

**Magnolia Lakes H.O.A.**  
**Board of Directors Meeting**  
March 6, 2003

Pursuant to Law and the By-Laws, the meeting of the Board of Directors was held on March 6, 2003 at 6:30 PM at the Eau Gallie First Baptist Church at 1501 E. Eau Gallie Blvd.

**Officers Present:**

President: Ralph Nygard  
Secretary: Michelle Sharpe  
Treasurer: Mike Baumann  
Director: Peter Hartshorne

Vice President: Hector Melendez  
Asst. Secretary: BJ LaClair  
Asst. Treasurer: Richard LeClerc

**Not Present:**

Brian Reynolds

The President called the meeting to order, determined that a quorum was present and that business could be conducted.

Minutes for the February meeting were not read and approved due to the switch in board members. Minutes will be forthcoming for approval at the next board meeting.

**Old Business:**

**Transfer of Responsibilities to New Board Members:**

1. A motion was made and seconded to replace Kevin Bellorose, who resigned, with Stephen Barth.  
\*all members were in favor of the vote

2. Arrangements were discussed to place the existing President, Treasurer and Secretary on the bank signing cards. A letter needs to be executed and signed by Hector Melendez to make this transfer. President, Ralph Nygard will meet with the bank to obtain the signature cards.

3. A motion was made and seconded to have the books audited. Instead of hiring an outside firm it was moved that one board member and one homeowner audit the books. Mike Baumann and Richie Engel will audit the books. \*all members were in favor of the vote

4. Responsibilities were transferred to the new board members as follows:

Mail Pickup: Michelle Sharpe  
Pool & Basketball Courts: Stephen Barth  
Front Entrance Inspections: Hector Melendez  
Bylaw/Covenants review: Richard LeClerc  
Point of Contacts for Community Concerns: Peter Hartshorne

a) A motion was made and seconded to have the position of Community Affairs Officer abolished.  
\*all members were in favor of the vote

5. The responsibilities of the Architectural Review Board was defined. The committee will consist of two board members and three homeowners. A motion was made and seconded that we accept the following as committee members:

Board Members  
Richard LeClerc: Chairperson  
Ralph Nygard

Homeowners:  
Richie Engel  
Stan Oley  
Ericka

Boggs

\*all members were in favor of the vote

## **New Business:**

### **Action Items**

#### **1. Bulletin Board:**

There was a motion made and seconded to research various types of bulletin boards and their costs. Discussion was held and homeowners favored the idea of having a community bulletin board. Peter Hartshorne will be in charge of gathering information for perusal at a future meeting.

\*all members were in favor of the vote

#### **2. Web Page -email addresses:**

A motion was made and seconded to keep Kyle Crooks as the keeper of the web page and email service. Ralph Nygard has the password to monitor any email correspondence concerning the board and homeowners. \*all members were in favor of the vote

#### **3. Operations Manual:**

A motion was made and seconded to establish an Operations Manual for running of the HOA and board meetings. This will be an ongoing process. \*all members were in favor of the vote

#### **4. Solicit Bids:**

We currently have a 30 day cancellation clause with all vendors in regards to contracts. A motion was made and seconded to re-visit the bids to make sure we are getting the best quality of work for the money. It was determined that this should be an ongoing thought process to make sure we are spending the communities money in a wise manner. We will collect a minimum of three sealed bids and provide a written description of the job duties for each needed service.

The following board members will be in charge of collecting bids:

Pool: BJ LaClair

Lawn: Michelle Sharpe

Janitorial: BJ LaClair

Lake Treatment: Michelle Sharpe

\*all members were in favor of the vote

#### **5. Lawn Maintenance:**

See above. We will also be collecting separate bids for maintaining the east lake.

#### **6. Billing Statements:**

A motion was made and seconded to extend the collection due date until May 31, 2003. Statements have been generated and will be sent in the next week.

\*all members were in favor of the vote

#### **7. Budget:**

A motion was made and seconded that the budget proposed by the previous treasurer be accepted until Mike Baumann has the opportunity to review contracts and expenditures.

\*all members were in favor of the vote

#### **8. Community Newsletter:**

A motion was made and seconded that we establish a community newsletter to establish a

communication between the board and the homeowners as well as generate a liaison between homeowners. BJ LaClair is in charge of the newsletter. Homeowners should feel free to send in articles or information for the newsletter. \*all members were in favor of the vote

**9. Yearly Yard Sale:**

A motion was made and seconded to establish a community yard sale the weekend before good Friday. BJ LaClair is in charge of advertising the yard sale. \*all members were in favor of the vote

**10. By-law/covenant review committee:**

A discussion was initiated on whether or not we needed to review the bylaws/covenants for possible amendments. It was decided that it would be an ongoing issue to be addressed as situations dictate.

**11. Neighborhood Watch:**

A motion was made and seconded to review establishing a neighborhood watch program with the Melbourne Police Department. The determination was made that we want to do what is best for the community and will thoroughly investigate program before a determination will be made. Michelle Sharpe will be in charge of gathering information to report back to the board at a later date. \*all members were in favor of the vote.

**Miscellaneous Business**

**Community Concerns:**

Homeowners brought up the following issues:

- a) street calming. We will be checking into the process for establishing speed limit signs for the community.
  
- b) Reflective paint on the first islands. There is a traffic concern in regards to coming into the development and traffic going to the left of the incoming island. The board will check into reflective paint for the island.
  
- c) Updating a contact information sheet to ensure we have current information in regards to homeowners.

A motion was made and seconded being no further business to adjourn the meeting.

The next meeting will be held at Eau Gallie Baptist Church on Thursday, April 3, 2003

Respectfully submitted:

March 8, 2003

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Michelle Sharpe, Secretary

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Ralph Nygard, President