

# **Blue Pine Village HOA – Board Meeting Minutes**

Held on May 22, 2025

## **Attendance:**

- Mary Ann Troiano – President
- Dawn Johnson – Treasurer
- Carol Benifiel – Book Keeper
- Russ Burdge – Secretary

## **1. Legal & Governance**

### **• HOA Attorney**

- Discussion: Current representation: Becker & Poliakoff
- Action Item: Confirm ongoing engagement & contact protocol

### **• Legal Representation for Defaults**

- Discussion: Need support for enforcement of owner defaults
- Action Item: Schedule consultation to review default process and communication

### **• Covenants & Restrictions (C&Rs)**

- Discussion: Outdated – need review and potential revision
- Action Item: Identify attorney or committee to begin revision process

### **• By-Laws**

- Discussion: Require updating
- Action Item: Compare current By-Laws with FS 720 and proposed governance model

### **• Community Rules**

- Discussion: Align with Chapter 720 of Florida Statutes
- Action Item: Review and update house rules accordingly

### **• Vendor Standards**

- Discussion: Ensure all vendors provide: Scope of Work, License, Insurance, W-9
- Action Item: Create standard vendor intake checklist

## **2. Board Operations & Compliance**

### **• Board Training**

- Discussion: Required under FS 720
- Action Item: All board members to complete by end of June

### **• Meeting Schedule**

- Discussion: Set regular board meetings
- Action Item: Recommend monthly meetings through fall, then shift to quarterly

### **• Posting Board Minutes**

- Discussion: Where/how to archive for owner access
- Action Item: Confirm if PayHOA has a board documents portal

### **• Historic Minutes**

- Discussion: Location and format of past minutes unknown
- Action Item: Inventory and digitize any paper records for central access

## **3. Financial Management**

### **• Check Signing Authority**

- Discussion: Clarify who can sign checks
- Action Item: Establish formal policy or resolution

- **Bank Account Access**

- Discussion: Who has current access to accounts
- Action Item: Review and document authorized signers

- **Balanced Books**

- Discussion: Address financial gaps (special assessment, dues increase)
- Action Item: Treasurer to monitor progress and report to board

- **Taxes Filed**

- Discussion: Unclear who is maintaining filings
- Action Item: Verify tax preparer, confirm all years are current

- **Director & Officer (D&O) Insurance**

- Discussion: Required for liability protection
- Action Item: Review policy, ensure active coverage

#### **4. Facilities & Maintenance**

- **Pool Repairs**

- Discussion: Gate, lighting, drainage, resurfacing needs
- Action Item: Confirm pool vendor selection and lighting on timer

- **Pool Company**

- Discussion: Lock in new company for long-term service
- Action Item: Finalize agreement and confirm scope

- **Cameras**

- Discussion: Who has access, are they monitored?
- Action Item: Review current camera access policy

- **Pressure Washing**

- Discussion: Possible group deal for common areas
- Action Item: Identify vendors and get quotes

#### **5. Communication & Reporting**

- **Default Reporting**

- Discussion: Need updates on late/delinquent accounts
- Action Item: Treasurer to provide semi-annual reports

- **Member Communication**

- Discussion: Ensure clarity on assessments and dues
- Action Item: Use PayHOA and email for reminders and notices