

Nature Trail Homeowners Association, Board of Directors Meeting

Minutes of the Meeting, January 23, 2018

Location: 8775 Foxtail Loop, Pensacola, FL

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

Additional Personal in Attendance: Haley Crawford (Mngt Team), Tim Reno(Mngt Team), (Braden Ball (HOA Attorney) & NT Owners

- **Meeting was called to order at 6:00 PM by Bob Barron, President**
- **Proof of Notice**
 - Notice was posted at the Lodge on January 18, 2018 by Tim Reno.
- **Approval of Previous Minutes**
 - Peg David motion to approve minutes for December 18, 2017 meeting, Richard Murray Seconded, Approved.

~ Comment by Andy Hobbs: At last Wednesday's Board Meeting a member of the Board was physically & verbally attacked by an HOA member. Legally this is considered Assault & Battery on the Elderly. If anyone should happen to approach another member at one of these meetings in this manner in the future, again you will be arrested. Due to this incident there will no longer be an "Open Forum" at the Board Meetings.

- **Unknown Financial Impacts to Reserve Fund in 2018**
 - Front Gate exit to Nine Mile Road reconstruction-**trying to get information from DOT via Engineering feedback of options.**
 - Drainage issue and road repair Lobelia Lane-**Second survey from Engineer in March or April. FDOT not going to be the same as we thought. Turn in lane then gone.**
- **Retention Pond Meeting Follow Up – Board Discussion**
 - Conservancy Board Members in Attendance: Scott Boyle (President), Herbert Williams (Vice President), & Thom Keener.
 - Scott Boyle addressed the meeting and introduced the Conservancy Board. The new Conservancy Board will endeavor to communicate more with the HOA membership regarding the controlled burns and other Conservancy projects.
 - Scott provided his background and an explanation as to the necessity of controlled burns. The Conservancy Board will send out an email with additional information regarding controlled burns. This email will also be posted to the HOA Facebook page. (Information released on April 20, 2017)
- **Funding approval mechanism for Retention Ponds maintenance**
 - Board discussed the maintenance; abuse and neglect of furniture; and plans to budget and acquire new furniture.

- Amenities Team will evaluate the existing furniture and acquire new furniture. Amenities Team will budget for future maintenance and replacement accordingly.
- Pool and Patio Furniture Project was completed by May 22, 2017.

- **Nine Mile Road – Potential 25' high overpass from NFCU to Nine Mile Road**
 - Nature Trail common areas, front gate sign, and pressure washing were discussed.
 - Rob Bell mentioned we will engage a self-sustained pressure washing company to pressure wash the front and back gate areas.
 - Enlist residents' support to clean areas in front of and near their homes.
 - Discussed possibility of a computerized sign for front gate. We will need to research and acquire quotes for the sign.

- **Street Lights – Alternative strategy to reduce expenditures**
 - Work orders were reviewed for 2 additional locations.
 - One on Salt Grass & Salt Grass West and One at Marsh Elder & Foxtail

- **Manager's Report (see attachment)**
 - Discussed the possibility of purchasing a zero-turn lawnmower for mowing and trimming common areas.
 - Discussed extending the shed for additional storage of HOA items such as the potential lawn mower and other supplies.
 - Rob Bell to obtain quotes to extend the shed and purchase a zero-turn mower.

- **HOA Website/Owner Portal**
 - Jerry Maygarden, Chair, provided an update of committee members and presented the charter for approval. Main goal of the Investment Committee is to invest our reserves for a higher return with little to no risk.
 - Finance Committee Members are Jerry Maygarden, John Hosman, and Jason Crawford. Our CPA can attend when needed.
 - Investment Committee is soliciting CD rates from 7 local banks asking they waiver any early withdrawal penalties.
 - Jerry motioned to approve the Finance Committee Charter, Andy Hobbs seconded, Approved.

- **Lodge Electronics Closet**
 - Flooring at the Lodge is due for replacement and paid for out of the Nature Trail Reserves account. Board was presented with some options for flooring in the Lodge as a starting point for replacement.
 - A quote for Carpet, Tile, Vinyl, and Carpet Squares was presented. The Board discussed other options such as stained concrete, wood tiles, etc.

- Board discussed updating the entire Lodge and developing a long term, overall design plan that could be implemented over a few years.
- Interior Designers in the neighborhood could volunteer their time.
- Peg David volunteered to spearhead the design team and investigate additional flooring options, along with an overall design plan and replacement/repurpose of existing furniture and fixtures. She will present these items for review at the next scheduled Board meeting.

- **Facebook post by Board Members moving forward**
 - Another reserve item due for execution this year is the parking lot sealing and striping.
 - Board was presented with quotes to perform the work. Recommended the option for the hand squeegee application. It is slightly more expensive, but extends the life of the sealing.
 - Andy Hobbs motioned to approve the Florida Paving quote for hand squeegee application, Jerry Seconded, Approved.

- **Sidewalks**
 - As of deadline (1/11/18) 58 lots missing sidewalks that are not actively under construction.
 - Board allowed 6 extensions until end of January for weather delay.
 - Board allowed 2 extensions for 90 days for new owners to file plans and initiate construction.
 - Management mailed letters to ALL lot owners with missing sidewalks on January 12, 2018.
 - On February 1, 2018, Management will investigate any remaining sidewalks and begin installation per Section 27 of the Covenants.

- **Executive Session**

- **Adjourn**
 - Motion to adjourn by Andy Hobbs, Bob Barron Seconded. Adjourned at 8:20 p.m.



Manager's Report

1. Agenda – Post with the Notice on the Lodge door after approved
2. Pavement / Road Evaluation- Billy Lawrence will be re-evaluating March/April timeframe. Repairs can be funded from Reserves.
3. Streetlights – One request at the end of Rush Lane. Andy and/or Bob will survey the neighborhood for other potential security areas of concern. No new streetlights will be installed until we have exhausted our due diligence regarding lease vs. owned lighting.
4. Outstanding Maintenance Items:
 - a. Sealing Parking Lot – Current contract cancelled, requested refund, new company will be engaged once refund is in hand.
 - b. Interior Painting of Lodge – Awaiting paint color selection for interior color. Exterior painting & interior will occur at same time.
 - c. Pool/Gunite – Contract signed & deposit issued 1/9/18. To be completed prior to Escambia County Spring Break (Begins March 26, 2018)
 - d. Fence around Rush Lane Pond – No further action required, BOD denied request
5. Wish List
 - a. Shed Extension – Unbudgeted Item.
 - b. Split Rail Fence Salt Grass – Unbudgeted Item.
 - c. Park on Rush Lane – Unbudgeted Item.
 - d. Park in Silverbell Court– Unbudgeted Item
 - e. New Furniture for the Lodge – Unbudgeted Item.
 - f. Bald Cypress Tree in Middle Circle at Lodge – Unbudgeted item, potentially funded from landscape improvement.
6. Member-When expansion of 9 Mile Road expansion is complete what can be due to the loss of road at the front gate. Board is considering a left hand turn lane. Official request will need to be submitted to FDOT to review. On Agenda 1/23/18. David Fitzpatrick working FDOT.
7. Intersection Back Gate & Traffic Signal- Resident indicated turning right onto 9 Mile Road visibility may be hampered with oncoming traffic closer to exit & sound wall. David Fitzpatrick will follow up with FDOT to note any concerns.
8. Vendor Agreements (Non-Builder) - Distributed, None Returned. Suggest Board add deadline for return or no longer allow vendor in Nature Trail. Contractor Agreements are included in plan submission packets. No plans will be approved without document.
9. Vacant Lot Cleanup-Lot owners with dirt piles received violation letters. How would the Board like to proceed?
10. Lighting by Lodge-Potential trip hazard stepping off sidewalk. Resident fell near the sidewalk/curb. Board investigated. No further action required.
11. Request to add to Monthly HOA Newsletter-Monthly budget expenditures, items of interest to all residents. *(Need clarification from NT Secretary)*
12. Safety/Welcome Center
 - a. Guest passes in hand. Need to install a mailbox at the exit gate for returning all passes upon exiting Nature Trail
 - b. CES Software under investigation – Bob David actively engaged as of 12/18/17

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13. AppFolio/Website

- a. The portal is the private website. The public website is still NatureTrailPensacola.com. The public website is now mobile friendly for the HOA page. There is a link to the portal on the public website. The portal provides the option to pay dues online, submit maintenance request, submit minor improvement forms, and access to internal documents not available on the public website. If you download the app (AppFolio), you can log into your account from your phone or tablet. The portal went live January 1.
- b. When any homeowner sets up automatic payment through BB&T Association Services, they no longer receive paper copies of their bill. That is specifically stated in the form they sign when they opt into automatic payment with BB&T Association Services and has nothing to do with the portal. That is a contract with BB&T and the owner. Other common issues with mailed statements: their mail just simply did not get delivered or they did not notify the HOA of a change of address (such as moving in their home). We submitted ALL owner's to BB&T Association Services for first quarter as usual. The only difference this quarter is that you could pay through AppFolio.
- c. Cost: AppFolio is \$0.80 per unit per month and BB&T Association Services is \$1.50 per unit per quarter minimum

Completed Items:

1. Rebecca Phillips suggested back gate begin closing sooner-Completed October 2017
2. Lodge furniture finalized placement - Zone moving only of furniture.
3. Connie Hampton-Security truck sitting in front of home with lights flashing- addressed with CES 10-18-17.
4. Member - Update 9-mile traffic light times at the back gate. Andy Hobbs contacted the right person(s) the light timings are based on traffic needs.
5. Update new HOA website - AppFolio Owner Portal launched 1-1-18. Included in Welcome Email to all new owners. Portal invitation sent immediately after Welcome Email. We MUST have an email address to provide an owner access.
6. Advertising Signs - Displaying yard signs to advertise business. Reminders will be posted in newsletter.
7. Lobelia and Salt Grass construction lot violations. Violations sent to contractor silt fence installed.
8. HOA Meetings request to increase communications to owners/residents. Notice included on Nature Trail public website calendar and in Newsletters.
9. Solar LED lights installed at Front Gate November 2017.
10. Tennis Court Drainage - New drainage system installed December 2017.
11. VICE truck near front gate - Contacted IRS and J&J towed.