communication
 - Needs of Our Community

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New Management Company Search (2)

- Initial Evaluation (1st cut) – three (3) eliminated
 - Too expensive
 - Start delayed for 60-90 days
 - Not a Fit
- Checked References & Feedback from other Associations
 - one (1) eliminated
 - Two (2) remaining

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First Coast Association Management

- Jacksonville Based Privately Owned Company
- Serve the 5 counties of Greater Jacksonville Area
- Started in 2005
- Office located – JTB & I-295
- Large Organization
- Focus - Association Management
 - *We are dedicated to providing responsive, personal service*

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Priority Community Management

- Saint Augustine Privately Owned Company
- Current Owner – 3 years
- Based in St Augustine *(At this time – Staff work from home)*
- Small Organization
- Focus – Association Management
 - *Our approach to community management is collaborating transparently with the board of directors and building relationships with the community served while providing first class customer service*

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The Compare



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<i>Basic (1)</i>	Priority Community	First Coast Association
Monthly Fee	\$2,200 (\$26,400)	\$2,400 (\$28,800)
Contract Duration	1 year	2 year
Annual Fee Increase	Set yearly	3% yearly
Setup Fee	\$750	\$1,000
Board Meetings	4 per year	6 per year
Advisory Meetings	12 per year	none
Annual Meetings	1 per year	1 per year
Extra Meeting (\$/hr.)	\$75/hour	\$75/hour
On-Site Visits Reviews	2 times per month	On a regular basis Frequency – Not Specified

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Basic (2)	Priority Community	First Coast Association
Communication Response	Within 24-48 hours	Not specified
Availability by Phone	Regular business hours - M-F	Regular business hours - M-F
Annual Budget	Prepared by Agent	Recommended by Agent
Monthly Reports Available	Not specified	15 th -20 th of following month
Meeting Minutes	Included	N/A
Software Used	TOPS	TOPS
Termination w/o Cause	30 days prior to term expiration	60 days prior to term expiration
Termination with Cause	30 days w/2wk correct deficiency	60 days prior to term expiration

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Additional Fees (1)	Priority Community	First Coast Association
Delinquent Account Collection	Lien Preparation \$35	Per Schedule
Legal/Audit Support	Annual Audit support included	\$75/hour
Archive Record Storage	\$10/box/month	\$5.00/box (max \$50)/month
Electronic Storage	At Cost <i>(no detail)</i>	N/A
Welcome Package	\$12	N/A
Website & Portal Setup	At Cost	N/A
Website & Portal Management	At Cost	N/A

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Additional Fees (2)	Priority Community	First Coast Association
Admin Fee	\$35 (undefined)	Per schedule
Reprint Statement Fee	\$10	Per schedule
Notary Fee	\$3.00 each	Per schedule
Clerical Fee – Mailings Prep	Meeting Prep included	Per schedule
Postage	Cost	Cost plus 25% for supplies
Copies B/W	\$0.25	\$0.13
Copies Color	\$0.75	\$0.21
Envelopes	\$0.20	Per schedule
Large Mailing	Cost	Per schedule

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Owner Fees	Priority Community	First Coast Association
ARC application fee	\$35 each (not explained)	No Application fee
Change of Ownership	Per schedule	Per schedule
Documents for Loans, Mortgage	Per schedule	Per schedule

Miscellaneous	Priority Community	First Coast Association
Repair/Replace - Agent Authorization	Not exceeding \$1,500	Not exceeding \$2,500
ARC meeting – Coordinate-Attend	Not included	Not included

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Board Member Comments & Questions



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Selecting New Association Management Company



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Next Meeting – Thursday, Sep 8th at 7 PM

- Summary of Top 2 Candidates - New Association Management Co.
- Update on comments, feedback, and questions from Tuesday mtg.
- Open to those attending for comments, feedback, and questions.
- The Board selects (by vote) the Top Candidate Company
 - After top candidate selected
 - Board works with Candidate Company to refine the proposal
 - Company then provides an updated contract for review & approval

> *Motion to Adjourn*

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Thank You for Attending



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