

Oakwood Acres POA Board Meeting  
July 13, 2018 6:30pm - 8:00pm

AGENDA

- I. Call to Order (1 minute)
- II. Welcome and Introductions (3 minutes)
- III. Adoption of the Agenda (3 minutes)
- IV. Approval of Minutes (5 minutes)
- V. Reports
  - A. President's Report (10 minutes)
  - B. Treasurer's Report (10 minutes)
  - C. Other Committee Reports (3 min)
- VI. Old Business (15 minutes)
  - A. Update on scanning and electronic storage of documents
  - B. Discussion of rationale for changes to Facebook page and posting of Engineer's Contact information in apparent disregard of BOD instructions and vote at the previous board meeting of June 5, 2018.
- VII. New Business (15 minutes)
  - A. Civil Tech Engineering - Alan Garman
    - a. Update to current development
    - b. Date and location of public Notice
  - B. Sandy Roth report on Bylaws and Deed Restrictions workshop, now completed and suggestions for proposed changes to governing documents.

- C. Timeline for Annual Meeting notification, etc., and assignment of tasks to that end.
- D. Consider proposing a staggered term of office for board members, so that there is some institutional memory passed along.
- E. Get board approval for electronic notification option form, to go out in the general meeting notice.

VIII. Guests Speak (5 minutes)

IX. Comments or Announcements (2 minutes)

X. Adjournment

# Oakwood Acres POA Board Meeting

July 13, 2018 6:00 pm

## MINUTES

Location: 4452 Hansen Trail  
Brooksville, FL 34604

Those present: board members Stephanie Henchey (presiding), Ashley McCall, Doug Roth, and general members Sandy Roth and Karen Schelbrock.

I. Call to Order at 6:20 PM. A quorum was lacking, so no votes were taken but reports can be presented. Phoned Patrick Casey and Nick Smith. Patrick said he could be present in 15 minutes.

II. Approval of Minutes was tabled, pending a quorum.

### III. Reports

#### A. President's Report

Electronic notification forms are being returned. About 10% at this point.

About 12 invoices were returned due to improper addresses, parcel key numbers, or missing addresses. A search returned no owner with an existing address.

Lots 35A and 35B were researched by S Roth from the master book and found to be listed to Ethel Williams.

Others for James Segovia are to be reprinted and remailed.

Patrick Casey arrived at 6:34 pm, establishing a quorum.

Agenda was adopted with the substitution of item 7F in place of 7E. Approved unanimously, as amended.

Moved to approve minutes of April 3, 2018. Seconded and approved by those who were present at that meeting.

Moved to approve minutes of June 5, 2018. Seconded and approved by those who were present at that meeting.

Henchey reported on her meeting with Alan Garman, the civil engineer who is spearheading the development of the Gloucester Rd project. The developer is going ahead with plans to erect 141 houses on the 40 acres west of Gloucester Rd. Patrick recommends we solicit the input of an independent engineer to make sure our recommendations are in order and accurate, because Mr. Garman is noted for his attention to detail and we must be equal to the task.

They will be planning a perk area between the proposed development and existing one-acre tracts at the northwest end of Gloucester.

Henchey said our POA does not agree with the housing density as submitted to the County. Garman plans a meeting with the County engineer's office regarding traffic and other considerations. Henchey expressed an interest in attending that meeting.

The Gloria Williams' property on Gloucester had a balloon payment due and the owner(s) failed to meet it. Arrangements have been made to postpone foreclosure proceedings, pending sale of the property to the new - as yet undisclosed - developer. A closing date has apparently been set and things are moving along rather quickly.

Henchey requested from Kinko's a mailing list of residents of Springwood and other nearby developments for the purpose of giving notice of the Public Information Meeting on August 2, 2018.

Patrick recommends going to the first informational meeting and just listen and gather information. The time to contest the plan is at the zoning meeting to follow.

First position: too much traffic for Gloucester.

Second: if zoning is changed to R - Residential, then 5 houses per acre will be allowed. In that case, another intersection to handle the additional traffic must be created. Habitat Drive is far enough from California St. to warrant another traffic signal.

- S Roth suggests an edit to the Dear Homeowner letter (see recording at 23:30)
- S Henchey suggests a handout to attendees, instructing them not to engage and create strife. Just listen. Not reveal our strategy or concerns at that point. Wait until the zoning meeting, then clog the agenda with many people speaking, each for three minutes. Develop talking points for those wishing to speak.
- C. Treasurer's Report: \$19,230.38 is the current checkbook balance. Outstanding dues = 10,641.36. Includes arrears calculations. Expenses: \$30 per month to power co for electrical service at entry way. Legal fees to Hogan Law Firm.

#### IV. Old Business

- A. Doug Roth: GoDaddy's Office 365 package with the 1 TB of document storage is not functioning as anticipated. Documents cannot be shared with anyone who does not have an additional paid user account under the Oakwood Acres site. Roth investigated other document storage options and DropBox seemed to offer the security, storage and shareability we require. He paid the \$99 yearly fee for 1 TB because the free level of service was too limited in storage capacity and sharing.
- B. Scanning has been completed and PDFs of scanned files have been uploaded. Requested permission to shred the existing paper documents. Asked whether a notarized statement was in order that attested to the proper scanning. Board opined that that was not necessary.  
  
Moved and seconded that the paper documents scanned from the year span 2007 to 2016 be shredded. Approved unanimously.
- C. Discussion of rationale for changes to Facebook page in apparent disregard of BOD instructions and vote at the previous board meeting of June 5, 2018. The unofficial Facebook page will be allowed to stand and a link to the official one will be posted on the POA web site by Doug Roth.

An administrator has been appointed to manage content for us.

D. Report by Henchey regarding the inspection of documents by Gail Plumery at the Hogan Law Firm office last month. She was apparently distressed by the lack of organization of documents and her inability to find all she was looking for. The current board does not take responsibility for how previous administrations kept their records. She stated that she would get back with Ms Henchey but has failed to do so.

## V. New Business

F. Sandy Roth report on Bylaws and Deed Restrictions workshop, now completed and suggestions for proposed changes to governing documents.

G. SRR was directed to ask Carrie Felice, our attorney: What happens if we don't have the annual meeting within 365 days of the previous one? Do we cease to exist? What's the penalty? Also what happens if we don't have a quorum at the annual meeting? (Based on the documents Doug Roth has read during the scanning process, there was no mention of proxies at any of the past annual meetings and the attendance was typically between 15 and 20 households.) Can BOD change the quorum for the annual meeting?

H. Doug Roth was instructed to put the proxy form, already created by Sandy Roth, on the web site for faxing and returning. Sandy has also constructed a cover letter and will email it to those present. Will not make any changes until we hear back from Carrie Felice and her opinion on the above matters.

I. Discussion was held regarding a change in the date of the annual meeting, because certain key participants will be returning from vacation on or about September 29, 2018. Sandy Roth had hoped that Karen Schelbrock would act as registrar for the meeting, which will be conducted with proper credentialing and voter cards.

- J. Another meeting will be held in two weeks with the intent to change certain sections of the bylaws. Notice of the meeting will be sent to all 5 board members observing the required three days' notice.
- K. Tabled until next meeting: consideration of a staggered term of office for board members, so that there is some institutional memory passed along.

VI. Guest Speaker time was offered. Both general members in attendance declined the opportunity to speak.

VII. Comments or Announcements: The next meeting will be held on Tuesday, July 24, 2018, at 6:30pm at the Henchey home.

VIII. Adjournment was moved, seconded and approved at 8:04 pm.