

# The Meadows at World Golf Village HOA

## Official Board Meeting Minutes

September 8, 2022

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**Date of Meeting:** *September 8, 2022*    **Time:** 7PM    **Location:** VIRTUAL

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**Minutes Prepared by:** *Whitney Taylor-Purvis -Secretary*

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### BOARD MEETING

#### I. Meeting Called to Order:

Quorum was present and confirmed notices of meeting given.

#### Roll Call:

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

**Other attendees: Michelle Brady, Denise, Jeremy Purvis, Pat Krugman, and other via phone. (Total attendees totaled about 10.)**

**II. Opening Remarks:** Mike Krugman welcomed all participants and provided the evening's agenda. The purpose of this meeting was to select one of the top two association management company candidates, First Coast Association Management of Jacksonville or Priority Community Management of St. Augustine, as our top candidate to work toward developing a final proposal.

**III. Review and Acceptance of Minutes:** September 6, 2022 minutes are under review and acceptance is deferred.

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### IV. Committee Reports:

- A. Association Management Company Search:** Mike Krugman reported on the search for a replacement association management company and reviewed similarities and differences between the top 2 candidates and their bid proposals.
- a. The top 2 candidates are First Coast Association Management of Jacksonville and Priority Community Management of St. Augustine.
  - b. A slide presentation reviewed 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:

- **Discussion of Association Management Company Bid/Proposals:** The board members commented on the top 2 proposals and then discussed the response to the unanswered question from Tuesday's meeting.
  - a. Scott Clay raised a question as to information on the number of and size range of the HOA properties each of the candidates currently manages.
  - b. Mike Krugman contacted the two candidate companies and reported that:
    - i. First Coast Association Management of Jacksonville is currently managing 62 HOA communities ranging in size from 100 to 900 homes, with the majority in the 300-600 home range.
    - ii. Priority Community Management of St. Augustine is currently managing 19 HOA communities ranging in size from 24 to 550 homes. The largest will expand to 1167 homes when completed.
- **Discussion was opened to the Owners attending:** Those attending were asked for their questions, comments, and 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 those present had an opportunity to voice their concerns and ask questions related to the process.
- **Board selection of Top Candidate Management Company:** Motion made by Mike Krugman to select Priority Community Management of St. Augustine as the top candidate as the replacement association management company for The Meadows at World Golf Village and directs the Board of Directors to immediately enter into negotiation with the company to work toward developing a final proposal.

The motion was seconded by Bob Ostefeld. There was no additional discussion on the choice of Priority Community Management. A vote was called. The motion was passed unanimously.

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- VI. Closing Remarks:** Mike Krugman announced a special board meeting (to be scheduled) will be held to present, discuss, and receive feedback on the finalized proposal before the board votes to accept or reject the contract for a replacement management company.

There are multiple steps that will be taken to reach that point now that the Board has selected the Top Candidate Company, which includes:

- Board members will have an in-depth discussion with Priority Community Management.
  - a. Walk the community, pointing out areas of concern.
  - b. Identify association needs that differ from the initial proposal.
  - c. Work with the company to refine the proposal.
- The Association Attorney will then review and update the contract proposal.
  - a. The attorney will highlight concerns, and we will work with the company to resolve them
  - b. The attorney indicates there are no outstanding issues, then a board meeting will be scheduled.
- Special Board meeting will be held to:
  - a. Present the Final Contract Proposal
  - b. Comments from Board Members and from Owners
  - c. The Board members vote to accept or reject the final proposed contract

**VIII. Meeting adjourned: 7:33 pm**

**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 8, 2022 at 7PM

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## Agenda

- Call to Order
- Opening Remarks
- Presentation
  - Summary of Top 2 Candidates for the New Association Management Co.
- Update on comments, feedback, and questions from Tuesday mtg.
- Board Members' Comments and Questions
- Open to those attending for comments, feedback, and questions.
- The Board selects (by vote) the Top Candidate Company
- Closing Remarks
- Adjournment

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## New Management Company Search

- Search started in July 2022
- Received six (6) proposals
- Criteria
  - Cost
  - Availability
  - Services Provided
  - Home Owner Focused
  - Communication
  - Needs of Our Community
- Evaluation Process– four (4) 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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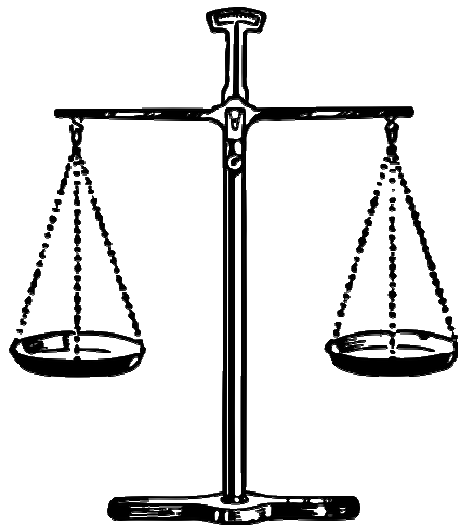
## Priority Community Management

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

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

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Additional Fees <sup>(1)</sup>	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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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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## Update from Tuesday's Meeting



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## Board Member Comments & Questions



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## Attendee Comments, Feedback, & Questions



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## Selecting Top Candidate Company

**Motion is made** – To select \_\_\_\_\_ as the top candidate as the replacement association management company for *The Meadows at World Golf Village* and directs the Board of Directors to immediately enter into negotiation with the company to work toward developing a final proposal

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## Next Steps

- The Board has selected the Top Candidate Company
  - Next Board Members meets company for In-depth Discussions
    - Walk the community – Pointing our areas of concern
    - Identify association needs that differ with initial proposal
    - Work with company to refine the proposal
  - Association Attorney reviews the updated contract proposal
    - Attorney highlights concerns – work with company to resolve
    - Attorney indicates no outstanding issues – Board meeting is scheduled
- Next, Special Board meeting is announced
  - Present the Final Contract Proposal
  - Comments from Board Members and from Owners
  - The Board members vote to accept/reject the contract

> *Motion to Adjourn*

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## Thank You for Attending



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