

**Village at Haile Condominium Association, Inc.
Board of Director's Meeting**

***NOTICE OF THE VILLAGE AT HAILE CONDOMINIUM ASSOCIATION, INC.
MEETING AND AGENDA***

NOTICE IS HEREBY GIVEN in accordance with the Bylaws of the Village at Haile Condominium Association, Inc., and Florida State Statues, that the Board of Directors Meeting will be held for the proper purpose as indicated herein.

The Village at Haile Condominium Association, Inc., Board of Directors Meeting will be held on the following date, time and location.

DATE: Monday, November 13, 2023

TIME: 4:00 PM

LOCATION: Virtually via – Zoom

<https://us06web.zoom.us/j/86200161896?pwd=tV3NDZiFmLWkumwXlrW2yaWzZhT9nk.1>

Meeting ID -862 0016 1896

Passcode -604556

(If you have issues connecting call 352-222-6494)

The Agenda for the Meeting will be as follows:

- I. **Call to order** ✓
- II. **Establish Quorum of Directors** ✓
- III. **Proof of Meeting Notice** ✓
- IV. **Previous Meeting Minutes (Acceptance only)** ✓
 - i. October 12, 2023 ✓
 - ii. November 6, 2023 ✓**Approval of the Previous Meeting Minutes** ✓
November 9, 2023 ✓
- V. **Questions/Comments from Owners (other than agenda items)** ✓ none
- VI. **Old Business** ✓
 - i. 2024 Annual Budget Workshop Review and Approval for Release — Nothing —
- VII. **New Business**
 - i. Committee Designations and Appointments
 - ii. Insurance Policy Update As Provided
 - iii. Increasing Number of Board Members from 3 to 5
 - iv. Electronic Voting
 - v. Discussions of Management Proposals
 - vi. Proposed Exit Date and Turnover Procedure for Leland Management
- VIII. **FUTURE MEETING DATE**
- IX. **Adjournment**

MINUTES

Village at Haile Condominium Association, Inc. Board of Directors Meeting Monday, November 13th, 2023,

The Village at Haile Condominium Association, Inc. Board of Directors meeting was held virtually via Zoom – Meeting ID: 862 0016 1896 Passcode: 604556.

Board Members Present: Jeff Price, Lisa Hawkins and Sally DeNotta

Others in Attendance: Homeowners; Christy Moffat;

Quorum and Call to Order

The meeting was called to order at 4:06 pm by Sally DeNotta and a quorum of the board was present.

Proof of Meeting Notice –

The meeting was noticed on-site in accordance with Florida State Statutes and the Associations Governing Documents.

Approval of the Previous Meeting Minutes –

A motion was made by Sally DeNotta to approve the previous meeting minutes of November 9, 2023. Seconded by Jeff Price and the motion passed unanimously. The Minutes for October 12 and November 6 were moved to be Accepted by Jeff Price, seconded By Lisa Hawkins and the motion passed unanimously.

Old Business – The 2024 Annual Budget Workshop Review and Approval for Release was tabled to the next meeting because revisions requested by the Board were not delivered to the Board.

New Business

- 1, **A motion** to implement Committee Designations was made by Mr. Price, seconded by Ms. Hawkins and passed unanimously. (Committee Creation Motion)
2. **A motion** directing Leland Management to provide Insurance documents to the BOD was made by Mr. Price, seconded by Ms. Hawkins and passed unanimously. (Insurance Accounting Documents Motion)
3. **A motion** to increase the Number of Board Members from 3 to 5 was made by Mr. Price, seconded by Ms. Hawkins and passed unanimously. (Board Expansion Motion)
4. **A motion** to allow for Electronic Voting was made by Mr. Price, seconded by Ms. Hawkins and passed unanimously. (Electronic Voting Motion)
5. A motion to employ Bobbie Jo Blackwell, LLC d/b/a Haile Management as the Community Association Manager (CAM) effective upon contract execution

MINUTES

was made by Mr. Price, seconded by Ms. Hawkins and passed unanimously. (Employment Motion)

6. The following Turnover Directives to Leland Management were put forward:

- a. **A motion** directing Leland to deliver two (2) certified check drafts to the BOD no later than November 30, 2023, was made by Mr. Price, seconded by Ms. Hawkins and passed unanimously. (Initial Checks Motion)
- b. **A motion** directing Leland to deliver all building evaluation documents was made by Mr. Price, seconded by Ms. Hawkins and passed unanimously. (Building Turnover Documents Motion)
- c. **A motion** directing Leland to deliver electronic copies of all paid association invoices and supporting documents for 2022-date was made by Mr. Price, seconded by Ms. Hawkins and passed unanimously. (Invoice Documents Motion)
- d. **A motion** directing Leland to deliver editable, unlocked, Excel-type spreadsheets was made by Mr. Price, seconded by Ms. Hawkins and passed unanimously. (Budget Documents Motion)

7. **A motion** to accept the voluntary withdrawal of Leland Management as the Community Association Manager (CAM) effective January 31, 2024, was made by Mr. Price, seconded by Ms. Hawkins and passed unanimously. (Leland Exit Motion)

The discussion prior to the passage of the above motion included the requirement of the BOD that Leland will remain the CAM of record under all laws, rules and regulations and under the present contractual duties until December 31, 2023, and that Leland shall remain in their present role during the period between that date and January 31, 2024 or earlier (holdover time) until both Leland and Haile Management advise that the "turnover" is substantially complete. Leland will be paid their normal and customary fee for any holdover time. The BOD stated their intention is for "turnover" to be completed by December 31, 2023. However, the BOD understands that Leland's assembling and providing documentation may extend that date.

Anticipating that there may be questions concerning the details of what is being requested, it was discussed by the Board, and the Secretary was directed to include in the minutes each motion in its entirety, along with directions that Leland is to communicate directly with Haile Management to ascertain what documents and material is being requested if any questions arise.

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It is beyond the ability of the BOD to determine the entire universe of documents necessary to effect a reasonable and proper turnover and is depending upon the flexibility and professional expertise of Leland Management and Haile Management to so identify and provide same.

To lessen any delays, the BOD emphasizes that Haile Management has the full authority to clarify, amplify, interpret and decide the intent of the BOD in passing each motion attached or referenced above.

Future Meeting Date – A future meeting will be held November 21st, 2023 at 4:00 pm. At which Leland is to attend and perform all normal CAM pre-meeting and meeting duties and will be paid the contractual amount prescribed for same.

Adjournment

There being no further business, the meeting was properly adjourned on a motion made by Jeff Price and seconded by Sally DeNotta at 4:57 pm. All were in favor.

Minutes transcribed and confirmed as correct by Jeffrey Price, Secretary. 11/14/2023

Jeffrey Price, Sec. 11/14/23

The Village at Haile Condominium Association

Motion – Turnover Directive to Leland Management as Association Manager (CAM)

Initial Checks

Whereas the The Village at Haile Condominium Association Board of Directors (BOD) is sitting in a qualified and noticed public session and a quorum is present, and **Whereas** the BOD is empowered to act in the best interests of the Association, and **Whereas** it is the intention of the BOD to so act, the following MOTION is presented for a vote of the BOD:

MOTION: “The Village at Haile Condominium Association Board of Directors (BOD) hereby directs Leland Management as Association Manager (“CAM”) to perform the following tasks and notify via email the BOD members and Haile Management when the task is complete:

- 1) Provide the BOD with a **certified check** made payable to the Association in the amount of \$50,000.00 drawn from the Association’s Operating Account, and
- 2) Provide the BOD with a **certified check** made payable to the Association in the amount of \$50,000.00 drawn from the Association’s Reserve Account.”

NOTE: Both checks are to be in-hand and available for deposit by the Association no later than November 30, 2023. A prior turnover “official check” from Alliance Bank provided by Leland was delayed in its acceptance because it was not a “certified check.”

	Motion		Vote		
	Moved by	2d by	Aye	Nay	Abstain
Dr. Sallay DeNotta	_____	_____	✓	_____	_____
Ms. Lisa Hawkins	_____	✓	✓	_____	_____
Mr. Jeffrey Price	✓	_____	✓	_____	_____

Vote Recorded on: 11/13/23 by: Jeffrey Price, SEC

As of the date above the MOTION is:

- ADOPTED and directed to be inserted into the official records.
- REJECTED

The Village at Haile Condominium Association

Motion – Turnover Directive to Leland Management as Association Manager (CAM)

Building Turnover Documents

Whereas the The Village at Haile Condominium Association Board of Directors (BOD) is sitting in a qualified and noticed public session and a quorum is present, and **Whereas** the BOD is empowered to act in the best interests of the Association, and **Whereas** it is the intention of the BOD to so act, the following MOTION is presented for a vote of the BOD:

MOTION: “The Village at Haile Condominium Association Board of Directors (BOD) hereby directs Leland Management as Association Manager (“CAM”) to perform the following tasks and notify via email the BOD members and Haile Management when the task is complete:

- 1) Provide the BOD with copies of all 2020-present building evaluations, inspections, reports, reserve studies, engineering recommendations that show the 2024 proposed budget numbers for structural integrity.”

	Motion		Vote		
	Moved by	2d by	Aye	Nay	Abstain
Dr. Sallay DeNotta	_____	_____	<input checked="" type="checkbox"/>	_____	_____
Ms. Lisa Hawkins	_____	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	_____	_____
Mr. Jeffrey Price	<input checked="" type="checkbox"/>	_____	<input checked="" type="checkbox"/>	_____	_____

Vote Recorded on: 11/13/23 by: Jeffrey Price, Sec.

As of the date above the MOTION is:

- ADOPTED and directed to be inserted into the official records.
- REJECTED

Motion – Turnover Directive to Leland Management as Association Manager (CAM)

Invoice Documents

Whereas the The Village at Haile Condominium Association Board of Directors (BOD) is sitting in a qualified and noticed public session and a quorum is present, and **Whereas** the BOD is empowered to act in the best interests of the Association, and **Whereas** it is the intention of the BOD to so act, the following MOTION is presented for a vote of the BOD:

MOTION: “The Village at Haile Condominium Association Board of Directors (BOD) hereby directs Leland Management as Association Manager (“CAM”) to perform the following tasks and notify via email the BOD members and Haile Management when the task is complete:

- 1) Provide the BOD with electronic copies of all paid association invoice copies and supporting documentation for 2022 and YTD (through October 31) for 2023 to the BOD no later than Dec 1, 2023.
- 2) Provide copies of paid invoices (and supporting documentation ie: Credit card receipts) with the monthly financials moving forward, starting with the November 2023 financials/Board packet.”

	Motion	2d by	Vote	Nay	Abstain
	Moved by		Aye		
Dr. Sallay DeNotta	—	—	✓	—	—
Ms. Lisa Hawkins	—	✓	✓	—	—
Mr. Jeffrey Price	✓	—	✓	—	—

Vote Recorded on: 11/13/23 by: Jeffrey Price, Sec.

As of the date above the MOTION is:

ADOPTED and directed to be inserted into the official records.

REJECTED

The Village at Haile Condominium Association

Motion – Turnover Directive to Leland Management as Association Manager (CAM)

Budget Documents

Whereas the The Village at Haile Condominium Association Board of Directors (BOD) is sitting in a qualified and noticed public session and a quorum is present, and **Whereas** the BOD is empowered to act in the best interests of the Association, and **Whereas** it is the intention of the BOD to so act, the following MOTION is presented for a vote of the BOD:

MOTION: “The Village at Haile Condominium Association Board of Directors (BOD) hereby directs Leland Management as Association Manager (“CAM”) to perform the following tasks and notify via email the BOD members and Haile Management when each task is complete:

- 1) Provide the editable (unlocked) excel budget worksheet which shall include all formulas, worksheets related to all line items, capital items, reserve analysis data used in the 2024 previously presented proposed budget.
- 2) Provide the editable (unlocked) excel budget worksheet which shall include each “owner’s share” of budget allocations. ✓
- 3) Provide the editable (unlocked) excel budget worksheet which shall include, all of 2022 General Ledger details. A separate excel file reflecting all of 2022 and YTD 2023 through October which includes all formulas used.” ✓

	Motion		Vote		
	Moved by	2d by	Aye	Nay	Abstain
Dr. Sallay DeNotta	_____	_____	✓	_____	_____
Ms. Lisa Hawkins	_____	✓	✓	_____	_____
Mr. Jeffrey Price	✓	_____	✓	_____	_____

Vote Recorded on: 11/13/23 by: Jeffrey Price, Sec.

As of the date above the MOTION is:

ADOPTED and directed to be inserted into the official records.

REJECTED

The Village at Haile Condominium Association

**Motion – Exit of Leland Management as Association Manager
(CAM)**

Whereas the The Village at Haile Condominium Association Board of Directors (BOD) is sitting in a qualified and noticed public session and a quorum is present, and **Whereas** the BOD is empowered to act in the best interests of the Association, and **Whereas** it is the intention of the BOD to so act, the following MOTION is presented for a vote of the BOD:

MOTION: “The Village at Haile Condominium Association Board of Directors (BOD) hereby accepts the voluntary withdrawal of Leland Management as Association Manager (“CAM”) effective January 31, 2024.”

	Motion			Vote	
	Moved by	2d by	Aye	Nay	Abstain
Dr. Sallay DeNotta	___	___	✓	___	___
Ms. Lisa Hawkins	___	✓	✓	___	___
Mr. Jeffrey Price	✓	___	✓	___	___

Vote Recorded on: 11/13/23 by: Jeffrey Price Sec.

As of the date above the MOTION is:

- ADOPTED and directed to be inserted into the official records.
- REJECTED

The Village at Haile Condominium Association

Motion – Employment of Bobbie Jo Blackwell, LLC D/B/A Haile Management (CAM)

Whereas the The Village at Haile Condominium Association Board of Directors (BOD) is sitting in a qualified and noticed public session and a quorum is present, and **Whereas** the BOD is empowered to act in the best interests of the Association, and **Whereas** it is the intention of the BOD to so act, the following MOTION is presented for a vote of the BOD:

MOTION: “The Village at Haile Condominium Association Board of Directors (BOD) hereby accepts the Association Management Agreement from Bobbie Jo Blackwell, LLC d/b/a Haile Management (CAM) and appoints same as the Association’s Manager by contract.”

	Motion		Aye	Vote	
	Moved by	2d by		Nay	Abstain
Dr. Sallay DeNotta	___	___	✓	___	___
Ms. Lisa Hawkins	___	✓	✓	___	___
Mr. Jeffrey Price	✓	___	✓	___	___

Vote Recorded on: 11/13/23 by: Jeffrey Price, Sec.

As of the date above the MOTION is:

- ADOPTED and directed to be inserted into the official records.
- REJECTED

The Village at Haile Condominium Association

Motion – Turnover Directive to Leland Management as Association Manager (CAM)

Electronic Voting

Whereas the The Village at Haile Condominium Association Board of Directors (BOD) is sitting in a qualified and noticed public session and a quorum is present, and **Whereas** the BOD is empowered to act in the best interests of the Association, and **Whereas** it is the intention of the BOD to so act, the following MOTION is presented for a vote of the BOD:

MOTION: “The Village at Haile Condominium Association Board of Directors (BOD) hereby directs Leland Management as Association Manager (“CAM”) to perform the following tasks and notify via email the BOD members and Haile Management when the task is complete:

- 1) Mail the attached and provided electronic voting resolution to all Owners as part of the budget package

	Motion		Vote		
	Moved by	2d by	Aye	Nay	Abstain
Dr. Sallay DeNotta	_____	_____	<input checked="" type="checkbox"/>	_____	_____
Ms. Lisa Hawkins	_____	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	_____	_____
Mr. Jeffrey Price	<input checked="" type="checkbox"/>	_____	<input checked="" type="checkbox"/>	_____	_____

Vote Recorded on: 11/13/23 by: Jeffrey Price, Sec.

As of the date above the MOTION is:

- ADOPTED and directed to be inserted into the official records.
- REJECTED

The Village at Haile Condominium Association

Motion – Turnover Directive to Leland Management as Association Manager (CAM)

Insurance Accounting Documents

Whereas the The Village at Haile Condominium Association Board of Directors (BOD) is sitting in a qualified and noticed public session and a quorum is present, and **Whereas** the BOD is empowered to act in the best interests of the Association, and **Whereas** it is the intention of the BOD to so act, the following MOTION is presented for a vote of the BOD:

MOTION: “The Village at Haile Condominium Association Board of Directors (BOD) hereby directs Leland Management as Association Manager (“CAM”) to perform the following tasks and notify via email the BOD members and Haile Management when the task is complete:

- 1) Provide the BOD with all documents (including copies of correspondence to/from or advising) Leland Management and or any prior Board member(s) of the status of or results of any insurance-related issues for the policy years of 2022 and 2023 and 2024, to include all emails or text messages in the possession or control of Leland Management or its agents. ✓
- 2) Provide specific accounting details demonstrating the amount(s) and dates of all payments for insurance and any refunds, rebates or return payments from any insurer for all policies issued, cancelled, revoked or terminated in 2023. ✓
- 3) Provide all communication between Leland and any prior board member which relates to or arises from any insurance issue or event in 2023.”

	Motion		Vote		
	Moved by	2d by	Aye	Nay	Abstain
Dr. Sallay DeNotta	_____	_____	✓	_____	_____
Ms. Lisa Hawkins	_____	✓	✓	_____	_____
Mr. Jeffrey Price	✓	_____	✓	_____	_____

Vote Recorded on: 11/13/23 by: Jeffrey Price, Sec.

As of the date above the MOTION is:

- ADOPTED and directed to be inserted into the official records.
- REJECTED

Motion – Turnover Directive to Leland Management as Association Manager (CAM)

Committee Creation

Whereas the The Village at Haile Condominium Association Board of Directors (BOD) is sitting in a qualified and noticed public session and a quorum is present, and **Whereas** the BOD is empowered to act in the best interests of the Association, and **Whereas** it is the intention of the BOD to so act, the following MOTION is presented for a vote of the BOD:

MOTION: “The Village at Haile Condominium Association Board of Directors (BOD) hereby adopts the following as standing committees to operate at the pleasure and direction of the President of the Board until such time as the President desires. Appointment to and removal from each committee shall be at the discretion of the President:

- 1) Communication ✓
 - 2) Pool/Gym ✓
 - 3) Maintenance ✓
 - 4) Budget ✓
~~Insurance~~
- ~~Insurance~~ ✓
~~electronic consent~~

And such other committees as the President shall determine are necessary.”

	Motion		Vote		
	Moved by	2d by	Aye	Nay	Abstain
Dr. Sallay DeNotta	—	—	✓	—	—
Ms. Lisa Hawkins	—	✓	✓	—	—
Mr. Jeffrey Price	✓	—	✓	—	—

Vote Recorded on: 11/13/23 by: Jeffrey Price, Sec.

As of the date above the MOTION is:

ADOPTED and directed to be inserted into the official records.

REJECTED

The Village at Haile Condominium Association

Motion – Turnover Directive to Leland Management as Association Manager (CAM)

Board Expansion

Whereas the The Village at Haile Condominium Association Board of Directors (BOD) is sitting in a qualified and noticed public session and a quorum is present, and **Whereas** the BOD is empowered to act in the best interests of the Association, and **Whereas** it is the intention of the BOD to so act, the following MOTION is presented for a vote of the BOD:

MOTION: “The Village at Haile Condominium Association Board of Directors (BOD) hereby advises that they intend to expand the Board Membership to five (5) as provided in the Association Documents and that discussion and adoption of same shall be considered at the next scheduled Board Meeting.”

	Motion		Vote		
	Moved by	2d by	Aye	Nay	Abstain
Dr. Sallay DeNotta	_____	_____	✓	_____	_____
Ms. Lisa Hawkins	_____	✓	✓	_____	_____
Mr. Jeffrey Price	✓	_____	✓	_____	_____

Vote Recorded on: 11/13/23 by: Jeffrey Price, Sec.

As of the date above the MOTION is:

- ADOPTED and directed to be inserted into the official records.
- REJECTED