

Nature Trail Homeowners Association, Meeting of the Board of Directors

Minutes of the Meeting, July 18, 2017

Location: 8775 Foxtail Loop (Lodge), Pensacola, FL

Board of Directors in Attendance: Bob Barron, John Kellas, Peg David, Jerry Maygarden, & Richard Murray

Additional Personal in Attendance: Rob Bell (HOA Manager), Haley Crawford (HOA Asst. Manager) & Braden Ball (HOA Attorney)

- **Meeting was called to order at 6:00 PM by Bob Barron, President**
- **Proof of Notice**
 - Notice was posted at the Lodge on July 6, 2017 by Haley Crawford.
- **Approval of Previous Minutes**
 - Minutes for April 11, 2017 & May 22, 2017
 - Minutes for both meetings approved via email.
- **Open Discussion with Owners & Residents (2 Minute Limit Each)**
 - Rowena Peterson asked about street lights. We have installed all requested street lights to date and we are having the limbs around the lamps trimmed.
 - Frank Bell addressed a previous issue he had with the retention pond behind his home following the April 29th massive flood in Pensacola. Requesting the Board to keep a special eye on this pond to avoid future issues.
 - Lonnie Gilmore requested a draft of the agenda be posted with the notice of the meeting. Also, Silverbell drain is working well, but requested a split rail fence to hide some items in the common area.
 - Karen Sindel stated vacant lots are not for dumping. There is a dirt mound on her vacant lot. Board is investigating dirt mounds on all vacant lots to be addressed.
 - Todd Kaufman stated that his questions are not responded to in a timely manner and there are still items he is awaiting answers. The Board requested he specify the questions that are still outstanding and some items must be investigated before the Board can respond. The Board also will respond to the entire membership when a question is important for the membership to receive the answer. Mr. Kaufman does not appreciate the manner in which job sites are maintained and believes the 30 day allowance from the CCRs for lots to become compliant is not effective. The Board will investigate with the HOA Attorney for a manner to expedite the violations and fines while staying within state statutes.
 - Michael Woodcock mentioned contractors working on Sundays and he requests the Board re-evaluate the times for Sunday. They would also like the Board's blessing to cut a branch from a tree in the neighbor's yard that overhangs onto their property. The Board said they are within their rights of the CCRs and air space rights as long as they do not go onto the neighbor's property to trim the limb(s).

- **Conservancy Board**
 - HOA Board has no oversight of the Nature Trail Conservancy Board
 - Chris McBrayer has joined to the Conservancy Board to increase communications between the two Boards.

- **Pavement Review for Roads**
 - Proposal for a roads review was available in the Board Meeting Packet.
 - This review will bring to the Board's attention any maintenance issues, including, but not limited to, subsurface water on Rush Lane and Lobelia Lane.
 - The cost for the investigation is \$2,000
 - Jerry motioned to approve this expenditure, John Seconded, Approved.

- **Streetlights**
 - Final contract has been signed for street light installation at Salt Grass & Salt Grass
 - i. Installation usually occurs 30 days after the contract has been signed
 - Request for a street light at the end of Rush Lane. The Board has an increased concern for high street traffic areas.
 - Street lights are leased from Gulf Power for \$48 per month per pole
 - Original budget for street lights was based on the Gulf Power lighting plan.
 - Street lights powered by solar panels maybe a future lighting option

- **Financial Report – Year to Date Budget Review**
 - We have stayed on budget this year. We cannot budget for any late fees or violations as those are bonus funding.
 - Our AT&T accounts were switched over to Cox Cable last year. We have since been able to properly categorize which accounts per their location. We ended up under-budgeting for internet and phone at the Welcome Center and over-budgeting for cable, internet, and phone at the Lodge. Berkshire Hathaway pays their portion of these bills on a monthly basis.
 - We are over for supplies at the Welcome Center since the purchase of uniforms for the CES Staff.
 - We put all carpet cleaning on hold as we will be replacing the flooring at the Lodge this year. The new flooring is paid from the Reserve Funds.
 - We are an overage for street lights since we have installed additional street lights this year.
 - The rental income from the Sales Office renewing the lease for 6 years to pay for unbudgeted projects. One being the grate & swale at Silverbell Court and the other for landscape improvements for the affected owners.

- **Lodge Flooring**
 - Originally received 4 quotes from Gene's Flooring for 3 different types of floors: replacing the carpet, carpet squares, porcelain tile, or LVT based flooring.
 - Amenities Committee worked with designers within the neighborhood and are developing an updated design scheme to present to the Board to possibly upgrade furniture and fixtures upon Board approval and funding.

- The ultimate recommendation was the Cortec Flooring to the Board with a neutral color of Waddington Oak.
 - The 2 main quotes from the flooring companies were approximately \$23,000 from ProSource or \$25,000 from Gene's Flooring. Gene's included the delivery of the product as well as moving the appliances. This item is paid from Reserve Funding.
 - Jerry motioned for Gene's Flooring to install the Waddington Oak Cortec Flooring, John Seconded, Approved.
- **Outstanding Maintenance Items**
 - All Unbudgeted projects will be discussed at the October 17th board meeting.
 - Stripping & Sealing Lodge Parking Lot – Dependent on weather and reservations. The parking lot must be completely dry and stay dry for a period of time afterwards.
 - Flooding is occurring on the Tennis Courts. During major storms, approximately 1/3 of the court is covered in water. Our initial quote is a \$20,000 solution. We will pursue additional quotes.
 - Split rail fence has been installed on Silverbell Court.
 - Items to be completed late 2017 or early 2018:
 - i. Painting the interior and exterior of the Lodge (paid from Reserve Funds)
 - ii. Painting the Welcome Center (paid from Reserve Funds)
 - Vacant Lot Cleanup - There have been piles of dirt and concrete left on vacant lots and common areas without permission. The Board will try to investigate and determine the culprit.
 - Sidewalks must be installed by January 11, 2018.
- **Flooding Update**
 - Flooding from one neighbors home to another is not an HOA issue, it is a civil matter. The flooding from 9 Mile Road to an owner's property is not an HOA issue, it is a civil matter. The HOA cannot afford to get involved in civil matters.
 - New drain at Silverbell & Foxtail is working well. The grate makes noise and the HOA is working with the vendor on a solution to alleviate it. Once that is complete, the grate will be painted black and need to be coated every 10 years. A potential bicycle tire issue was brought to the Board's attention. Cyclists are encouraged to use the sidewalk as the grates cannot be turned without effecting drainage abilities. No reports of issues with bicycle tires to date.
 - Drainage downhill across Foxtail by Spoonflower
 - FDOT and third party construction company is aware of the flooding from 9 Mile Road. They have met with the HOA and they are working on new solutions for the problem. Both FDOT and the construction company were put on notice by the HOA Manager.
- **Posting Policies to HOA Website**
 - The Board delayed posting security policies while we were under investigation by the Department of Agriculture.
 - Our website is public, so we must be careful what we post to this site.
 - Minutes of meetings are posted to the website once approved by the Board.

- **East Property Update**
 - The contract has been rescinded and voting has been stopped.

- **Retention Ponds**
 - An owner has requested the Board to look into fencing around retention ponds for safety. The HOA is not required to install fencing by the State or other regulations. We have never budgeted for this item nor was it part of the original design.
 - This could be an attractive nuisance (attract a nuisance). Also, there was not a fence around retention ponds when the lot/home was purchased by the owner.
 - An estimate to fence all retention ponds is approximately \$200,000 and we will need to reserve \$200,000 for replacement fencing every 10 years as well as repairs on an annual basis.
 - Updated quote to clean out all the ponds is \$320,000

- **Fireworks Lessons Learned**
 - To be discussed at a later time. Major issue is the number of guests.

- **Department of Agriculture Update**
 - The Department of Agriculture has ruled that the CES Representatives cannot remain as Carr & Company employees. Our HOA Attorney and the DOA Attorney went back and forth regarding the issue. Ultimately, the Department of Agriculture ruled we have 2 options: 1) Nature Trail HOA hire the CES as employees 2) hire an outside security company. Although, the HOA and Carr & Company did their due diligence to determine Carr & Company could hire the CES, the Department of Agriculture disagreed with our legal standing.
 - The NT Security Committee worked closely with the CES Representatives to improve service at Nature Trail. We recommend avoiding a change in the middle of the year which could cause a disruption in service and out of budget.
 - Nature Trail has a great group of CES Representatives that we want to retain. The HOA will follow up with our insurance agent to verify we are properly covered. Once we have that confirmation, the Board will vote via email as to the course of action.
 - i. Subsequent Information – The insurance agent confirmed our insurance coverage was adequate. The Board voted to hire the CES as HOA employees.
 - The HOA bids out security services annually. We plan to bid security services for 2018 as the normal budgeting process.

- **Update on new HOA Website**
 - We are investigating software to upgrade our website to include individual log in for owners to be able to post more privileged information as well as pay dues directly on website. It will also incorporate a property management aspect to incorporate work orders and tracking. The launch date would potentially be at the beginning of 2018 to finish our annual contact with BB&T Association Services.

- **New Business**
 - Financial Audit

- i. The audit of 2016 is complete. The Finance Committee is meeting next week and will review. They will email their discussion to the Board
 - 1. Subsequent Information: The Finance Committee was pleased with the audit and Nature Trail received the highest marks.
- Lodge Electronics Closet
 - i. WiFi Booster requested
 - ii. Need to get a rack in the Lodge Electronics closet and get it cleaned up before any new purchases should be made
 - iii. No check out system for tables and chairs. We can allow them to be used for reservations as we have a deposit and form on file for them.
- Back Gate Issues
 - i. We will need to table that until October
 - ii. The solution for the back gate is to do single side entrance and exit. You will need to install an island to prohibit violators from entering through the exit or vice versa. This would also restrict the size of the vehicle able to use the back gate. No funding at this time.
- New Maintenance Items
 - i. Common Areas
 - 1. Pressure Washing Back and Front Gates – Completed Summer 2017
 - 2. Pressure Wash Manhole Covers – Unbudgeted Item
 - 3. Possibly organize the neighborhood to pressure wash their sidewalks and curbs; however, we cannot require owners to participate
 - 4. The HOA could potentially hire neighborhood children for the summer to clean up common areas
 - ii. Pool Gunite – Reserve Item and HOA has another 2 years before needed
 - iii. Bald Cypress at the Lodge – Tree is alive, but bald most of the year
 - iv. Some pavers at the Lodge need to be replaced
- **Adjourn**
 - Motion to adjourn by Jerry Maygarden, Peg David Seconded. Adjourned at 8:19 p.m.



Manager's Report

1. Agenda – Post with the Notice on the Lodge door
2. Pavement Review – On Agenda for October 17th Board Meeting
3. Streetlights – No New Request have been submitted and all street lights installed. This information is also available in the minutes.
4. Dept of Agriculture Update – Closed Item when HOA hired CES. This information is also available in the minutes.
5. Outstanding Maintenance Items:
 - a. Sealing Parking Lot – Remains under a weather delay, potentially happening October 23 – 25, 2017
 - b. Shed Extension – Unbudgeted Item. On Agenda for October 17th Board Meeting.
 - c. Split Rail Fence Silverbell – Installed & Completed.
 - d. Split Rail Fence Salt Grass – Unbudgeted Item. On Agenda for October 17th Board Meeting and included in Survey.
 - e. Park on Rush Lane – Unbudgeted Item. On Agenda for October 17th Board Meeting and included in Survey.
 - f. Park in Silverbell Court– Unbudgeted Item. On Agenda for October 17th Board Meeting and included in Survey.
 - g. Interior Painting of Lodge – On Agenda for October 17th Board Meeting. This is an item that will be paid from Reserves, not Operating funds.
 - h. New Furniture for the Lodge - – Unbudgeted Item. On Agenda for October 17th Board Meeting and included in Survey.
 - i. Pool/Gunite – Reserve Item. Main pool has another 3 years before this will need to be addressed (2021) and the little pool has another 2 years (2020). Addressed in July Board Meeting Minutes. Management continues to work the pool contractor to monitor this issue.
 - j. Dead Tree in Middle Circle at Lodge – Tree is not dead, it is a bald Cypress. To replace the tree is an unbudgeted item. On Agenda for October 17th Board Meeting and included in Survey.
 - k. Dead Palms Near Pool – 2 Dead Palms have been removed.
6. Retention Ponds – On Agenda for October 17th Board Meeting
7. HOA Board Nominations – Chris McBrayer, Chair can update.
8. Elite – On Agenda for October 17th Board Meeting.