

GROVE Meeting Minutes for January 21, 2025

I. Quorum

Tim Mehaffey called the meeting to order at 6:00pm and a quorum was established. He stated, for your information, Carol Barleycorn has asked for a leave of absence and at this time I will be making a motion to remove her. He moved to remove Carol Barleycorn from the board of directors. Anna seconded and it was unanimously approved. When she is able to fully commit to the duties, she can inform the Nominating Committee of her interest.

Anna interjected that she has consulted with the Nominating Committee and they have informed her that Dan is interested in joining the Board again. They interviewed him and recommended him to the Board of Directors. She made a motion to appoint Dan to the board for the remainder of this term and for an additional term of two years. Tim seconded the motion and it was unanimously approved. Anna continued nominating Dan for President to carry out this term and continue his Presidency into the following year until the Annual meeting in 2026. Steve seconded the nomination and Dan was voted in unanimously. Tim asked Dan to chair the meeting.

II. Minutes Review and Approval

Dan asked if the Board had review the minutes from the December 17, 2024 Board meeting. The Board concurred they had. He asked if there were any additions or amendments to the minutes and there were none. He asked for a motion to approve. Steve moved to approve the December 2024 minutes, seconded by Anna and unanimously approved.

III. Financial Review

Tim stated that the Treasurer would not be attending the meeting and that he would be giving the financial report prepared by the Treasurer. The balance in our operating checking account as of December 31, 2024 is \$2,490.89. In addition we currently have 183,314.27 in our investment accounts for a grand total of 185,805.16. We spent \$7,056.00 for Master Association Dues for the first quarter in December changed to Prepaid expenses and put into our Emergency Reserve Fund, \$5,000.00 also charged to prepaid expenses. Finally we spent \$3,028.41 for the monthly operating expenses. Our receivables for December are -\$6,855.49 since most of the income was prepaid dues collected in December for the 1st quarter beginning on January 1, 2025. There remains to be dues to be collected from 5 owners who are 1 quarter behind, 1 owner 2 quarters behind, 1 owner 3 quarters behind and 1 foreclosure. Dan called for a motion to approve the December Financial report. Anna moved to approve the report, seconded by Steve and approved unanimously.

IV. 2025 Budget Approval

Dan stated that copies of the proposed budget had been sent to all Residents via email or snail mail for their review that has income and expenditures of \$110,000. He said that the budget was sent to the Residents, some of the expenditures have been revised, but the totals still remains the same. The changes were made to reflect the actual quotes/expenses that we received or paid since the budget was sent out. The differences were for the fence repairs, which was lower than originally budgeted, an expense of \$2,750 for landscaping was moved to Board of Directors insurance, which is necessary in order to engage a management company, which we were going to remove from the budget, a reduction in legal fees of \$400, an additional cost for a block party, which will be discussed later during the Nominating report and an additional Management Company transitional fee of \$400 in March prior to the 2nd quarter beginning. He continued saying the Board believes that this Budget provides a fairly accurate projection for our income and expenses for the year that will be reviewed at the beginning of each new quarter and modified

if necessary to keep us within or under budget. The dues for Residents remain the same as 2024; a Management Company is built into the expenses as well as several improvements in Landscaping. The contribution to the Reserves will be less than the previous year due to the increased dues imposed by the BPA. He asked for a motion to approve the 2025 Annual Budget. Anna moved to approve the budget, seconded by Steve and approved unanimously.

IV. Old Business

ARB Report

Steve reported that in the month of January we had several requests for roof replacements, which were all approved. And we had one lot request a dog fence, which the Committee reviewed and did not approve due to the dimensions and the layout of the fence. Members of the Committee are working to meet with the owner and discuss a solution. We will report further on this request when we have met with the owner.

49th Street Fence Repairs

Anna reported that the repairs to the 49th St. fence started on January 13th and were completed on January 14th. The expenses for these repairs were completed under the projected budget. The HOA will no longer be responsible for the repair of the 49th street fence. It is now the responsibility of the owner. As stated in our Articles of Incorporation in Article XXV, Restrictions, letter 'e' Maintenance of Improvements: 'Owners shall maintain their residences and all other improvements, including walls, fences, screen enclosures and so forth, in good and safe condition and the repair of any damage, decay or evidence of wear and tear on the exterior of any building shall be made promptly.'

Back and Front Lights

Tim Reported that the Board contracted Barrett Electric to so some repairs as we were unable to locate a power shutoff for the center Island at the back entrance. Neither could they. They changed the photo sensor while the circuit was live. We supplied the photo sensor. We are awaiting a quote to repair 'The Grove' sign at the back entrance that was damaged during hurricane Milton.

The Front Entrance surveillance camera system is still down due to a lighting strike. The electrician from Barrett did troubleshoot the panel and found a blown surge suppressor on the power strip. That was replaced only to find out the low voltage power supply was also damaged. We are awaiting parts to repair the system.

Landscape Planning

Dan reported that the Maintenance Committee has been discussing improving the landscaping for the front and the back entrances since forming this summer. He stated that in 2025, the Committee has plans to for three phases of landscape additions with the first phase in February to add vegetation to the middle islands at the front and the back. This will require volunteer support from Residents since our budget is only for plants, fertilizer and soil. The second phase will occur in April with a plan to hire a landscape company that will revise the front entrance on either side where the white walls are with THE GROVE logo painted. Since the removal of the two trees these areas have been discussed and we will find a plan that we can afford and that will be designed by the company we select. He continued, we would like to identify Resident volunteers to serve on a committee to see this Front Entrance Project through. He asked if any Residents present would like to serve on a short-term committee to develop and create the new look for our Front Entrance? And two volunteers were found, Jim King and Connie Trotter. Dan stated that he would send out an E-blast to solicit another Resident volunteer for the Committee

And finally in October, Phase 3 would commence, with another Resident Volunteer project that will focus on the areas of land opposite the mailboxes at the Front and Back entrances. In addition to these landscape projects there has been much conversation regarding the oak trees at the front entrance that have been neglected for years. The trees growth is limiting light, encroaching on each other and causing deformity and they desperately need attention. The four quotes from four arborists have been received with four different plans that include removing two trees and trimming the other two with three different variations and one plan to trim the trees to instigate a healthier coexistence for all the trees. Simply Trees, Paul Heyman Tree Service, Brown's Tree Service and TD Trees LLC were solicited but after meeting with Simply Trees who recommended to trim and not remove the Maintenance Committee will review this project and report at the next meeting

Dan moved to purchase plants, fertilizer, soil and mulch to not exceed \$1250 as budgeted for the Volunteer planting project in February, Anna seconded the motion and it was unanimously approved.

Nominating Committee Report

Dan reported for Danny Preston of the Nominating Committee who was not present. 'We met and developed a list of questions for the purpose of recruiting Committee and future Board Members. After this process was completed and the Committee was satisfied with the questions, Dan informed us that he was interested in joining the board and we interviewed him using the questions we had just created. We also discussed the officers of the Board with the current Board membership and particularly the presidency, which Dan volunteered to take during this important transition period. We were contacted by Anna to ask for our recommendations and we consulted. During our meeting we also discussed the need for more community involvement and the idea to combine practical work, like a Resident Spring Cleaning Event followed by a Block party for all Residents. We felt that encouraging social interaction would build resident goodwill for our future endeavors. We will continue meeting more intensely in the next two months leading up to our March Annual meeting where we hope to have developed additional Committee Members and at least one new board member to be on the ballot with Stephen Carroll whose term will be coming to an end if he chooses to continue.'

Management Company

Dan reported that since the December meeting of the Board, Anna, Tim and he had interviewed 5 different Management Companies, Associa Gulf Coast Management, Gulf Coast Management, Pinnacle Community Association Management, C & S Community Management and Real Manage Family of Brands, which they decided not to request a proposal from. They met and received proposals from the other four that ranged from \$1,470 to \$882 per month. All the Management Companies that they met with provided professional proposals and were confident in their presentations; the two companies that are more expensive; have a larger client base and a larger infrastructure to support their clients. The two that are more reasonable priced also have a strong client base, are family based operations and have similar infrastructures whose focus is small to medium size associations. It was their conclusion that the two companies whose focus is for small to medium size associations is a better fit for our association. And after reviewing the services provided by both, they noticed that one provided a representative at 12 monthly meetings and one provided representation at a total of six meetings. They went back to the second the company whose contract stated six and they accommodate a change in their services to match what the other company offered. All management companies provided a base fee with additional fees for additional services. It is our plan to keep our services basic at this time and this is

dependent on the future development of Resident support for Board and Committee participation as well charging Residents for additional services to keep costs down for: snail mailings, service fees for tardy dues, violation fees for not adhering to Rules and Regulations, Renter fees, etc. Dan moved to engage Gulf Coast Community Management that will charge us a base fee of \$882.00 monthly, seconded by Steve and approved unanimously.

V. New Business

Officer Nominations and Appointments

Dan stated that after a discussion with the Nominating Committee regarding the officers of the Board, the direction that our articles provide for directors and officers and to provide consistency in our leadership during this period of transition, he nominated Tim Mehaffey to fill the officer position of Vice President to complete this term and to continue into the next term which will end at Annual meeting in 2026, Steve seconded the nomination and he was voted into the position of Vice President unanimously. Dan continued and nominated Anna Azmi for the Secretary to complete this term and continue into the next term ending at the Annual meeting in 2026, which was seconded by Steve. Anna was voted in to the Secretary position unanimously.

Audit for 2024

Dan stated that The Grove Association must ensure that an audit is completed each year. He continued to state that the governing documents require that three volunteers are appointed by the Board to serve on the committee to complete a financial audit of 2024. Audit experience is not required but if you are comfortable working with numbers and reviewing processes, that would be fine. In depth instructions and support will be available for the volunteers every step of the way. The 2024 audit must be completed by our annual membership meeting on March 25th and the time commitment involved in completing the audit work will only be a few of hours. He asked for volunteers and one volunteer came forward, Brenda Stokes. Dan commented that he would email residents to solicit volunteers for the audit.

Management Company Transition

Dan stated that in preparation for the transition to our Management Company the Board will be utilizing Article XV Assessments regarding ‘Assessments not paid when due shall bear interest from the date when due until paid...’ The rate allowed by law is 18%, which will be imposed beginning April 1st. Florida Statutes states that the association may also charge an administrative fee not to exceed the greater of \$25 or 5% of the amount of each installment that is paid past due. This penalty fee that is in place will be replaced by the compounded interest rate of 18% beginning April 1st. He continued saying that in order to keep our Assessment fees the same, email will be the primary source of communication, adapting a paperless process where acceptance and approval by Residents will be adapted. All Residents will need to sign a document accepting this policy or they will be charged a fee for each mailing that is required or sanctioned by the Board of Directors. The fee for these mailings is yet to be determined but could be an administrative fee for up to \$30. This will be a topic on the February agenda.

VI. Resident Comments

Dan asked if there were any comments or questions from the Residents. Several questions were brought to the Board regarding the engagement of the Management Company that the Board answered and satisfied the questions and concerns of the Residents. A Resident requested information on reviewing meeting minutes and he was informed that all minutes can be found on the website. No other comments were made.

VII. Adjournment

Dan moved to adjourn the meeting at 7:24, seconded by Steve and approved unanimously.