

Recorded May 4th, 2021

Melissa Oaks Homeowners Association
Board of Directors Business Meeting Agenda
Monday May 3rd, 2021
St. Sylvester Church Room 204 7:00 PM
6464 Gulf Breeze Parkway

Attendees – President Conwell, Vice President Jacobson, Secretary Stroschein (absent), Treasurer Watts, and two homeowners.

1. **Call to order** – President Conwell – Called meeting to order at 7:02 PM. Meeting was held at St. Sylvester Catholic Church on Gulf Breeze Parkway.
2. **Report of Notice of meeting** – Agenda mailed out 4/26 with 66% of people emailed reading the agenda. Signs were set out on 5/1 by Conwell. I thanked my wife for the donation of her time and materials to change the hand printed Monday to a Vinyl similar to the rest of the sign.
3. **Agenda Modifications**
 - A. There were no agenda modifications
4. **Disposal of Unapproved Minutes** – April 6th, 2021 – Business Meeting **motion by Jacobson, seconded by A. Miller**
5. **Report of Officers – State of Treasury** – Treasurer Watts
 - A. Monthly Treasurers report **motion by Jacobson, seconded by J. Kibler**
 - B. Switched bank account to Regions
6. **Committee Reports**
 - A. **Compliance Committee Report**
 1. Three homes recommended for pre-fine letters – Discussion ensued on the involved homes. One violation is cleared, one will be monitored, one will be addressing items that were requested via email.
 2. Schedule of fines needs to be presented to follow current State of Florida Statutes. This along with the fining process will be updated and placed on the HOA website.
 - B. **ACC Committee Report**
 1. Pre-fine letters are on hold pending hurricane repairs
 2. Emails/Letters will be sent to those homes with apparent damages to get an update – Several homes are in process of insurance/materials.
 - C. **Beautification Committee Report**
 1. Elodie entrance light working again
 2. Signs measured for future decorations Bunting's were bought for the signs and donated by the Kibler family.
 3. BC will be submitting drawing(s) for landscape options for both entrances to update them.
 4. It was requested to plant vines along the chain link similar to the Melissa Oaks side (granted)
 5. Flags will be placed at each yard in observance of Memorial Day, and will be recollected after.
 6. Request was made to place a small book/magazine library near the retention ponds. While most of the wood needed to build the boxes is in hand, they need a donation of several roof tiles for the roof, if you have some to donate let us know. Another item needed is a piece of lexan/plexiglass, but the size isn't known at this time.
7. **Old Business**

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- A. New board filings made with the state
- B. Lawn Maintenance contract signed – services started
- C. Bank Account Switched to Regions

8. New Business

- A. Procurement of a 5x10' storage unit at Midway Storage to store HOA decorations and Archives that are not needed to be in office.

9. BOD Business Meeting Open Forum ^(a) – Rules adopted per Florida Statute 720.303(2)(

- A. Discussion of parking on the street near entrances. One homeowner stated that they have difficulty entering the Melissa Oaks entrance due to vehicles parked very near the intersection. Vehicles parked near the entrances on both streets should pull as close as possible to the curb, preferably away from a corner or limited visibility area. Remember that emergency vehicles require a bit more width for safety.

- 1. Reminder that it is against the rules of the HOA to park on the street for extended periods. If the problem continues the Compliance committee will be forced to fine.

- B. Trailers should not be parked in the driveway or street for extended periods. If you have a reason to park a trailer in your driveway or street, please send an [email](#) to the board for approval. The email should state what dates the trailer would be in the driveway.

10. The next meeting will be scheduled on Monday June 7th, 2021 at St. Sylvester Church at 7:00 PM.

11. Adjournment – 8:00 PM - Motion by Jacobson, seconded by J. Kibler