



Windover Farms Community Association  
P.O. Box 658  
Titusville, FL 32781

## Windover Farms Community Association

### Board Meeting Minutes

March 12, 2019

#### I. Call to order

President Tammy-Jean "TJ" Bacala called the meeting to order at 6:08 p.m. at Long Lake Park Recreational Center

#### II. Roll Call and Certification of Proxies

**Present at meeting was the Windover Farms Community Association Board of Directors:** President TJ Bacala, Vice President Joyce Koyama, Director John "JC" Castro, and Secretary Logan Anderson. Director Bobby Jacobs arrived late.

**Also, in attendance:** Lot owners David Seaton and Danny Sharp

**Guest:** Dennis Collins

#### III. Proof of Meeting Notice or Waiver of Meeting Notice

President Bacala reported that meeting notice signs were posted at each end of Windover Way on March 9, 2019

#### IV. Approval of Meeting Minutes

President Bacala made a motion, seconded by Vice President Joyce Koyama, to approve the minutes from the Feb. 19, 2019, WFCOA Board meeting as submitted.

#### V. New Business

Presentation by Dennis Collins, of Collins Realty Group, on HOA management

Dennis G. Collins, president/broker

866-266-0174

321-607-6743

crgidennis@gmail.com

Collinsrealtymanagement.com

***See included fact sheets provided by Mr. Collins below***



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## Mr. Collins' presentation included:

### Introduction

- He has been in business since the late 1980s
- Located in Titusville
- He's never been sued
- His firm currently services ten other home or condo owner associations
- He only wants to add two more
- His company is growing, recently added a new employee

### Services

- Collins Realty handles all daily operations for HOA clients
- Representatives attend all meetings:
  - Take and present minutes
  - Create and present financial reports
- Collins Realty handles financial/treasurer duties for HOA clients
- Communications and mass mailings
- Regularly patrols neighborhoods looking for property issues
- Works with subcontractors – lawn services, lawyers, accountants
- Manages communications and inquiries from homeowners
- Handles Estoppel requests
- Other duties negotiated to by the contract created with his clients

### Price

- Collins said the cost of his service is determined during the contract writing process and a formal bid is submitted
- His firm typically charges \$10 to \$15 per unit, per month
  - For Windover Farms (411 units x \$10), the cost per month could be around \$4,110 per month or \$49,320 per year
- Collins' fee typically includes time spent at monthly and annual meetings, but if sessions go over the agreed upon time, his firm charges \$100 per hour

Mr. Collins said he'd be happy to attend another board meeting in the future to answer any questions

Following Mr. Collins' presentation, a discussion, which at time became heated, began.

- Director Jacobs said: We need a management company to help fix things and bring Windover Farms from 1980 to 2020



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- Secretary Anderson said a positive effect of hiring an association manager could be that the HOA Board could focus on activities that could enhance our sense of community and quality of life as a neighborhood; a drawback would be the cost and the board giving up almost all its duties to a management firm
- Many people in attendance brought up the issue of cost. The WFCA's annual fee would have to be increased, potentially tripled, to generate the money needed to pay Collins Realty's typical fee
- Homeowner Donny Sharp was against the concept of hiring a management firm and against the idea of the WFCA HOA. He suggested that people in Windover Farms want to be left alone and would gladly voluntarily pay the WFCA to maintain the park and other properties and responsibilities without an HOA.

Mr. Collins then thanked the Board for inviting him and left the meeting.

Director Bobby Jacobs left with Mr. Collins and did not return to the meeting.

The remaining Board members tabled the discussion, by consensus, of exploring hiring a management firm as other members were not present.

### Revitalization Plan

Vice President Joyce Koyama presented a written action plan, drafted by Treasurer Lonnie Koyama, in his absence due to an unavoidable work conflict.

#### ***See plan below***

President Bacala said she has been working on revitalization on her own and is waiting on more information from the lawyer's office.

She reported that a recent court decision changes the legal requirements of homeowner approvals needed or revitalization. Instead of 50 percent plus one of the entire development, now the association would have to collect affirmative signatures from 50 percent plus one of each Unit of Windover Farms (included in the association boundaries).

By consensus, the members in attendance agreed to holding a special work session once the information expected from the Board's lawyer's office was made available.

That meeting date would be determined via e-mail once the info was received.

## VI. Other Business

Next Board meeting was set for 6:30 p.m. April 9 at the Long Lake Recreational Center



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Vice President Joyce Koyama made a motion that meetings should be kept to an hour long, seconded by Director Castro.

## VII. Adjournment

Meeting adjourned at approximately 8 p.m.





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Board Meeting March 12, 2019  
6pm Long Lake Recreation Park

- 1 Call to Order:**
- 2 Roll Call and Certification of Proxies**
- 3 Proof of Meeting Notice or Waiver of Meeting Notice**
- 4 Approval of Meeting Minutes from 2-19-2019**
- 5 Reports of Officers/Directors**
  - a. President:
  - b. Vice President:
  - c. Treasurer:
  - d. Secretary
  - e. Directors:
    - 1
    - 2
    - 3
- 6 New Business**
  - a. Presentation by Collins Real Estate
  - b. Revitalization Discussion



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Specializing In  
**HOA & CONDO MANAGEMENT**  
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## Dear Board Member,

Are you tired of leaving messages for a manager who doesn't return your calls?  
Or worse yet, are you the board member who can't take out the trash without  
being swamped by questions or complaints?

Do you hate being the rule enforcer or debt collector? Maybe you're just worn-  
out with running the business of your association (*you retired, remember?*).

### **Collins Realty Group, Inc. can make all that go away. We offer:**

- ✓ A different kind of management experience.
- ✓ Get the job done right while also saving yourself money.
- ✓ No more surprise invoices because management fees are all-inclusive.
- ✓ The day-to-day operations are managed so the board doesn't have to.
- ✓ Have dedicated managers who know the properties they manage.
- ✓ Your owners are treated with respect, not as numbers.
- ✓ Experienced managers that have been licensed since 1988.
- ✓ The peace of mind of having a licensed full service real estate firm.

### **Specializing in HOA and condo management.**

We are a dedicated team of professionals with a commitment to excellence! Condominium Associations, Home Owners Associations, and Business/Office Associations should be run just like any other business – managing that process is our specialty.

We have designed a unique approach to management that ***allows the board to function as the decision making team while we take care of the day-to-day operations*** and we take pride in restoring financially troubled associations.

We are here locally in Titusville and are members of the Titusville Chamber of Commerce, the Cocoa Beach Area Chamber of Commerce, and Space Coast Communities Association. Give us a call at **321.607.6743** or visit our website online at **[CollinsRealtyManagement.Com](http://CollinsRealtyManagement.Com)**.

*Here for your management needs,*  
Dennis G. Collins  
President/Broker, LCAM, SRES





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The following is a list of services available for **Homeowner Associations, Condominium Associations and Professional Associations:**

**Management Services**

- ✓ Oversee all association service personnel and contractors
- ✓ Act as a liaison between association members, tenants, and the board of directors
- ✓ Enforce the covenants and restrictions as listed in the association documents
- ✓ Advise the board of changes in the laws governing mandatory associations
- ✓ Provide a manager's report to the board with issues, solutions, recommendations, and suggestions
- ✓ Provide on sight inspections of common areas
- ✓ Design preventative maintenance schedules
- ✓ Ensure the association has proper insurance coverage, general liability, errors and omissions, fidelity bond as required in documents or Florida Statute
- ✓ Solicit contractor bids for various projects and for budget preparation
- ✓ Oversee all projects from bidding to completion

**Administrative Services**

- ✓ Prepare for, organize, post notices, and attend meetings of the board and the membership
- ✓ Record and transcribe the minutes of those meetings
- ✓ Maintain a computerized membership roster
- ✓ Interact with the association's attorney
- ✓ Handle all correspondence from owners, title companies, financial institutions, etc.
- ✓ Maintain the permanent records of the association
- ✓ Prepare newsletters

**Financial Services**

- ✓ Post and deposit collected assessments
- ✓ Send delinquency statements to past due owners
- ✓ Monthly Financial Reports
- ✓ Prepare accounts payable checks
- ✓ Interact with CPA firm for the purpose of obtaining annual financial statements and tax returns
- ✓ Monitor the financial reports in order to control expenses
- ✓ Prepare and recommend a realistic annual budget in accordance with the documents





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## Revitalization Action Plan

### Notes:

-Revitalization is in progress and is being reviewed by the HOA's lawyers, Clayton & McCulloh.

-Packets with consent forms have been given to Windover HOA residents. Consent forms returned had been collected, and packets were given to the lawyers for review. Lawyers returned consent forms that needed correction, and explained that we needed to get new consent forms from new homeowners or we will not have enough consent forms to submit for the revitalization.

-New information: In addition to needing a majority of signed consent forms within the HOA, there is a requirement to have a majority within each Unit, III through VII.

### ACTION ITEMS:

1. Talk to the lawyers as they are a wealth of information on this situation and can provide insight and advice. Also, talk to the lawyers about the exact number we need to reach. Get their response in writing.  
Who? \_\_\_\_\_ By when? \_\_\_\_\_
2. Compile list of consent forms needing corrections.  
Who? \_\_\_\_\_ By when? \_\_\_\_\_
3. Compile list of homes that have been sold. Use the estoppel requests as a starting point to check transfer of ownership. Check Brevard County Appraiser website to get home sale confirmation and names.  
<https://www.bcpao.us/PropertySearch/>  
Who? \_\_\_\_\_ By when? \_\_\_\_\_
4. Put together teams of volunteers (two per team to get both witness signatures) to get the needed consent forms. This would preferably be done on a weekday evening and a Saturday.  
Who? \_\_\_\_\_ By when? \_\_\_\_\_

- OR -

Consider hiring someone to go to the houses where we needed corrections, and to give forms to new owners and get their consent forms. We would



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pay the person going to the houses for the consent forms they brought back signed. This is still a viable option if the new Board sees fit to do so.  
Who? \_\_\_\_\_ By when? \_\_\_\_\_

5. Once the consent forms are in, and if they reach the number needed, the President of the Board needs to sign and notarize the consent form and papers for the HOA (President signs last because it starts a 30-day clock for completion).

Who? \_\_\_\_\_ By when? \_\_\_\_\_

6. Return the paperwork to the Lawyers to preview. The Lawyers, if they still have the numbers after preview, then send it to the County.

Who? \_\_\_\_\_ By when? \_\_\_\_\_

**Additional Note: The key is to get the consent forms done quickly because every time a seller moves out and a new owner takes control of the property, you need a new signed consent form.**

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