**MEETING MINUTES**

**COQUINA KEY HOA BOARD OF DIRECTORS**

**Date / Time: 21-Feb-2024 / 6:00 PM**

**Location: 3729 Egret Dunes Drive; Ormond Beach, FL 32176**

**ATTENDEES**

Board Members: David Wells, Craig Schumacher, Joseph Elm

Association Members: John Adams, Terry O’Leary, Patty Felder, Rose Elm, Jean Truman, Tynel LaFoucade, Lisa Ellis, Laura Schumacher, Robert Cayer, Mary Bringe, Gary Yezbick, Brent and Christina Scott

C2C Associates: Ashley Moore

**PROCEEDINGS**

1. The meeting was called to order at 1800. A quorum was established
2. Craig moved to accept minutes of the 06-Jan-2024 Annual Membership Meeting. The motion was seconded by Joe, and passed unanimously.

* Dave presented the President’s report and discussed the following highlights
* Need to address HoA filing requirements
  + Must keep records for the past seven years
  + Considering scanning and storing electronically
  + Possibly maintain a duplicate hard drive to allow access by residents upon request
  + May also be able to keep all records on the HoA website.
* FL statute requires 48-hour advance posting of meetings. Recent ARC meetings have met this requirement
* ARC guidelines codified last year, approved by attorney
* Rec’d multiple lawn care bids. Will discuss later in the meeting
* Successfully addressed landscaping conflict between neighbors
* Renewed HoA liability insurance. Joe is exploring alternate carriers to ensure cost competitiveness
* Tax returns will be prepared by end of Feb
* Successfully added new person on Spectrum account. Charges will be pro-rated

1. Craig presented the Treasurers Report and discussed the following items

* Current status has ≈$44K in Operating acct, ≈$7K in Reserve acct, ≈ $52K in Spectrum acct
* Dave & Craig addressing delinquent accounts
  + Issues with records at C2C are being resolved
  + Dave and Craig will be visiting delinquent account holders to try to expedite payment
* Presently we are $2600 under budget so far in 2024

1. Hospitality Committee Report

* No new residents lately
* The committee is prepared to welcome new residents arriving this month.

1. John Adams presented the ARC Report and highlighted the following items

* 2729 Egret Dunes
  + 2 lots were combined into one
  + Proposed on-site construction meets HoA Covenants and Volusia County occupancy size requirements
* 3717 Egret Dunes
  + Fence and house number posting for new construction were approved
* 106 CKD
  + Stone accents on the house were approved

1. BoD members all agree to recuse themselves from all issues directly affecting them
2. Discussion of records Storage

* We have six boxes of records stored currently at Presidents house. If kept at C2C we would incur a cost of $10/month/box
* Records could be scanned and placed on HoA website

1. Old Business

* Terry O’Leary discussed the bids for landscape management of the HoA Common areas
  + Terry is voluntarily addressing many landscape issues
  + We currently pay Lawn Patrol $4800/year for landscape services
  + Terry prepared a Statement of Work (SOW) for landscape services which was distributed to interested bidders. The following bids were received:
    - Coquina Landscape Management $3540/year
    - Sikorski Lawn & Ornamental Inc. $5184/year
    - Yellowstone Landscape $6240/year
    - Quick Quote Landscape Management $3600/year
    - MCM Lawns $1950/year
    - Lawn Patrol awaiting bid

Not all were FULLY compliant with the SOW

* Dave motioned to initial contract discussions with MCM Lawns. The motion was seconded by Craig, and passed unanimously.

1. Owners Comment

* Complaint from one homeowner, regarding her feelings of overly harsh payment delinquency notice from C2C. Her complaint was discussed.
  + Per Ashley Moore, the first letter is more friendly, the second letter, as drafted by our attorney is less so.
  + All homeowners know well ahead of time when these payments are due, yet we still have approximately $10,000 in outstanding fees that are way past due and now delinquent. Thus the need for more than overly friendly notices.

1. The next BoD meeting was scheduled for 19-Jun-2024 at 6:00pm at 121 Coquina Key Drive.
2. Dave motioned to Adjourn The motion was seconded by Craig, and passed unanimously.