

ROCKY BAYOU OWNERS ASSOCIATION
P.O. BOX 848 Niceville, Florida 32588-0848

Minutes of the Monthly Meeting of the RBOA Board
December 14, 2022 at Niceville City Hall

In attendance:

Existing Board members (quorum reached):

Rich Comer, President	Jeff McAdoo, Vice-President
Nicki Patten, Secretary/Treasurer	Kathy Flynn, Architectural Control
John Rivera, Maintenance	

Homeowner:

Paul Higgins

Meeting called to order by Rich Comer at 6:30pm, followed by a moment of silence.

PREVIOUS MEETING MINUTES: Only 4 were present in November; no official meeting without a quorum. October Meeting Minutes were circulated in advance via email. All members present agreed to waive reading the minutes aloud. Jeff motioned to approve the October minutes. Kathy seconded; passed unanimously by all present.

FINANCIAL / BUDGET: reported by Nicki Patten

- Financial report with monthly detail through November and 2022 year-to-date totals compared to budget was circulated to Board members in advance of the meeting via email.
- Expenses for November totaled \$5,135.40; extra \$2,090 expense for landscape maintenance to add pine straw to entrances/common areas. **John to contact Natural Lawns of NW FL to update contract for these invoices that are in addition to the monthly agreed-upon fees.**
- Total fund balance \$103,323.29 in all bank accounts as of November 30, 2022; approximately \$30k in money market and \$30k in CD. After tree removal this month and collection of a couple more estoppel fees, we will likely be at just under \$100k at year-end.
- Outstanding 2022 dues: down to only 1 remaining. **Nicki to call again.** One member has already sent in check for 2023; will hold check to deposit after the new year.
- Paul asked whether we were required to have a specific amount in reserves; our association is not required to by statute and we have no buildings to maintain. Per Rich, the only time in RBOA history a special assessment was needed was \$150k for the dam. We continue to hold aside funds, primarily from estoppel fees, to avoid having a special assessment in future.
- CD matures in February; decide then if we increase amount in CD since interest rates are up.
- 2023 proposed budget was circulated to Board members in advance of the meeting via email.
 - Net zero budget (expenses match income) totals \$56,980 (407 members @ \$140).
 - Most categories mirrored actual expenses for the current year; a few additional items:
 - We do not have email addresses for 39 members; budgeted \$1.5k in QBO fees for expected electronic payments for the remaining 368.
 - Approx. \$6k in Repairs & Maintenance to cover unexpected items like tree removal, other landscaping, fence/sprinkler repairs, etc.
 - Added expenses may warrant a dues increase, to be presented at the annual meeting.
- Jeff motioned to approve the monthly financial report. Kathy seconded; passed unanimously.
- Jeff motioned to approve the 2023 budget as presented. John seconded; passed unanimously.
- Becker (attorneys) sent request to sign retainer for \$250 for 2023. Nicki motioned to continue to retain Becker / Jay Roberts for RBOA. Jeff seconded; passed unanimously.

ARCHITECTURAL CONTROL: reported by Kathy Flynn

- 3 approvals in progress since our last meeting:
 - Fence replacement at recently sold home on Ruckel; signed approval complete.
 - Previous request for fence replacement on Wava had boundary issue / conflict with county records; owner provided survey that proved fence was within property line so was approved; awaiting final signatures.
 - Deck replacement / extension on Lake Way Drive has been approved and awaiting final signatures.
- Tracy Wood is assisting getting committee signatures through her DocuSign account.
- Committee members have proposed to continue using county site to review future approvals, and only require a survey be produced if there is a conflict. Kathy will also contact county to advise them of any incorrect information on property appraiser's website.

COMPLIANCE: (Tracy Wood could not attend but emailed update last month)

- Situation re: RV parked next to home on Wava: Final decision remains open due to Board decision last meeting to wait until HOA docs are revised. **Rich will ask Covenants Committee chair to attend next month's meeting to get update on status of that project.**
- Situation re: shipping container parked side/back of home on Kristin Circle: 2 letters were sent; Paul believes the container has since been removed. **Ask Tracy to confirm.**
- Estoppel issuances – happening without problems per Tracy's email. Kathy agreed process is going smoothly with bookkeeper, who texts Kathy and emails Tracy to ensure no outstanding issues with the property. Nicki confirmed all issuances have happened timely and bookkeeper is also enforcing collection on fee before certificate is issued.

MAINTENANCE/PROJECTS: reported by John Rivera

- Rich had been emailed about a dead tree on "common grounds" behind house on Ruckel; John confirmed it was on golf course property; after 3 months Rich was able to get RBCC to arrange to have it removed.
- Paul mentioned he has been in touch with RBCC maintenance groundskeeper to build up retaining wall around sand trap to keep water from filling up/overflowing into their yard.
- John contacted 3 companies for tree removal in Wava Park after storm knocked 2 down and split another; John Adams / JBA Tree Services LLC came in at lowest cost to include stump grinding. JBA had job done within 3 days and even did a little extra clearing at no charge. We will keep him in mind for any future needs.
- (Contract with / performance of Natural Lawns discussed during Finance report.)

ENVIRONMENTAL: (Joe Bradley could not attend but emailed in advance)

- Joe received a call reporting a beaver sighting. **Rich will email Joe to confirm we need to get the trapper to remove beavers**, as they will build dams and clog/damage the lakes.
- Paul indicated that his neighbor has seen a family of coyotes: adult with 2-4 small cubs. But no one has seen the alligator again.
- Lattice fence by pump shed on Ruckel had blown down; Paul fixed it adding some additional wood strips and removed the vines. Lattice is deteriorating and will need replacing fairly soon.
- Howard/Chase common area: Jeff indicated there is a sprinkler system and an electric meter, but there's been no usage on either meter in years. He was asked by neighbors to get it back on. He would like to consider spreading seed or laying sod in the growing season.

OLD BUSINESS

Initiative to update RBOA governing documents: no reports at this time; **Rich will ask Committee members to attend next month to make sure we are ready for annual meeting.**

RBOA website updates in progress:

- Jeff & Nicki working on FAQ page and Welcome page with links, not yet published.
- **Jeff to target getting pages updated before the annual meeting.**

Inviting non-members to join:

- Rich received a complaint from member that there were no Christmas wreaths on the entrance sign on Golf Course Rd; Rich contacted RBCC to get approval, then asked Tim & Robin Wedemyer (who made all the other wreaths for RBOA) to see if they would make 4 additional for that sign. They had wreaths up within a day and did not ask for reimbursement.
- Many homeowners on Golf Course Rd are not members, but these beautification efforts are another part of what the association takes care of. Need to promote all we do for the neighborhood for very nominal annual dues.

NEW BUSINESS

Prep for Annual Meeting March 7, 2023:

- January and February board meetings will be focused on preparing for annual meeting.
- Have slides ready for February meeting; RBCC provides projector for us to use in March.
 - Consider a few current pictures of common areas / entrances to show how we addressed complaints about the entranceways
 - Highlight RBOA.net website additions (perhaps live demo?)
 - Arial photo/map to highlight areas RBOA maintains
- Before January 7, 2023 (60-day requirement), send out First Notice of Election by email or regular mail to every unit owner entitled to vote indicating we need 3 new board members. **Rich to draft President's letter to go out with all new invoices as of Jan 1, 2023.**
- Nicki requested Niceville Neighbors to post a notice in Jan publication; **request similar notice for February publication.**
- Right after February 8 board meeting (before February 22, 2023, 14-day requirement), send out Second Notice of Meeting with names of officer candidates. Must include option to vote by proxy, since need 105 members for a quorum and usually not that many attend.

Paul's volunteer maintenance update:

- Paul called County; they came and removed dead trees and trimmed branches overhanging street on Lake Way and Ruckel.
- Paul noted there have been lots of walkers not picking up after their dogs and would like 2 "Be a good neighbor - Clean up after your pet" signs, which he will attach to the posts on either end of the Lake Way entrance island. Nicki motioned RBOA purchase 2 signs; Kathy seconded; passed unanimously. **Nicki to order and get to Paul ASAP.**
- Paul still trying to trace the water pipe supply to the sprinklers on Lake Way entrance island.

NEXT BOD MEETING: Scheduled for 11 January, 2023 at Niceville City Hall

**Nicki motioned to adjourn meeting; seconded by Jeff. Unanimous; adjourned at 8pm.
Recorded by Nicki Patten.**