

Nature Trail Homeowners Association, Meeting of the Board of Directors

Minutes of the Meeting, April 24, 2018

Location: 8775 Foxtail Loop, Pensacola, FL

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

Additional Persons in Attendance: Braden Ball (HOA Attorney), Haley Crawford & Kristin Stewart (Asst. HOA Managers)

HOA Members in Attendance: Hank DeVoll, Shep Brown, Billy Salter, Audrey Salter, Walt Gordon, Richard Podemski, Walt Sawyer, Jerry Fritz, Carol Buckland, Patrick Cobb, Bob David, David Costales, Tom Downing, Richard Purcell, Shanna Starnes, Melba Burroughs, Rowena Peterson, Doug Peterson, Richard Bianchi, Mary Kay Bianchi

- **Meeting called to order at 6:00 PM by Bob Barron, President**
- **Proof of Notice**
 - Notice posted at the Lodge on April 18, 2018; emailed by Kristin.
- **Approval of Previous Minutes**
 - Meeting minutes for January 23, 2018 were reviewed; motion made to approve, Seconded. Approved.
- **Comment by Tom Downing**
 - Requested Rob Bell check out the construction site at the corner of Spoonflower & Rush because there are rocks in the road and crews are not keeping the site clean.
 - *Action: Management Team to contact builders.
- **Added the Following to Agenda:**
 - Fireworks
 - Swim Lessons
 - Signs at gates for Tate High School FFA (Future Farmers of America)
 - Pickleball Tournament (June 2nd-3rd & June 9th – 10th)

Agenda Discussion

- **Sealing Lodge Parking Lot**
 - The original vendor contracted to do the work was fired. He was given a check in January and April, and the Management Team will begin the criminal process to have the monies returned.
 - A second vendor is being engaged to do the work.
- **Interior Painting**
 - There were 12 x 12 paint samples squares of the interior and trim color that Peg gave to Tim and can't be located.

- *Action: Peg will provide new color samples; stick them on the wall; Board members can review at the Lodge.

- **BB&T Ending and Switching to AppFolio**
 - Bob Barron motioned to cancel BB&T at the end of 3rd quarter. Russ McCormack seconded, Board approved.
 - *Action: Letter will be drafted and mailed via snail mail to membership indicating BB&T will only be available for 3rd quarter billing. AppFolio will commence in full thereafter.

- **Front Gate Exit to Nine Mile Road Construction**
 - Navy Federal is willing to engage to get an answer from FDOT regarding plans for turn lanes, etc.
 - Several suggestions discussed:
 - Russ McCormack expressed concern regarding space between front gate and road. Recommended one consideration - change the front gate to the back gate and vice versa; or a divided entry gate individually controlled.
 - Andy Hobbs indicated might be good idea; however, wait on FDOT; although they do not appear to have a long-term plan. Is FDOT required to fix gap or leave in similar condition as they found it originally? As 9 Mile Road expands, FDOT easement moves back.
 - Cost to switch back and front gates?
 - Richard Murray suggested making right lane turn only and a sweeping turn lane behind resident's home by the front gate.
 - Walt Gordon suggested making a dedicated right-hand turn lane at front and back gate exits.
 - Other - no left hand turns out gate from 7-10 am. This would still require FDOT approval; not practical given residents taking children to school toward Beulah Elem, etc.
 - Connie Hampton stated between 6:45am – 8am, one could wait 8 minutes at the front gate.
 - Parents taking kids to school typically use the front gate exit.
 - Roads can be funded out of Roads Reserves.
 - *Action: Bob Barron will give FDOT a month to respond (end of May); then Bob Barron will get Navy Federal involved.
 - *Action: In May newsletter, residents will be encouraged for those wanting to make left hand turns onto 9 Mile - to use the back gate for safety; and encourage right hand turns onto 9 Mile to use front gate to help alleviate morning traffic.

- **Drainage Issue and Road Repair on Lobelia Lane**
 - Waiting on the engineer (Billy L.) to re-evaluate; currently too soon.
 - *Action: Reschedule evaluation to fall.
 - *Action: Russ McCormack requested the road report from NOVA be sent to him.

- **NT HOA 'Official' Facebook Page**
 - Discussion ensued regarding options to manage the NT HOA 'Official FB page. There is no effective way to monitor the page 24/7 and remove items, which creates HOA liability.
 1. Three Options: Do nothing
 2. One-way communication page

3. Shut down page

- Does HOA insurance cover cyber liability?
 - Russ McCormack likes the one-way option.
 - Peg David mentioned add a disclaimer note on other pages to indicate the 'unofficial NT pages' not run by the HOA; and residents can manage them.
 - Connie Hampton wants Facebook page to go away as HOA rarely posts items.
 - David Costales agrees with one-way communication
 - Elizabeth LeMay wants to keep the page as is so she can get answers to questions.
 - Braden Ball said there needs to be disclaimer on other pages stating not official HOA page.
 - Russ McCormack motion in 14 days - the HOA page will be one-way communication only, Joshua Jackson Seconded. Approved.
 - *Action: In May newsletter, the HOA will advise the 'Nature Trail HOA' FB page will become one-way communication, maintained by Management Team admins. No comments on posts and no recommendations will be permitted.
- **Sidewalk Status and Discussion**
 - CHB has not installed sidewalks on all lots they own; requested another extension or mitigation. CHB's lawyer raised issue without grading, who assumes the liability? And wash off?
 - Discussion ensued:
 - Numerous lots – owned by builders and homeowners/residents remain with no sidewalks installed. All of which, fail to comply with earlier direction to have ALL sidewalks done by Jan 2018.
 - Discussed options to halt house plan approvals or other sanctions until sidewalks are installed.
 - Braden Ball requested to review correspondence with CHB regarding sidewalks; and requested a call with Rob Bell, who has been in contact with CHB re this issue. Wait on Braden to approve.
 - Residents on the Floor requested all the sidewalks be inspected for quality control.
 - April 30th was extended deadline for sidewalk installation.
 - No owners fined to date. Why is no one being held liable?
 - *Actions:
 - ARC to look at sidewalks for consistency and check out Marsh Elder big loop across from H14 & H15 - down Foxtail needs re-grating.
 - Andy Hobbs made motion to not approve any new home plans until sidewalks installed. Russ McCormack Seconded. Approved.
 - Review Braden Ball's feedback.
 - **Retention Pond Plan**
 - An overview of all Ponds was provided to the Board. No priority or ordinal prioritization has identified which ponds should be cleaned first.
 - The preliminary report did not take in to account flooding.
 - Once a retention pond report is finalized by David Fitzpatrick, it will be emailed to the Board.
 - Rob will move forward to get quotes using scope of work from engineer for up to 6 ponds once the board approves the Report.

- Funds will determine how many ponds we can complete this year.
 - *Action: What is due date for Report review by Board?
- **Food Trucks at the Lodge**
 - Shanna Starnes provided details to bring Food Trucks to the Lodge for NT residents to enjoy. She and volunteers are working to schedule different trucks from 5pm – 9pm, weekly on Thursdays.
 - Suggestions included a variety of Food Trucks who service the area.
 - Volunteers will coordinate to post on NT ‘unofficial’ Events Facebook page and schedule.
 - Her team will get signs made - “Food Truck Today” – for front and back gates.
 - Andy Hobbs motion to allow food trucks to park at lodge from 5pm – 9pm once a week. Joshua Jackson Seconded. Approved.
- **NT Safety Working Group SOP**
 - Discussion and review:
 - Request made to remove all verbiage regarding DUI, reckless driving, and inattentive driving for NT Safety SOP.
 - Add ATV as same class as Golf Cart.
 - Standardize rules for parking, speeding, aggressive driving, and stopping at stop signs.
 - Bob Barron motion that after fines, residents could lose access to resident gate and must go in through visitor side. Russ McCormack Seconded. Approved.
 - *Action: Once SOP is edited, it will be sent to Safety Working Group members and then the Board for final approval review.
- **Wi-Fi & Security Update**

Wi-Fi

- Dave Costales enhanced Wi-Fi in lodge, but not in fitness center.
- Suggestions included: potentially move Cat 5 cable from Lodge desk area to back doors near fireplace to extend Wi-Fi in pool area. Board needs to approve outdoor Wi-Fi access.
- Get quote from Cox Communications to move Cat 5 cable from desk area of Lodge to near fireplace/exterior doors – and/or install Cat 5 cable near back doors by fireplace and install a Cat 5 cable in the fitness center.
- Dave will install everything in rack once he gets additional parts.
- Remote Controls:
 - One remote for big TV at lodge
 - One remote for TV in library
 - One remote for TV’s in fitness center (controls both TV’s)
- Russ McCormack motion to approve mounting Wi-Fi on the wall at a cap of \$300. Richard Murray Seconded. Approved.

Security

- Bob David suggests an automated system for Security/Front Gate access. These systems work by manually scanning driver licenses and tags, which uploads into system.
- Approximate cost to automate the process ranges from \$4,000 - \$7,000.
- A system also allows scanning car registration to get resident decal.
- Quotes include life cycle costs; some systems charge one-time fee; others require annual subscription.

- *Action: Report/status/costs to be reported next Board Meeting or sooner for review/budgeting.
- **NFCU & HOA Board & 9 Mile Road Meeting**
 - Many members attended earlier County Commissioners' meeting and did not support elevated road over 9 Mile Road. Bob Barron then met with NFCU, as a concerned citizen instead of HOA President, to emphasize most residents were against expanding 9 Mile Road for traffic and specifically an elevated road behind homes along 9 Mile Road.
 - NT reps also met with FDOT when designs began and to have a seat at table.
 - Attended IPL meeting expansion and it is a 5-year plan.
 - Attended planning meeting and offered DOT money but NFCU doesn't want to talk until they provide traffic support.
 - Follow-up: still interested in expansion, but not elevated road.
 - Commissioners' Board advertises meetings 2 weeks ahead.
 - Step one is getting priority of 5-year plan and to get FDOT to start planning.
 - Traffic hasn't been as bad because NFCU is staggering shifts.
 - NFCU is cleared to hire 800 people for 2019.
 - NFCU already moved 1st group of employees to Milton location; and sending 2nd group there June.
 - John Kellas, Richard Murray, Joshua Jackson, & Bob Barron all attended last meeting at NFCU.
 - The construction company arrives before staff, but they all depart at same time.
 - NFCU welcomes pictures of staff using NT Back Gate as a U-Turn lane - with license plates to reprimand employees.
 - FDOT to open lanes possibly by next spring.
 - Roads, Inc is crossing front gate and back gate and not yielding. Andy Hobbs pulled one over. Teams will continue to monitor.
- **Dawson Property Working Groups**
 - Dawson has contacted NT residents who signed up during the December meeting to potentially be part of their Survey/Focus Groups. These groups are not open to everyone and Dawson is working to select individuals to participate.
- **Gulf Power Tree Removal and Replacement**
 - Gulf Power requested approval to remove a tree at back gate; and provided an allowance \$ for a replacement elsewhere. Money can be used to replace the tree in center median at Lodge or elsewhere.
- **Fireworks**
 - Richard Murray talked to Greg (Fireworks vendor); who are available Saturday, June 30th.
 - Last year Billy Lawrence took care of fundraising, trolleys, and everything else.
 - Billy will be doing funding again, but requests HOA sanction as an HOA event.
 - If people cross safety guidelines, etc., - that's on the HOA.
 - Andy Hobbs motion to make fireworks an HOA event. Richard Murray Seconded. Approved.
 - Russ McCormack did not approve.
 - Peg David caveats guest list will need to be emailed ahead of time.

- **Swim Lessons**

- Carol Buckland requested to hold water aerobics and offer private swim lessons to residents.
- 2017 and earlier, the Board did approve swim lessons.
- Potential schedule could be Tuesday and Thursday 5:15pm or 5:30pm OR Monday, Wednesday, Thursday 5:15pm or 5:30pm and not to interfere heavy holiday periods.
- Another resident also requested an outside instructor teach Infant Safety Rescue (ISR) lessons.
- Check with Chris Pate about liability with professional instructor at community pool.
- Connie Hampton wants HOA to get a cut of swim lesson fees or offer free lessons only.
- Will forward email regarding liability.
- John Kellas motion to allow swim lessons. Joshua Jackson Seconded. Approved.
 - Richard Murray, Bob Barron, Russ McCormack, and Andy Hobbs did not approve.

- **Signs for FFA**

- Tate High School would like to post signs in the neighborhood for Future Farmers of America event.
- Andy Hobbs motion to allow signs. Russ McCormack Seconded. Approved

- **Pickleball Tournament**

- NT Pickleball Teams requested to reserve tennis courts June 2nd – June 3rd & June 9th – June 10th from 8am – finish for NT residents only.
- Peg David motion to allow tournament. Andy Hobbs Seconded. Approved.

- **Confidentiality Agreement and Board Member Commitment Pledge**

- Andy Hobbs motion to allow both documents. Russ McCormack Seconded. Approved.
- *Action: All board members to sign both and turn in.

- **Dave Costales; CES Incident.**

- He would like to file a complaint about a CES/guard; found asleep in lodge and with front gate left open.
- *Action. Send email to HOA and identify the specifics.

- **Salt Grass Common Area**

- Connie Hampton reiterated the need to have some landscaping on the common area near her home on Salt Grass; as have other residents, previously. Souphone cuts the grass in that area; but sod is barren and area looks forlorn, surrounded by many well-kept homes.
- *Action: Amenities obtained quote for short/long term landscaping. Will resurrect and get add'l quotes.
- *Action: Bob Barron requested Management Team see if \$7,000 can be found in budget to do landscaping in common area.

- **Adjourn**



Manager's Report

1. Pavement / Road Evaluation- Billy Lawrence did a preliminary assessment. He indicated it was too early to tell and the evaluation will be done in the fall.
2. 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. Rob has begun the process of re-negotiation as he works his way to correct contact at Gulf Power.
3. Outstanding Maintenance Items:
 - a. Sealing Parking Lot – Current contract cancelled, requested refund, new company will be engaged once refund is in hand. On Agenda. The prior vendor was supposed to execute the contract in April. If refund of deposit is not in hand by the time of this meeting, we will be seeking criminal charges. Rob has already engaged the new vendor to execute this project on a Tuesday, Wednesday, and Thursday working with our calendar. This is weather dependent and 72 hours process.
 - b. Interior Painting of Lodge – Awaiting paint color selection for interior color. Exterior painting & interior will occur at same time. Board needs to approve a paint color.
 - c. Pool/Gunite – Pool is Open, Outstanding Item: Ladder, Pavers, and Leaks. Final payment has not been released. Rob and Kristin call daily for updates. Cox Pools back on site on 4/18/18.
 - d. ~~Fence around Rush Lane Pond – No further action required, BOD denied request~~
4. 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. Possibly use Gulf Power tree replacement. Board needs to select the tree species and approve this option, if desired.
5. 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 4/24/18 – waiting on update from David Fitzpatrick.
6. 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 - waiting on update from David Fitzpatrick
7. Tree trimming for street lights – Andy & Bob to report needed areas to management.
8. Vendor Agreements (Non-Builder) – Distributed & Returned. An Approved Vendor List (vendors with signed contracts on file) is available on the public website and updated same day as signed agreements are returned.
9. Vacant Lot Cleanup-Cleaned up in March 2018.
10. Member requested additional DVD Player at Lodge – Need Board Approval
11. Member requested hooks at gym for jackets and things – WIP

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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 on Agenda for 4/28/18.

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. Board needs to make a decision on a date to end BB&T Association Services, such as July 1, 2018 (next quarterly billing) and need to determine a surcharge/convenience fee for paper statements to be mailed and processed.

14. Ziegler & Lewis sidewalk too narrow - Violation has been issued.

15. Dawson Group has begun reaching out to Nature Trail owners and residents regarding the focus groups. These are closed groups and you will be contacted directly from Dawson. They are doing multiple sessions.

Completed Items

1. Send email with contact information for Commissioners and Representatives to membership so they can easily get involved with the discussion of Nine Mile Road expansion and possible flyover.
2. Emailed membership the security document regarding AppFolio (owner's portal)
3. New on-site personnel, Kristin Stewart, will help monitor the fitness center as well as the pool area this summer. Please remember each household is limited to 5 pool guests.
4. Agenda – Post with the Notice on the Lodge door after approved (Thursday, April 19, 2018)
5. Automatic Replies on HOA email account