



THE MEADOWS AT WORLD GOLF VILLAGE

Board Meeting – Jan 12, 2023 at 7PM

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Agenda – Board Meeting – Jan 12th

- Meeting Called to Order
- Opening Remarks
 - Clarification – Over last 3+ years, Board over spent Budget – did not “loss” monies
- Special Orders
 - Events of the Month of November 2022
 - Board Organizing Meeting
- Review and Acceptance of Minutes (*Deferred*)
- Reports of Officers, and Committees
 - President
 - Treasurer
 - ARC Committee
 - SRV Committee (*No Report – No Activity*)
 - Monthly Inspection Reports
- Unfinished Business
- New Business
- Open to those attending for comments, feedback and questions
- Closing Remarks
- Adjournment

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Opening Remarks - Clarification

Treasurer's Report - Financial Health (3 of 4)

- Board received misleading and confusing financial monthly reports
 - Reports were created by Thompson Management
 - Submitted to the board as Agenda attachments
 - Not presented to the board
 - Hidden in confusing data – the last 3 years: overspent income by \$30,000
- Unpaid accounts from the owners were not properly tracked
 - Significant portion had to be written-off
 - In process establishing an on-going procedure to handle unpaid assessments

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Special Order – Events of November 2022

- Board conducted business without a scheduled or announced meeting
 - Allowed by Governing Documents and State Statutes
 - Requirement:
 - Must be documented
 - Preserved in official records
 - Presented at next scheduled board meeting
- Board Actions
 - Priority Management
 - First Coast Management
 - The Lake Doctors (Aquatic Management Service)
 - Florida Waterways (Aquatic Management Service)

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November 2022

▪ **Priority Community Management, LLC**

- Opened discussion of concerns involving Priority Management
 - Executive Session Matter
 - Began the evening of November 4, 2022
- Decision to terminate contract with Priority Management
 - Board members decided the evening of November 4, 2022
- Notice of termination given on November 7th - Monday
 - 30 day notice - contact end date – December 7th
 - Notified via phone call with Ms. Sutton
 - Written Notice given per contract requirement via USPS mail
- “Misinformation” triggered abrupt cessation of relationship
 - Triggering Incidents on November 14th & 15th
 - Relationship ended on November 15th
 - Announcement to Community posted on November 15th

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November 2022

▪ **First Coast Association Management, LLC**

- Reached out to First Coast for formal contract proposal on November 7th
- Contract distributed to Directors for review
- Meet & Greet session with Travis Storey, CPA, Principal of First Coast
 - Session on Tuesday evening, November 15th
- Board decided to authorize of signing contract with First Coast
 - Director agreement to proceed with First Coast – November 4th & 5th
 - My position was it was conditional of Meet & Greet with Board
 - Directors expressed their acceptance of First Coast on November 15th
- Contract with First Coast signed on November 15th
 - Effective December 1, 2022
 - Due to holidays and end-of-year activities – full service begins on January 1st
 - Transition began November 16th (will continue into January)

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November 2022

- The Lake Doctors (Aquatic Management Service)
 - Licensed Professional Engineer inspected of Surface Water Retention System
 - On-Site inspection occurred on Friday September 30th
 - This was following storm event on Wednesday and Thursday, Sept 28th & 29th
 - Found system working as designed per requirement of our permit
 - Did find that the out-flow of large pond on Mackenzie Circle was obstructed
 - Large amount of plastic containers resisting water flow
 - Cleared the blockage – May notice a drop of about 4” in the ponds along Mackenzie
 - Indicated a significant amount of floating plastic containers present
 - Notified Lake Doctors of obstructed out-flow
 - Asked for follow-up on technician report that ALL outflows were cleared on Sept 28th
 - No response was received to initial or follow-up inquiry
 - On October 6th given notice of termination to Lake Doctors
 - Contract had a 60-day termination notice requirement
 - Contract with Lake Doctors ended November 30th

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November 2022

- Florida Waterways (Aquatic Management Service)
 - Received contract proposal in October 2022
 - Better price – same as Lake Doctors in early 2022 (before increase in August 2022)
 - Providing at no additional cost – improved debris barriers for two (2) out-flow
 - Debris barrier required to prevent fish and plastic from be released into wetland
 - Contract reviewed by President and Vice-President
 - Board prior authorization not required
 - Board oversight required (*can vote to revoke authorization*)
 - Contract signed on November 21, 2022
 - Effective December 1st

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November 2022

- Annual Members Meeting
 - Meeting schedule for Thursday, November 10th
 - Due to Storm – Middle School facility was unavailable on November
 - Activated as a shelter for SJC on Wednesday, November 9th
 - Working with the School – Limited available times in December
 - Selected Monday, December 5th - Other dates already booked for evenings at 7 PM
 - Meeting Rescheduled for Monday, December 5th – 7 to 8 PM – Same Agenda
 - Updated Public Notices of Rescheduled Meeting
 - Website updated on Wednesday, November 9th
 - Public Notices Board updated on Saturday, November 12th
 - Worked with Printer on Wednesday Nov 9th – Post Card Notices
 - Printer prepared the mailing on Friday, Nov 11th
 - USPS processed mailing on Saturday, Nov 12th
 - Deliver to owners began on Monday, Nov 14th

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Board Organizing “Meeting”

- Assignment of Staggering Term Duration
- Elect the association officers

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President Report

- Status of Transition with First Coast
- Christmas Lights at the Entrance
- Trimming of Landscape at Entrance
- Status of Irrigation System
- Status of Deferred Landscape Maintenance Proposals
- Inspection Report for Surface Water Retention System
- Renewal of our Fictitious Name with State of Florida
- Lack of Information on New Library
- Preliminary Information on Pacetti Rd Storage Facility

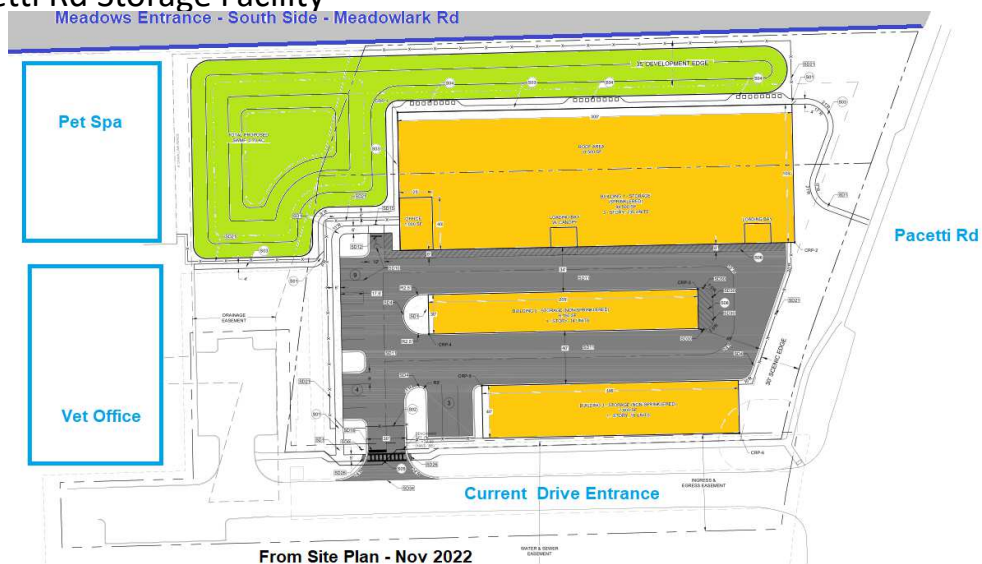
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President Report

- Pacetti Rd Storage Facility



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From Site Plan - Nov 2022

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Treasurer Report

- Financial Report for October 2022
- Financial Report for November 2022
- Financial Report for December 2022 & Year-End (ready by Feb 1st)
- Included with Annual Member Notice on Oct 27, 2022
 - 2023 Budget
 - Summary of Financial Condition – October 6, 2022
 - Summary of Financial Activity – January – September 2022
 - Notice of Assessment Increase
 - Notice indicated early payment of assessment directed to Priority’s address
 - ❖ If envelope indicates “Meadows at World Golf Village”
 - Being forward to First Coast by Priority
 - ❖ If envelope addressed only to Priority – they are opened
 - Being sent First Coast after discovering that it is an early payment

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Committee Reports

- ARC Committee
- SRV Committee (No Report – No Activity)
- Communication Committee
- Inspection Reports (*from our service providers*)

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Inspection Report - Ponds



CUSTOMER SERVICE REPORT

Customer: Meadows WGV Date of Visit: 1/5/2023
 Field Biologist: Ethan Reneke Weather: 76 °F High

WATERWAY AND DITCH TREATMENTS								
Site	1	2	3	4	5	6	7	8
Algae								
Submersed Weeds								
Shoreline Grasses & Brush						x	x	
Floating Weeds								
Mosquito Larvicide								
Pond Dye								
Inspection								
Debris Removal	x	x	x	x	x	x	x	x

COMMENTS: I removed shoreline debris from the banks of all 8 ponds. I sprayed the shoreline grasses and brush on ponds 7 and 8.

CARP PROGRAM
 Carp Observed
 Barriers Inspected

FLOW
 None
 Slight
 Visible

WATER CLARITY
 < 1'
 1-2'
 >4'

WATER LEVELS
 High
 Normal
 Low

FISH/WILDLIFE OBSERVATIONS
 Bass
 Bream
 Catfish
 Gambusia
 Anhinga
 Cormorant
 Egrets
 Herons
 Woodstork
 Ducks
 Osprey
 Ibis
 Turtles
 Snakes
 Alligator
 Frogs
 Other Species: _____

NATIVE/BENEFICIAL VEGETATION NOTED
 Arrowhead
 Cordgrass
 Bacopa
 Pickerelweed
 Bulrush
 Lily
 Golden Canna
 Spatterdock
 Lotus
 Chara
 Naiad
 Eelgrass
 Slender Spikerush
 Blue Flag Iris
 Bladderwort
 Pondweed

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Unfinished & New Business

- No unfinished business (Nothing being carried over)

New Business

- Guideline and Procedures for Collection of Assessments
- Disincentivize Parking on Common Area at Pond near 453 Mackenzie Cir
- Attorney's 2023 Proposal for Services
- Designation of Corporate Registered Agent
- Fund Raising Activity for Purchase & Installation of Seat(s) on Common Area of Pond
 - near 549 & 601 Mackenzie Cir

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New Business

Collection of Assessments – Policy Statement

- The last time the *Guideline and Procedures for Collection of Assessments* was formally updated was in 2008
- With a New Management company and changes in Florida Statutes, we need to update our *Collection of Assessments* policy to ensure alignment;
- And it is desired that this policy authorizes the management company to immediately initiate collection activities when any account is delinquent;
- And that the Board retains its oversight role on collection activities, and the acceptance of any installment plan;
- And that the Board must specifically authorize the attorney to file a foreclosure lawsuit

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New Business

Collection of Assessments – Policy Statement

▪ **Section Replaced**

a. Past Due Statement

A reminder statement from the association is mailed to unpaid accounts on or around 25 days after date when assessment due.

b. Legal Notice of Late Assessment

A notice of late assessment is mailed to all owners with an un-paid assessment balance considered delinquent (late), in compliance with Florida Statutes. The notice provides the owner(s) with 30 days to pay the amount due, including interest, late fees and other charges that apply, prior to incurring legal fees. The notice is mailed by First Class mail to the property address and any alternate addresses on file.

c. Intent-to-Lien

If payment is not received by the end of the 30 day period provided by the notice of late assessment, an "Intent to Lien" is mailed by regular First Class mail and First Class mail Certified with Return Receipt Requested both to the property and any alternate addresses of all owners. The "Intent to Lien" gives the homeowner 45 days to make payment prior to the recording of a lien.

d. Lien

If the account is not paid after the 45 day period that the "Intent to Lien" is mailed, the account is forwarded to the association's attorney to record a lien. The association's attorney will mail the homeowner(s) a letter and provide a copy of the recorded lien.

e. Intent to Foreclose

If no payment is received within 20 days after the lien is recorded, the attorney will send an "Intent to Foreclose" letter to the owner(s) notifying them that the association intends to file a foreclosure of the lien on the property.

f. Association Lawsuit

If the owner does not contact the attorney to pay or enter into an agreed upon payment plan within 45 days after the "Intent to Foreclose" letter is mailed, attorney shall seek direction from the board as to whether to initiate the lawsuit for foreclosure. If the board provides approval, then the attorney files the foreclosure lawsuit.

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New Business

Collection of Assessments – Policy Statement

▪ **Proposed Motion**

WHEREAS, the Board of Directors of "The Meadows at Saint Johns Owners Association, Inc." adopted guidelines and procedures for the collection of assessments on September 11, 2008; and

WHEREAS, the Board of Directors of "The Meadows at Saint Johns Owners Association, Inc." desires to amend the guidelines and procedures for the collection of assessments to make changes related to Delinquency Notification Process and to clarify the process.

NOW THEREFORE BE IT RESOLVED by the Board of Directors of "The Meadows at Saint Johns Owners Association, Inc." that the previous version(s) of the guidelines and procedures for the collection of Assessments are replaced by the current guidelines and procedures for the collection of Assessments as included in this resolution.

New Business

Attorney's 2023 Proposal for Services

▪ **Examples of Legal Cost the Association has to pay in advance for Delinquent Accounts**

❖ *This is background to show the costs Association incurs in attempting to collect overdue assessments*

- Notice of Intent to Lien \$275 + certified mail fee
- Claim of Lien \$235 + postage and recording fee
- Satisfaction of Lien \$235 + postage and recording fee
- File a Complaint to Foreclose Claim of Lien and Summons \$1,000 + costs* / \$ 275/hr. after Complaint filed
- Attend Judicial Sale \$275 + costs
- Representation in post-judicial sale matters, if applicable \$275 + costs

New Business

Attorney's 2023 Proposal for Services

▪ **Proposed Motion**

The attorney and law firm that the Association currently utilizes informed The Meadows on December 26, 2022, that the 2022 Service Agreement was being replaced by a new program beginning on January 1, 2023, and that we needed to notify the law firm of our decision concerning the new Service Agreement on or before January 18, 2023. Copies of the proposal and all associated attachments have been distributed separately to all association directors for their review.

I make a motion for the Board of Directors to NOT ACCEPT the new Service Agreement with the Kistemaker Business Law Group of Ormond Beach, Florida, and to obtain additional proposals for a Service Agreement for the Association before accepting and signing a replacement Legal Service Agreement, and state that nothing in this motion prevents the Board from utilizing or signing a legal service agreement with Kistemaker Business Law Group if this is the Board's decision after reviewing additional proposals from other attorneys and/or legal firms.

New Business

Disincentivize Parking on Pond Common Area - Proposal

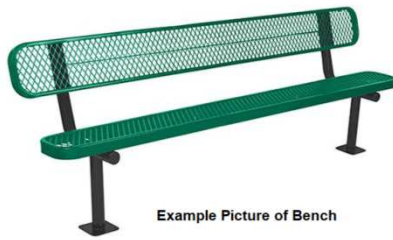
- **Problem** – Repetitive Parking on the Common Area associated with the Pond near 451 & 474 Mackenzie Cir
- **Investigation** – Over the last 6 months different ideas have been researched to “stop” this not allowed overnight and/or repetitive parking on Association Common Area
- **Proposed Solution** – Placement of landscaping boulders, that require 2 or 3 persons to move, at six (6) feet interval on the Common Area not owned by SJC County
- **Cost** – A pallet containing 8 or 9 boulders has a cost of \$180 plus delivery – 4 pallets would be required



New Business

Fund Raising Activity - Proposal

- A funding Activity has been proposed for our community
- The objective of the activity would be the purchase and installation of metal seat bench(s)
- Placement would be on the Pond Common Area – near 549 & 601 Mackenzie Cir



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New Business

Designation of Corporate Registered Agent

- Florida statutes require that businesses that are either incorporated or registered to do business in the state must have a registered agent on file.
- The registered agent is authorized to receive tax and legal documents on behalf of the business.
- Registered agents are required to have a physical registered office in Florida.
- The agent must be available during common business hours, such as 9 a.m. to 5 p.m.
 - The whole idea behind a registered agent is someone dependable who can accept service of process.
- Registered agents must accept service of process.
- The incorporated business must have a physical place of business.

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New Business

Designation of Corporate Registered Agent

- For the Association employing a Community Manager, the Association Management firm is usually assigned as:
 - Registered Agent
 - Physical and mailing location of Association Management firm is used for the association
- Yearly, every corporation doing business in Florida must file an annual report with the State of FL
 - The report is public
 - Report requires the names of Directors, Officers, CAM assigned, Registered Agent, other principals and the physical address of the Association and the Registered Agent

New Business

Designation of Corporate Registered Agent

▪ **Proposed Motion**

I make a motion for the Board of Directors to authorize and approve the following changes for *THE MEADOWS AT SAINT JOHNS OWNERS ASSOCIATION, INC, Florida Not For Profit Corporation*, effective immediately, to be reported to the State of Florida in the filing of the Corporate Annual Report for 2023 with the Florida Department of State. The changes approved include:

Principal Place of Business: 11555 CENTRAL PARKWAY, SUITE 801, JACKSONVILLE, FL 32224

Mailing Address of Business: 11555 CENTRAL PARKWAY, SUITE 801, JACKSONVILLE, FL 32224

Registered Agent: FIRST COAST ASSOCIATION MANAGEMENT, LLC
11555 CENTRAL PARKWAY, SUITE 801, JACKSONVILLE, FL 32224

Manager: ANNA HORSTIEN
11555 CENTRAL PARKWAY, SUITE 801, JACKSONVILLE, FL 32224

Association Directors: {mailing address - 11555 CENTRAL PARKWAY, SUITE 801, JACKSONVILLE, FL 32224}

Association Officers: {mailing address - 11555 CENTRAL PARKWAY, SUITE 801, JACKSONVILLE, FL 32224}

<https://search.sunbiz.org/Inquiry/CorporationSearch/ByName>

Board Members Discussion



Comments, Feedback and Questions



Next Meeting – Thursday, Feb 9th at 7 PM

- Feb 9th Meeting’s Agenda (*online and via phone – see website*)
 - Meeting Called to Order
 - Opening Remarks
 - Workshop Format – Everyone participating (*will be using whiteboard feature*)
 - Topics to be discussed include (but not limited to)
 - Compliance Policy & Procedures – Need to Revise & Update
 - Architectural Guidelines – Need to Revise & Update
 - Rules and Regulations – Need to Revise & Update
 - Guidelines & Requirements for the Board of Directors
 - Limitation on Non-Owner-Occupied Residences
 - Priorities for the Community and Association
 - Closing Remarks
 - Adjournment

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Thank You for Attending

