

Nature Trail Homeowners Association, Board of Directors Meeting

Meeting Minutes, Tuesday, October 17, 2017

Location: Nature Trail Lodge, 8775 Foxtail Loop

Board of Directors in Attendance: Chris McBrayer, Jerry Maygarden, Bob Barron, Andy Hobbs, John Kellas, & Peg David

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

HOA Members in Attendance: Mark & Tiffany Meece, Douglas & Rowena Peterson, Robert Ferguson, David Costales, Constance Hampton, Tracey Smith, Herbert Williams, John Hodges, & Rebecca Phillips, Bob David

1. Meeting was called to order at 6:00 p.m. by Bob Barron, HOA President.

2. Proof of Notice

- Posted on the Lodge on October 12, 2017 by Haley Crawford.

3. Previous Minutes

- Peg David requested we attach the Manager's Report to July 18, 2017 Board meeting minutes, that listed status/actions performed from July HOA Meeting.
- Jerry Maygarden motioned to approve the minutes for the Board meetings held on July 18, 2017 & August 28, 2017 with the modifications, Chris McBrayer Seconded, Approved.

4. Open Discussion - with Owners & Residents – Comments, Questions, Suggestions

- **Connie Hampton posed several questions to the Board:**
 - Requested Introductions from the Board. Done
 - Brought to the Board's attention Security had been sitting in front of her home on the common area repeatedly during evening hours with truck lights flashing. Need some sensitivity to lights flashing in front of homes and not stay in one location repeatedly.
 - **Action.** This situation will be addressed with CES.
 - Requested consistency of activities of CES. Example: She notified them she was leaving the neighborhood; they requested her ID upon her return, while not in her personal vehicle.
 - CES post orders are to check all IDs when entering the neighborhood unless a Nature Trail Resident Decal is displayed on the vehicle. No action.
 - Contractor found dumping yard waste on common area; no markings on vehicle.
 - This was addressed with the company directly. Action closed.
 - Recent situation re Landscaping vendor suspension not handled professionally. The letter was terribly embarrassing and too much information/details should not have been published to whole neighborhood.
 - **Action.** No further action.

- **Solar lights:**
- Rowena Peterson – Asked the Board to consider possibility to convert street lights to solar lights. What is the cost?
 - Gulf Power replied it is \$50,000 to convert lights to LED; however, whether LED or Solar, we must evaluate payback periods on large expenditures.
- Robert David suggested HOA contact Foster Ware at Gulf Power for financial assistance and facilitation with solar conversion; may be pro bono work or options.
- Rebecca Phillips – requested the Board research how long solar lights store power. We do not want to get into a situation where we have no street lights due to a cloudy week.
 - HOA leases the lights from Gulf Power. If we switch to solar, we need to remove Gulf Power lights and install our own. HOA also needs to reserve for replacements and budget for repairs.
- **Action.** No further action.

- **Christmas Party 2016.** Rowena Peterson – How did the Board address the overage for the Christmas Party in 2016?
 - The HOA received 250+ RSVPs for the Christmas Party in 2016. Thanks to the social committee's frugality throughout the year, they saved \$2,000 when time for planning the Christmas Party occurred. They requested to use \$1,000 of their savings to increase catering head count to match the RSVP count; as the HOA cannot turn away a member in good standing from an event. At the end of 2016, the social committee was under budget by \$1,000.

- **Back Gate:**
- Rebecca Phillips – Can we have guards at both gates, especially during peak times?
 - The HOA is currently budgeted for one CES person 24 hours a day and one patrol (8-hour shift) a day. The HOA can change patrol times to keep contractors, outside vendors, and other persons guessing. With defined shifts, it would be easier to manipulate the system. There are more people using the back gate and the owners/residents should not have to play chicken with guests or contractors.
- Connie Hampton – Suggested newer developments are using coded entry and we should consider switching to that system.
 - Andy Hobbs remarked coded entry is not an effective deterrent to crime/safety. As an ESCO Officer, he offered Marcus Pointe as an example: Marcus Point began with guards, later switched to keypad entry system, and removed the guards. HOA members gave their codes to family members and friends as well as other citizens (like delivery personnel). Eventually, Marcus Pointe took away the gates away completely and crime rates increased. For example, 86% of all car burglary occurs on unlocked vehicles.
- Rebecca Phillips – Can we get the back gate to begin closing faster to deter non-owners from utilizing the back gate?
 - Yes.
 - **Action.** The Board appreciates the suggestion and will implement.
- Member – Can the Welcome Center see the back gate?
 - Yes, there are cameras that hold 30 days of data and capture pictures of the vehicles.
- Member – How do we address contractors who use the back gate?
 - On their first offense, we call and report the incident to the business owner.

- On their second offense, we suspend the employee or entire company from the neighborhood.
- Member – Can we consider a switch at the light at the back gate? People jump the switch and cause others to miss the light. Can we consider updating the times?
 - **Action:** Andy Hobbs took the action to contact the right persons regarding 9-mile light times for peak hours. The light times are determined based on traffic needs.
 - **Action:** HOA Board is continuing to look at all back-gate suggestions/options for enhancements to control access.
- Member – How was the trailer sitting on the vacant lot addressed?
 - The Management Company called the prime contractor who contacted his sub. The sub moved it to a different vacant lot. The prime contractor was contacted again, who provided us with the sub's name and the sub was contacted directly.
 - **Action.** The trailer was removed from the neighborhood.
- Member – Has the Board considered what we will do once the expansion of 9 Mile Road is complete as we will be losing a lot of road at the front gate check in?
 - **Action.** Yes, the Board is considering a left-hand turn lane.
 - **Action.** An official request that includes suggested options was submitted to FDOT to review and advise.

5. Retention Pond Discussion.

- Discussion surrounded the history of the retention ponds lack of funding, need to put them on schedule, solidify the maintenance costs into the budget and provide options to fund their long overdue cleaning.
- **Background.** On April 29, 2014 there was massive flooding in Pensacola. Litigation between an owner and his contractor took place. That event triggered the HOA to hire engineers and contractors to evaluate all our retention ponds. The Board was advised by those personnel, all ponds need to be maintained in their original condition. This equates to: we need to remove all vegetation, organic material, and accumulated silt – including mature trees that have grown up in some ponds. Some ponds also fill to the top during heavy rains and take 24-36 hours to drain. The HOA corrected/cleaned 2 of the retention ponds to date – the ones identified as needing emergency repairs.
- **Resources.** It was determined we need approximately an additional \$325,000 - to perform the required cleaning on all remaining ponds.
 - Ponds are not specifically identified in the Reserve account; thus, we need to determine a funding mechanism to be proactive to fund the required cleaning.
 - Quotes received to date average \$320,000. We do not have a quote for the underdrains work – and - we don't know what we don't know in that area. Therefore, we need to account for at least an additional \$30,000 for the special assessment total.
 - We will also begin funding retention ponds into Reserves going forward as a long-term project with a 12-year useful life, as well as, an annual operating expense for pond maintenance, \$25,000.

- Question: Why was funding for ponds specifically never reserved following the NT development?
 - Most neighborhoods relinquish their roads over to the county. Once the roads become public, the retention ponds become the responsibility of the county.
- **Funding Options.** The HOA can borrow money from Reserves IF the membership approves it via a majority. One way to repay this loan would be via a special assessment, also requires membership approval.
 - For a loan from reserves, we need a majority vote of a quorum to approve the loan. Quorum is 30% of the membership (659 lots x 30% = 198). A 60% approval vote of the quorum to assess the special assessment.
 - Question. Can we use the reserve item earmarked as 'roads' to pay for the retention ponds?
 - No.
 - We also have \$150,000 of planned maintenance to be paid from reserves in the next year (repainting the Lodge interior/exterior, re-plastering the pools, and resurfacing a section Lobelia Lane.
 - Question. Can we spread out the repayment period to two years instead of one?
 - Yes.
- What is the timeline to complete the project?
 - Estimate is 5 months to complete the project. As soon as we have funding, we can bid out the project and lock down vendors to a timeline.
 - We receive savings if we contract all ponds for cleaning at one time, vice spreading it out over multi-years. If we can receive funding approval in December, we can hopefully lock down a vendor to begin in January or February and have the ponds ready for hurricane season.
- Question. When can we get approval for the special assessment?
 - The Annual Meeting on December 5th
- Andy Hobbs suggested we make the payback period over 2 years.
 - Rob will get additional bids following funding that will be valid through February 2018.
 - We can also give an incentive to members to pay the assessment in full and receive a discount to help with cash flow and loss of investment of reserves.
- **Motion.** Jerry Maygarden motioned to delegate Finance Committee to create a loan package to borrow money from reserves with quarterly repayments. Andy Hobbs Seconded, emphasizing a desire to have a payback period of 2 years. **Approved.**
- **Action.** Finance committee will take it under advisement and report back to the Board prior to the Annual Meeting Dec 5th.
- **Action.** The Management Company will obtain updated bids once a funding mechanism has been established. Hopefully, reducing the cost.

6. Smoking at the Lodge

- **Issue.** Appears we may have residents smoking in/around the Lodge and not being disposed properly. Management recently picked up 34 cigarettes on the Lodge's back porch and one week later there were 16 more.

- Jerry Maygarden motioned to convert the Lodge area into a complete non-smoking zone. Discussion followed re pros/cons.
- **Action:** The Board did NOT approve this motion.
 - Smoking is not permitted inside the Lodge; however, residents are urged and reminded to use the cigarette ashtrays outside.

7. Street Safety

- **Traffic safety is a major concern.** Board members provided examples of recent incidents involving speeders – both residents and visitors. Bob Barron suggested we need to remind neighbors that peer pressure can help all abide by traffic rules and warnings.
- Other ideas discussed varied: record/report speeders, who have not been ticketed or fined. If people were assessed fines, and not pay them, property liens could be applied. Train CES to properly use a radar gun and you could appeal your violation to the Board – several pros/cons with all.
- Additional discussion re we need buy-in from membership. The idea of shaming neighbors that violate traffic warnings will change behaviors was an option; however, this was not met with consensus by all. Most people like the ideas of rumble strips and sign notifications. The curve of Foxtail is another issue with the possible solution of mirrors to increase visibility around the curve.
- Peg David suggested a volunteer Working Group be put together to research and look at options for speeding, traffic safety, procurement actions, costs, and bring back their findings to the Board. Working Group would develop a timeline for near-term items and continue to provide input/recommendations.
- **Action:** Board approved the formation of the Working Group with a 30-day timeline for brief out to the Board prior to the Annual Meeting.
 - **Follow Up.** A Safety Working Group was formed, met on 2 Nov. Research many suggestions, ideas and briefed the HOA on 29 Nov. Outbrief to the membership is planned for the Annual Dec 5th Meeting.

8. Pool Closures

- The HOA spent \$2,600 over the last 2 years for pool closures with an average of 2 closures per year.
- Department of Health requires the HOA to shut down the pool immediately following a human waste incident. Pool must be sanitized, with time allowed for chemical levels to normalize before re-opening.
- Unfortunately, every incident is different and shut-down times can vary from 48 hours to 10 days. We cannot age discriminate pools.
- The Kiddie Pool needs to be re-plastered – question to the Board – do this in conjunction with re-plastering the main pool at the same time? These items have been fully funded in Reserves.
- **Action:** Chris McBrayer motioned to re-plaster both pools, Andy Hobbs Seconded, Approved.

9. The Lodge

- HOA invested resources on the new floors at the Lodge. We need to protect our investment. We will install felt pads on the bottom of the furniture. We originally made a rule not to move the furniture; however, that has become unrealistic for HOA functions.
- Chris McBrayer suggested we allow furniture to be moved within its zone WITHOUT dragging. This will prevent furniture being moved all over the Lodge, but allowing for small adjustments to an area.

- Additional discussions revolved around future furniture replacement, floor plans and possible suggesting move the large TV big screen into the Library to create a media room. Comments mentioned this may not be good idea – as large groups desiring to watch main events on the TV may exceed the Library capacity.
- **Action.** More work on design to be researched, along with furniture lay-out plans – being done by a small working group under the Amenities team.

10. Tennis Court Drainage

- The right & back side of the tennis courts are draining poorly. A prior Board voted to install a French drain system around the tennis courts 7-8 years ago. The drain needs to be redone and new design has been proposed.
- A new system proposal would include a 3-4-foot swale with rock and divert the water.
- Two bids have been received for the work: \$12,000 & \$20,000.
- There is \$24,000 remaining in pond maintenance account to do one or two ponds by year end, as well as, correct the drainage around the tennis courts.
- **Action.** Andy Hobbs motioned to execute the tennis court drainage & one small pond remediation, Chris McBrayer Seconded, Approved.

11. Road Evaluation

- Billy Lawrence (HOA Resident) was contracted to perform an evaluation regarding the condition of Nature Trail roads. Mr. Lawrence performs these evaluations on a regular basis, as part of his job. His presentation was presented to the Board.
- Overview:
 - Usually there is a 20-year useful life from roads.
 - First areas you expect to need repairs are areas with the highest traffic levels, such as Foxtail Loop and Salt Grass Drive.
 - Patches and alligator cracking are indicators of problem areas.
 - Lobelia & Rose Mallow are in deteriorating condition; Rose Mallow being the worst with early stage alligator cracking.
 - Most areas are in good shape with an additional 5-10 years of life remaining.
- Billy Lawrence's Report Summary:
 - Suggests, keeping watch on red areas on his provided map. HOA should perform another visual evaluation in 6 months and compare to his original results.
 - If conditions are consistent, do another evaluation in another 6 months.
 - If conditions worsen, repairs should be performed.
 - Goal is to wait to repair roads once most of home construction is complete.
 - However, need to go ahead and install a drainage system to divert water, as once water has infiltrated a road bed, the damage is done. Lobelia has the number 1 drainage problem and Rose Mallow is number 2.
- **Action.** The Board will take an action to have another discussion with Billy. Ask him to develop recommendations to present to the Board. These repairs can be funded from Reserves.
- **Attachment:** Mr. Lawrence's Report.

12. Dawson Group's Memorandum of Understanding

- The Board received a Memorandum of Understanding (MOU) from the Dawson Group and they are requesting our signature to open a non-binding discussion regarding the East Property.

Dawson has not completed its discussions with FDOT and they do not know if they need the East Property or not. Dawson does not have any interest in making an offer similar to that of Moulton. Braden Ball stated they do not need a MOU at this point.

- **Action.** No Board Member motioned to sign the document.
- **Attachment:** Copy of Dawson's MOU

13. Survey Results & Unbudgeted Items

- Survey was sent out with many of the request that the HOA receives throughout this year. We included costs of each of these items, so people could include that in their evaluation.
 - **Action.** Amenities Committee will look at the survey results when complete.
- Amenities still has an AED on its wish list with training for individuals. There is \$5,000 remaining in the budget. They would also like new signs for the pool, but that can wait until 2018. We can use the remaining \$5,000 to complete additional projects such as a dehumidifier for the fitness center, cart for the chairs, and Wi-Fi extender for the Lodge.
- Pickle Ball players find the strips difficult to see. They would like to change the color of the lines and add wind screens. They are welcome to raise the money to make these changes.
- Wood chips for the playground will be replenished in early 2018 at a cost of \$1,000. A switch to rubber would cost \$50,000.
 - **Follow up.** The playground wood chips were refreshed after our Insurance review indicated they had a few bare spots that needed fill.

14. Management Agreement

- The Board has been provided a copy of the management agreement with Carr & Company. No questions from any Board members.

15. Vendor Agreements (Non-Builder)

- Management used the new builder agreements that are submitted with plan submittals to develop the vendor agreements to be consistent and verify everyone is informed. These forms are for all vendors such as pool service, lawn service, and etc.
- **Action.** Peg David motioned to approve the vendor agreement once we delete the notarization section, Andy Hobbs Seconded, Approved.

16. Update on New HOA Website

- After much research, Management suggested we utilize AppFolio. It will allow us to move away from BB&T Association Services and create owner portals to pay HOA bills, submit common area maintain requests, view forms & HOA meeting minutes, and distribute information via text message and/or email.
- There is \$2,000 implementation fee to be paid in 2017 to go live on January 1, 2018.
- **Action.** Jerry Maygarden motioned to use portion of the remaining amenities money to cover implementation costs and launch AppFolio in January, Andy Hobbs Seconded, Approved.

17. Lessons Learned from Contractor Interactions

- All interactions with contractors have been good except one. The Board should have immediately notified the contractor and not have taken additional steps. The vendor remains on probation.

18. Responses to Request for Proposals

- Most of our RFPs have been returned. The finance committee can make recommendations. The Board needs to discuss Security options.
- Security Committee has worked very hard with our current staff over the years. We are happy with their work.
 - One current bid received is for \$205,000 for Securitas.
 - We currently pay \$150,000 with our in-house security.
 - The other security firm must update their bid.
- One concern is liability for employees. Outside Security comes with its own set of issues and concerns as well. Currently, we have more control and financial savings putting CES under HOA.
- Braden Ball mentioned there is more liability with in-house Security; however, those can be mitigated through insurance.
- **Action.** The Board will have a follow up meeting to discuss Security options.

19. Nominating Committee Update

- Chris McBrayer, is Chair of the nominating committee with two other members, Ken Custer, and Steve Colony, both past Presidents and nominating committee members.
- We received one email nomination to date.
- Andy Hobbs and Richard Murray indicated they are both interested in running for another term.
- Additional emails requesting nominations are scheduled.
- **Actions.**
 - We will include short biographies of each nominee on the back of the ballot, like last year.
 - We will send out an email with additional information from each nominee to the membership.
 - We do not plan to host a meet-and-greet, but nominees are encouraged to go out and promote themselves.

20. New Business

- Advertising Signs
 - Many people are displaying signs in their yards to advertise for businesses. Does the Board want to implement a timeframe for display such as 2 weeks?
 - **Action.** Reminders will be posted in newsletters, etc.
- Vacant Lot Cleanup
 - Vacant lot owners with dirt piles will receive violation notices.
- VICE Truck sitting near front gate.
 - Action. Contact IRS and give them two weeks to remove the vehicle or it will be towed.

21. Adjournment.

- John Kellas motioned to adjourn at 8:10 PM, Chris McBrayer Seconded, Approved.