

The Meadows at WGV – Board of Director’s Regular Business Meeting
October 10, 2024 at 7:00 P.M. – Online & via Phone **

Agenda

Meeting Called to Order
Opening Remarks
Review and Acceptance of Minutes (*Deferred*)
Reports of Officers, and Committees (*Deferred*)



Event Info

Special Order

- Community Association Management Contract – Termination
- Community Association Management Candidates – Finalists

Old Business

- Public Notice Board within Community
- Landscaping - Entrance Way
- Landscape Service Contract Status
- Federal Corporate Transparency Act – Reporting Requirements
- Proposed Rezoning for Foxhive Commercial PUD - Status

New Business

- Budget 2025 - Operating Expenses Estimates

Open to those attending for comments, feedback and questions

- Additional comments, feedback and questions

Closing Remarks

Adjournment

**** Web & Phone Connection Information:** <https://themeadowswgv.com/>

On HOA Web Site – Home Page – Bottom - Association Events Section

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Join Zoom Meeting - Video Conference (On-Line) & By Phone (Voice Only)

Register in advance for this meeting:

<https://zoom.us/meeting/register/tJ0udOmsqzsjH9QdaUxO9JI8E1kuVoJEyx7B>

After registering, you will receive a confirmation email containing information about joining the meeting.



The Meadows

At World Golf Village

Saint Augustine, FL 32092

September 26, 2024

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First Coast Association Management, LLC
11555 Central Parkway, Suite 801
Jacksonville, Florida 32224

RE: Notice of Non-Renewal of Management Contract

Dear Sir/Madam:

This letter serves as formal written notice that The Meadows at Saint Johns Owners Association, Inc. (the "Association") will not be renewing the Association Management Agreement (the "Agreement") with First Coast Association Management, LLC (the "Manager") upon its expiration on November 30, 2024.

As per Section 3 of the Agreement dated November 7, 2022, this notice of termination is being provided more than sixty (60) days in advance of the contract expiration, in compliance with the terms and conditions set forth therein.

The Association's Board of Directors has determined that it is in the best interest of the Association to explore alternative management options going forward. We appreciate the services provided by First Coast Association Management, LLC during the term of our agreement.

Please note that all obligations under the current Agreement will remain in effect until its expiration on November 30, 2024. We kindly request your cooperation in ensuring a smooth transition of management responsibilities as we approach the end of the contract term.

If you have any questions or require any additional information, please do not hesitate to contact us.

Sincerely,

Michael Krugman
President
The Meadows at Saint Johns Owners Association, Inc.
1001 Ardmore St.
St Augustine, Florida 32092

Matrix Comparison of Community Management Proposals

October 2024

A matrix to compare all candidates side-by-side on key factors. (Scale of 1-5, with 5 being excellent)

Criteria	<u>ASSOCIA</u>	<u>CAM TEAM</u>	<u>MAY</u>	<u>SENTRY</u>	<u>VESTA</u>
Your Impression					
Value for Total Yearly Cost					
HOA Experience & Focus					
Flexibility & Adaptability					
Proactive Regulatory Compliance					
Tech Integration					
Meets Needs of Directors & Officers					
Community Values & Needs Alignment					
Promotes Community Communication					
Vision & Guidance for Long-Term					
Promotes Upkeep of Common Areas					
Overall Rating					
<i>Include in Final Round of Discussions</i>	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No

Notes:

Management Company Candidate Evaluation Worksheet

Candidate Firm: _____

Interview Date: _____

a) Basic Information:

- Years in Business
- Number of Communities Managed
- Types of Communities (HOA vs. Condo mix)

b) Service Offering:

- Strength or weakness in services provided
- Unique offerings or specialties

c) Cost Structure:

- Base fee
- Unexpected or additional fees for specific services
- Cost comparison to current management company

d) Compatibility with Community:

- Flexibility in adapting to community needs
- Understanding of single-family HOA specifics
- Alignment with community values and culture

e) Approach to Management:

- Communication style with board and residents
- Use of technology for management tasks
- Proactive vs. reactive approach

Director: _____

Date: _____

Management Company Candidate Evaluation Worksheet

Candidate Firm: _____

Interview Date: _____

f) Legal Compliance:

- Knowledge of FL and Federal laws/regulations
- Process for staying updated on legal changes
- Compliance track record

g) Long-term Community Management:

- Strategic planning capabilities
- Approach to reserve studies and financial planning
- Property maintenance and improvement strategies

h) Pros and Cons:

- List top 3-5 pros
- List top 3-5 cons

i) Overall Impression:

- Rate on a scale of 1-10
- Brief summary of why this rating was given

j) Additional Notes:

Director: _____

Date: _____

Worksheet for Management Company Evaluation

Candidate Firm: _____

Interview Date: _____

1. General Impression

- How would you rate your overall impression of the company? _____ (Scale of 1-5, with 5 being excellent)
- Brief notes on your first impression:

2. Services & Capabilities

- How well do they match our community's needs? _____ (Scale of 1-5)
- Are there any services they offer that stand out or are missing? _____

Pros:

Cons:

3. Cost vs. Value

- Are their fees aligned with the value they provide? _____ (Scale of 1-5)
- Are their pricing structures flexible or rigid? _____

Notes:

4. Flexibility & Adaptability

- How adaptable is the company to the unique style and personality of our neighborhood? _____ (Scale of 1-5)
- Will their corporate policies align with our community's values and needs? _____ (Scale of 1-5)

Pros:

Cons:

Director: _____

Date: _____

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Worksheet for Management Company Evaluation

Candidate Firm: _____

Interview Date: _____

5. Industry Focus

- Does the company specialize in HOA management, or do they manage a mix of HOA & Condo communities? _____
- Is this a benefit or a concern for us? _____

Notes:

6. Long-Term Support

- How well do you think this company will assist with LT management & upkeep of the community? ____ (Scale of 1-5)
- How proactive do you think they will be in ensuring compliance with FL & Federal laws -regulations? ____ (Scale of 1-5)

Notes:

7. Legal Compliance & Updates

- How well do they demonstrate an understanding of evolving legal requirements (state and federal)? ____ (Scale of 1-5)

Pros:

Cons:

8. Pros & Cons Summary

- Major Pros:

- Major Cons:

9. Overall Recommendation

- Would you recommend this company for the final round of discussions? **Yes / No**

Reasoning:

Director: _____

Date: _____