

Nature Trail Homeowners Association, Meeting of the Board of Directors
Minutes of the Meeting, October 16, 2018

Location: 8775 Foxtail Loop, Pensacola, FL 32526

Board of Directors in Attendance: Bob Barron, Russ McCormack, Joshua Jackson, Mark Meece, John Kellas, & Peg David

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

HOA Members in Attendance: Tom Downing, John Hodges, Fran Murphy, Carl Turk, Ken & Robi Huggins, Lonnie Gilmore, Felicia Snow, Chris O'Donnell, Gracie Colony, Mary Kay Bianchi, Walt Sawyer, Richard Podemski, & Richard Bianchi

- **Meeting was called to order at 6:00 PM by Bob Barron, President**
- **Proof of Notice**
 - Notice was posted at the Lodge on October 9, 2018 by Kristin Stewart.
- **Discussion regarding replacing Andy Hobbs who resigned**
 - Bob Barron stated it was routine for the Board to vote via email. The Board discovered the Florida Statute was recently changed in July following a motion to bring Mark Meece onto Board. The motion was tabled for the next meeting to have a discussion and then vote. The vote tally sheet was readily available from the previous election showing Mark Meece had the next highest votes.
 - Peg David asked for John Kellas to speak. John Kellas stated he followed what was done in the past and he voted for him via email. After thinking about it, the election is coming up in December. Do we want to continue with what we did?
 - Peg David stated the HOA recruited Russ McCormack when Jerry Maygarden retired earlier in the year because he was the next highest vote. She mentioned Andy Hobbs resigned September 6th and since we are so close to elections that maybe we want to consider opening it up to the December vote to have two Board vacancies.
 - Bob Barron stated per the Covenants, it allows the Board to replace anyone that resigns. It does not allow us the opportunity to add someone to an election. Not only are we following past practices, but following Florida state statutes and our Covenants.
 - Peg David stated the Board can select; however, they can also make an option to have the vacancy and have people vote. Peg David suggested we should allow our neighbors to add another person to the nominations for this December.
 - Braden Ball stated in the middle of a term the typical way a Board proceeds is to appoint somebody.
 - Russ McCormack stated the Board needs to follow the Covenants. There was greater than 60 days to next election. The Board selected the next highest vote, which was Mark Meece. The Board voted for him with the exception of Peg David.

- Russ McCormack stated Mark Meece stepped up and took on the role immediately and negotiated some problems that were languishing within the HOA for the better part of a year. He is eminently qualified, he's filled his shoes correctly and impressively and don't see why he couldn't fill the slot for another 2 years. His vote remains that Mark Meece should replace Andy Hobbs. He explained he has absolute confidence in Mark's ability and is actually a little bit embarrassed we had to have this conversation.
 - Peg David says that is this is not about you. She stated we had no discussion and we had an immediate motion for a vote. She thought we should have discussion first to review options. She stated she represents neighbors that want to have a voice.
 - One homeowner thought the HOA should send an email to all neighbors and see if anyone is interested in the open vacancy.
 - Steve Colony, past NT President, stated the original NT Developers thought it's best to immediately fill a slot when somebody vacates. The Board has the authority to get someone in that position as soon as possible and believes that was how it was designed and how it should be.
 - Joshua Jackson stated an odd number of Directors at any point is best for voting purposes.
 - Another homeowner asked if it was possible to have an interim. Bob Barron stated there is no opportunity for an interim. The Covenants tells us to have the Board appoint someone to fill the remainder of the term.
 - Peg David stated there is nothing in the Covenants saying that it is an immediate appointment. There is room for discussion and room for options to be pursued.
 - Russ McCormack motioned to proceed with the vote to approve Mark Meece as the member to fulfill the remainder of Andy Hobbs term, which is about 2 years. Joshua Jackson Seconded. Approved. Peg David and John Kellas opposed.
- **Discussion regarding VP of Board Open Position**
 - Bob Barron stated the Board tabled a motion to vote in Russ McCormack as the VP of the Board. Andy Hobbs resigned as Board VP, so we must replace that position.
 - Bob Barron made a motion to make Russ McCormack VP of Board. John Kellas Seconded. Unanimously Approved.
 - Peg David added Board officers are elected year to year. She stated there are 4 officers on the Board. Bob Barron is President, Russ McCormack is VP, Joshua Jackson is Treasurer, and she is Secretary. Per covenants, it states voting for officers shall be done at the HOA Annual Meeting.
- **Approval of Previous Minutes**
 - Peg David motioned to approve minutes for August 14, 2018 Board Meeting. Bob Barron Seconded. Unanimously Approved.
- **Manager's Report**
 - Peg David stated there is a wish list with recommendations from owners. Items include: shed extension, park at Rush Lane, park at Silverbell Court, and new furniture at Lodge. At the end of the agenda, she has a proposal regarding how we might use amenities dollars to do something with the common areas.
 - Bob Barron wanted to remove the wish list from the Manager's Report and add to a future budgeting tool. He asked if Joshua Jackson could put it on a separate document to review with the budget in case the Board decides to do something with it.

- Bob Barron would also like to remove all completed items off the report to clean it up.

Front Gate Security Software Purchase Update

- Russ McCormack discussed there are 2 efforts the Security Working Group is working. One is the front gate access automation effort with no cost for the software, as there is 30 day evaluation trial period. The HOA coordinated the contract and received training for the database administrator and all CES. The last thing before it goes live is to put in all NT contractors in the database, who are not attached to a particular residence.
- Russ McCormack stated the back gate alternatives will be given at the Annual Meeting.
- Russ McCormack also discussed the speed sign that was posted and can be relocated throughout the neighborhood. HOA is in the process of gathering data for speeding hot spots. HOA/Mgmt Team is seeing a 5-10% speeding range above 28mph with speeds such as 40 and the highest speed being 68mph.

Sidewalks

- Bob Barron stated all sidewalks supposed to be put in are in except for 3 lots, which have been assessed fines. There is one sidewalk that needs to be repaired because of the tilt and that will be discussed in executive session, after the regular meeting.
 - A homeowner mentioned the sidewalk at the corner of Salt Grass and Salt Grass does not have a handicap ramp. Rob Bell stated that section of the sidewalk has not been poured and Mgmt will get with builder to make sure a ramp is included.
 - A homeowner asked if contractors are supposed to have clickers. Rob Bell stated anyone who owns a lot is entitled to have a clicker.
 - A homeowner asked about the section of sidewalk missing on Rush Lane. Kristin Stewart stated when Classic Homes pours the slab on Lot F01, they will pour the missing section of sidewalk.
 - Bob Barron stated all sidewalks were to be installed by January of this year, 2018. Everyone was sent warning letters and legal action was taken against one. HOA fined a total of 4; with one who installed their sidewalks and paid the fine. The 3 remaining lots are owned by a Trust. The only remaining lots without sidewalks are ones currently under construction.
 - A homeowner asked at what point the HOA would install remaining missing sidewalks and bill the homeowner. Bob Barron replied it all comes down to money, which would be \$2,500-\$3,000 per sidewalk which is not budgeted.
 - Richard Bianchi asked where the collected fines go. Bob Barron stated fines go into the operating fund under "Other Income."
- **Retention Ponds Update**
 - Bob Barron stated the HOA received 2 bids for pond work. One from J Miller Construction and the other company was Site & Utility.
 - Rob Bell stated homeowners wanted an engineer to draft a scope of work and have prospective vendors submit bids. The engineer submitted RFP's to 5 vendors with a deadline of September 15th. At the deadline, only one company responded. The Board elected to wait to see if any other bids came in and a second bid was received in the last week. A third company elected to not bid on the project. The HOA asked the engineer to make a recommendation on vendor selection. Bids were close in scope/cost with a \$15,000 difference. The unknown was whether J Miller included some additional rip-rap rock outlined in the Site & Utility bid.

- Assuming the bids are apples to apples, engineer recommendation is to go with J Miller Construction. Site & Utility has done all the pond work so far.
- Based on the amount of money we have left, we will only be able to do 3 ponds from now until the end of the year. Then we could roll into 2019 and continue with 2 more ponds.
- HOA allocated \$75,000 out of budget for ponds and have already spent \$10,000 on the engineer and report.
- Russ McCormack motioned the HOA go with the recommendation of engineer - J Miller Construction. John Kellas, Seconded. Unanimously Approved.
- The top 3 ponds to receive work are: Sparkleberry, Salt Grass L, and Salt Grass M. Beginning next year will be Salt Grass N and Salt Grass O.
**Action: Send out the most recent pond report to the neighborhood.

- **Nominating Committee Update**
 - John Kellas stated the committee received 2 nominations for the Board to date.
 - Kristin Stewart corrected John and stated currently there were 1 complete nomination and 1 recommendation from a resident.
 - Elizabeth Lemay stated she sent the recommendation and the nominee would be sending in her bio soon.

- **2019 Budget Development**
 - Joshua Jackson stated as of September 2018 we are right on track.
 - The budget team is waiting on more RFP's for pool service, landscaping, janitorial, and security. Once those are received, we will know more for 2019.
 - At this time, the HOA is not anticipating an increase in dues.
 - A homeowner asked about decreasing dues. Joshua Jackson stated that was contingent on our ability to reallocate reserve funds between component items, which require a majority vote from membership. It is not looking like a possibility at this time for 2019.
 - A homeowner suggested we could take a similar sum of the first 5 ponds from reserves and put into next year's budget for the next 5 ponds and then reduce dues. Bob Baron stated the HOA cannot move reserve funds to the budget. This is a Florida state statute.
 - Mark Meece stated the community has asked the Board to be very detailed about our numbers and be responsible about spending. If we make an estimate instead of using hard numbers, then you are asking us to be irresponsible.
 - Peg David provided a presentation on possible ways to improve common areas. The major common areas are:
 1. Rush/Spoonflower
 2. Rose Mallow
 3. Silverbell
 4. Salt Grass Drive
 5. Marsh Elder
 6. Dahoon
 7. Swordfern
 - Peg David proposed dedicating some funds from amenities to improve common areas, if possible. She also recommended doing some of these areas as DIY projects by having neighbors fund projects and take some money from amenities.

- Bob Baron clarified the HOA does not have an amenities budget. It is called a Small Capital Improvement fund. Russ McCormack stated the Board needs to be careful with starting new improvements before we finish pond maintenance and other projects. The Flagpole was supposed to be no cost to HOA and ended up costing us over \$2,000.
 - Bob Baron is struggling with the fact some homeowners would like the HOA to reduce dues and now we are discussing spending money on things that are nice, but not necessarily required.
 - Peg David asked if we can't have a single dollar from small Improvements fund is there a challenge to doing these projects completely DIY?
 - Rob Bell commented we must factor in ongoing operational expenses from projects into future budgets. i.e. water, lawn maintenance, etc.
 - A homeowner mentioned there is a tree limb by back gate on the right side that is dead.
 - A homeowner stated if the HOA is going to get nit-picky about the cost of doing landscaping projects then maybe we need to look at the cost of all events and parties.
 - Steve Colony commented many people moved into Nature Trail for events and we need to budget enough money to have events we've had in the past.
 - Peg David stated she spoke with Rhonda and there still could be a Christmas party or possibly a New Year's party.
 - Joshua Jackson stated the Events budget for this year was \$6,700, cut in half from previous year, to allow those funds to go toward pond maintenance. Bob Baron clarified not one dime of HOA money is spent on the Fireworks event or the Halloween Party.
 - The HOA has decreased budgets, but must recognize some residents don't want events and a whole lot of residents do.
- **Annual Meeting Preparations**
 - The annual meeting will be held December 4th at Navy Federal Auditorium. There will be a sound system set up and microphones. Everyone must use a microphone in order to speak.
 - The HOA needs all Annual Meeting material from Board by early November, so packets can be mailed out to the neighborhood.
- **New Business – Residents Q/A**
 - Model Airplane Club - A homeowner asked for an update on the final agreement with the Model Airplane Club. The agreement was Nature Trail has a group of people who will send an email to the club and the Rec Department for Escambia County if violations occur. The HOA has had one complaint since the agreement was signed. It was documented and emailed over to the Rec Department. Within 1 hour of the email being sent, they had resolved the problem and fixed the flyer. The HOA has had 2 other instances of identification of a plane flying over the neighborhood; but was not notified at that time or after the fact.
 - Sound Wall - A homeowner asked when FDOT will be painting the wall. Bob Baron said it was scheduled for the Fall but no date yet.
 - Speeding - A homeowner asked what is going to be done about speeding in the neighborhood. She thinks HOA should possibly install speed bumps. She witnessed a kid almost was hit by a car. What does the HOA do when notified about speeders? Bob Baron asked for anyone that witnesses excessive speeding to send an email to the HOA with the

color/make/model of vehicle, tag number, and address. The HOA will send an initial warning letter and for any further violations homeowners will be fined.

- Golf Carts - Bob Baron brought up the fact we are having an influx of unregistered golf carts and golf carts driven by minors. If a minor is driving a golf cart and gets into an accident or damages property, a homeowner's liability insurance will not cover accident.
 - Russ McCormack motioned the Board will move immediately to impose a \$100 fine on anyone driving an unregistered golf cart or a mini-bike driven by a minor without a license. John Kellas Seconded. Unanimously Approved.
 - Gym Equipment - A homeowner asked how long the gym equipment contract is. There is a lot of wear and tear and specifically the headphone jacks do not work at present. The gym contract is in effect for 3 years and the vendor does repairs as needed. They also perform quarterly maintenance.
**Action: The Mgmt Team will have the headphone jacks repaired in the gym.
 - Navy Federal Employees - A homeowner mentioned Navy Federal employees are still turning into neighborhood. Bob Barron stated to send pictures of license plates and car description to HOA/Mgmt Team and they will send them over to Navy Federal where action will be taken.
 - Back Gate Sign - Peg David was asked by Rebecca Romero-Phillips to mention possibly adding a bigger sign or more visible sign at back gate stating residents only. There was a large sign on 9 Mile Road prior to the expansion. It is in storage for the time being; as FDOT required it to be removed during construction.
- **Adjourn**
 - Mark Meece motioned for adjournment at 8:10 PM to Executive Session. Peg David Seconded. Approved.



Manager's Report

1. Pavement/Road Evaluation- Billy Lawrence will begin his fall assessment of the roads anytime now.
2. Streetlights – One request at the end of Rush Lane. No new streetlights will be installed until we have exhausted our due diligence regarding lease vs. owned lighting. The lighting consultant is looking into options and preparing a cost analysis.
3. 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.
4. Member requested additional DVD Player at Lodge – Need Board Approval
5. 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 – On Guard software purchased and database uploaded. All staff trained on system. Working on adding all contractors to system and once completed we will go live.
6. Ziegler & Lewis sidewalk too narrow and steep slope - Violation has been issued.

Completed Items

1. The interior and exterior of Lodge and guard shack were painted.
2. Flag pole installed in center median at Lodge and nicely landscaped.
3. CHB paid fine and installed missing sidewalks.
4. Wi-Fi cameras purchased and installed in the gym & library.
5. Dog waste station purchased and installed in the big bend area.
6. AppFolio is now the sole program to pay dues. 77% have activated AppFolio accounts.
7. Obtained report from Johnson Communications containing how many opens occur at back gate in a time period.
8. The ARC Guideline Changes were posted to website and emailed to residents.
9. Agenda – Post with the Notice on the Lodge door after approved. (Tuesday, October 9, 2018)
10. Automatic replies on HOA email account