

# Melissa Oaks Homeowners Association

## Business Meeting of the Board of Directors Minutes

### October 5<sup>th</sup>, 2020 7:00pm

**Attendees:** - President Mitzi Williams, Vice-President Wesley Henderson, Secretary-Treasurer Chet Watts and 10 homeowners

1. **Call to order** – President Williams called the meeting to order at 7:00pm. The meeting was held at St. Sylvester Catholic Church on Gulf Breeze Parkway in Gulf Breeze.
2. **Report of Notice of meeting** – Secretary Watts had a meeting agenda posted on the website (9/28) and reported that he had emailed notice of the meeting (9/20) to the members who have provided emails. Meeting notice letters were mailed to homeowners with no available email addresses. President Williams placed the meeting signs at our two entrances.
3. **Agenda modifications**  
Added to New Business – Concerned Homeowner’s Letter to community (Secretary Watts)
4. **Disposal of Unapproved minutes – March 2020 meeting – Secretary Watts** - Motion made (Henderson) and seconded (Williams) to accept March 2020 minutes – passed unanimously.
5. **Report of Officers**  
**Treasurer’s Report** – Treasurer Watts reported that the Association’s bank balance at the end of September was \$16,776.02. The 2020 year to date income is \$6020.00 with year to date expenditures at \$2183.06.  
**Banking and Sunbiz** – Updated in August 2020.
6. **Committee reports** - Secretary Watts reported on the committees
  - A. **Fining Compliance Committee** – Name of committee changed from Fining to Compliance to better match the committee’s function. Fred Tobergte has been appointed by the BOD to the Compliance Committee and he joins the two current members for a full committee.
  - B. **ACC Committee** – MOHOA Board members comprise this committee at present. Since the last BOD meeting in March, several items have been submitted to the ACC. All were unanimously approved by the three ACC members.

5/10	██████████	fence replacement
8/28	██████████	Oaks damaged tree removal
8/28	██████████	roof replacement
9/8	██████████	roof replacement
9/8	██████████	tree planting
9/10	██████████	driveway extension

The question was raised about homeowners working on their own property and this is acceptable to the ACC.

7. **Old Business**
  - A. The Board agreed to purchase Quicken software for the Treasurer. Tabled - **Not needed at this time.**
  - B. Director Henderson gave a report on his investigation of ways to allow dues payments online. – **On hold until November meeting**
  - C. Any pre-fine letters are on hold pending hurricane repairs

8. **New business**
  - A. **2020 Nominating Committee:** Secretary Watts will send a communication to the membership before the November meeting soliciting volunteers to form a nominating committee for the 2021 BOD election and asking for any volunteers to be on the ballot for the February 2021 BOD election.
  - B. **2021 Annual Dues Assessment and Budget:** The 2021 budget adopted by the BOD and 2021 dues assessment determination will be presented at the November meeting.
  - C. **Concerned Homeowner Letter** – Vice-President Henderson read a statement prepared by the Board addressing the concerns in the community letter and previous letters requesting official records. Concerned citizens were given an opportunity to voice their major concerns in the Open Forum.

A letter was mailed to all Melissa Oaks Homeowners this week and signed "Concerned Melissa Oaks Homeowner". First, I would like to point out that this letter was not sent from your HOA. The subject was given as "Noncompliance findings of the Melissa Oaks Homeowners Board of Directors." It is important to keep in mind that the records of the HOA have not been formally audited by a credentialed auditor and the Board of Directors, in no way, have been audited.

The MOHOA has always been and will always be a Corporation for non-profit and has/will always be managed by community volunteers. The current Board of Directors agreed to fill the required three member slots last March to keep the MOHOA out of receivership and thereby save our available funds from going to an outside entity. Since March, the Board has been attempting to respond to the legally mandated requests by homeowners to supply official records for the past seven years. We have complied and have supplied all the records that the current BOD can locate.

Some of the “non-compliances” mentioned in the letter are accurate, but many are inaccurate. Where accurate issues have been identified, the Board is attempting to rectify the deficiencies and move forward. The inaccuracies have been adequately answered in responses that were supplied to the homeowners that inspected the records. The MOHOA has consulted with our legal representative on every issue that has been brought to light and every response provided has been run through our legal team. These issues are just as important to us as they are for all of you. Although we cannot create documents that are missing or that don't exist, we have consolidated what we do have and created a system that will ensure accountability and transparency in the present and the distant future.

The MOHOA would like to sincerely thank our homeowners for their attention to detail and helping us provide a better service to the community. It is our hope that after today we can move forward and start focusing on improving our community.

9. **BOD Business Meeting Open forum (730.303(20)(b))** – The following rules have been adopted by the Board to maintain order in future Open Forums:
  - Community members may speak on any designated agenda topic presented at business meeting after signing in at the beginning of the meeting.
  - Members are requested to limit their address to five minutes on each topic with total time allotted to each speaker not to exceed 20 minutes.
  - The Board must be informed of any audio or video recordings of the meeting

- A. [REDACTED] resident presented her major concerns with the deficiencies of past and present MOHOA Boards of Directors in her letters sent to the current Board and community. Permission was granted to disseminate her concerns and the Board's responses in a letter that will be made available to all homeowners through the MOHOA email account.
  - B. [REDACTED] resident presented her major concerns with the deficiencies of past and present MOHOA Boards of Directors in her letter to the current Board. Permission was granted to disseminate her concerns and the Board's responses in a letter that will be made available to all homeowners through the MOHOA email account.
  - C. Other attendees voiced their concerns and there was interest expressed in revisiting the current by-laws in a future special meeting.
10. The next meeting will be scheduled on Monday, November 2, 2020 at St. Sylvester's at 7:00pm
11. **Adjournment** - Motion made (Henderson) and seconded (Watts) to adjourn – passed unanimously. Meeting adjourned at 8:30pm.