

**Magnolia Lakes H.O.A.  
Board of Directors Meeting  
April 3, 2003**

Pursuant to Law and the By-Laws, the meeting of the Board of Directors was held on April 3, 2003 at 6:30 PM at the Eau Gallie First Baptist Church at 1501 E. Eau Gallie Blvd.

**Officers Present:**

President: Ralph Nygard	Vice
President: Hector Melendez	
Secretary: Michelle Sharpe	Asst.
Secretary: BJ LaClair	
Treasurer: Mike Baumann	Director:
Richard LeClerc	
Director: Peter Hartshorne	Director:
Steven Barth	

**Not Present:** Mike Baumann

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

A motion was made and seconded to approve the March minutes as read.

**Old Business:**

**Appointment of Additional Board Members:**

A motion was made and seconded to replace vacating board member Brian Reynolds with Richie Engel. All board members were in favor.

**Treasurer Report:**

A motion was made and seconded to submit the treasurers report with any corrections needed to BJ LeClair to be included in the Magnolia Lakes Newsletter. All board members were in favor.

**1) Audit of Books:**

Mike Baumann was not present at the meeting. An audit needs to be scheduled with Richie, Steven, Mike and myself to be reported on next board meeting.

**2) Traffic Calming:**

Steven Barth is in charge of traffic calming. It was decided to post the requirements of the traffic calming procedures on the Magnolia Lakes web site. The engineering department from the City of Melbourne will do a study to determine what, if anything needs to be done to control the traffic in the neighborhood. Speed bumps can only be put in with the consent of the homeowners.

**3) Community Newsletter:**

BJ LeClair is in charge of the community newsletter. Anyone homeowner wishing to have something included should contact BJ.

**4) Yearly Billing Statements:**

All but 5 statements were sent out to the homeowners. The remaining 5 will be sent within a few days. The payment date was extended until May 31, 2003 due to the change in the HOA Board of

Directors. Anyone needing additional information about their statement should contact Michelle Sharpe or Mike Baumann.

**5) Bulletin Board Costs and Installation:**

A motion was made and seconded to table the bulletin board project until further notice. It was felt that there were more reasonable cost effective ways to communicate with the homeowners.

**6) Operations Manual:**

The purpose of the operations manual is to have some consistency within the board on how the board is maintained. This will be an ongoing process to establish some consistency within the board in regards to policy and procedures.

**7) Annual Yard Sale:**

April 12<sup>th</sup> is the community yard sale. BJ LeClair is in charge of advertising the sale.

**8) Bid Process on contracts:**

Pool, Lawn, Lake and Janitorial maintenance. It was decided that additional time was needed in order to secure sealed bids on the above mentioned contracts. This is just a review of services in order to ensure that we are spending the homeowners money wisely in regards to community services. Anyone wishing to submit a sealed bid may do so to the HOA PO box. There is a job duty list with each contract to entrust that we compare services based on the same job requirements. Additions to be included in the janitorial contract are to notify the board of any problems with an area immediately, Monday and Thursdays are the required days of cleaning. If either day falls on a holiday the day needs to be made up the following day. A signed log needs to be sent in for payment of services.

**9) Neighborhood watch and Crime Statistics:**

A print out was retained by the Melbourne Police Department (MPD) in regards to the police response calls placed within the community for the past three months. There were calls placed for vandalism, automobile theft, domestic disturbance, and deaths. We will be reporting next month on establishing a neighborhood watch committee. Before we can decide on the feasibility as a community we would like to see what is required as a time commitment. Michelle Sharpe will be checking with Jane Meir who runs the watch program with the MPD.

**10) Additional community street lighting:**

For the safety of the community the HOA feels additional street lighting is needed. This has been a topic of discussion before and Ralph Nygard will be checking into the community to see where we might benefit from additional lighting. In order to increase the lights, we must have a signed five year contract allowing the lighting to be placed on a homeowners property.

**New Business:**

**1) Appointment of additional board member:**

Brian Reynolds was replaced by Richie Engel. (See above)

**2) Problems/Solutions with vandalism at the pool:**

Due to several vandalism incidents within the pool area it has been decided that we need to restrict that area to community members. There has been access from the basketball area to the pool area to allow for restroom and water use by homeowners utilizing the basketball courts. After discussing several options it was moved and seconded that the best solution would be to close off the access from the basketball area. All homeowners should have their pool access key with them to obtain access into the restroom and water fountain from the basketball area. If you do not have a pool key and wish to obtain one please contact Michelle Sharpe.

**3) Architectural Review Committee Recommendations:**

Richard LeClerc submitted two ARC forms for approval. It was moved and seconded to accept the ARC request for 1209 White Oak Circle and also to accept the request for 4613 Radford. Any homeowner wishing to make a structural change etc, should put a request into Richard LeClerc for the ARC committee to review and approve.

**4) Violations of Covenants Procedures:**

All property owners residing on the lake fronts are required to maintain the trash behind their house and down to the water area. There are many houses in various violations of the covenant rules in regards to the painting of the driveway, removal of trees, shrubs, and parking concerns. The ARC committee will be checking into the violations and providing recommendations. This is a reminder that we are a deed restricted community governed by the By-Laws and Covenants set forth by the developer of the community.

**5) Additional Items:**

**A)** The fence needs to be power washed and resealed to help prolong the life of the fence due to the growth of mold on the fence. Peter Hartshorne will pressure treat the fence and Richard LeClerc will treat the fence with protectant.

**B)** A motion was made and seconded to replace the broken “No diving” pool sign. A cap of \$125.00 was placed on replacing the sign. The pool furniture was pressured cleaned by Peter Hartshorne and he has agreed to do the same for the fence. It was also brought up that we would need to add some money in the budget to replace some of the pool furniture.

**C)** Ralph Nygard will check into a security company to see what if anything can be done to help secure the pool and basketball court area as we have had a lot of vandalism in the past two months. Homeowners are encouraged to notify a board member if they see anything suspicious.

**D)** There have been reports of non residents fishing on the lakes. Hector Melendez will check into whether or not the parties are homeowners. Due to insurance issues and liability no nonresidents should be fishing on community lakes. All homeowners have access to the lake areas by designated pathways. Please be courteous when cutting through neighbors yards.

**E)** The pool area has a need for some paint. A bid was submitted to paint the frames, entrance gates, doors and poles for \$285.00. A motion was made and seconded to accept the bid and have Steve Barth oversea the painting of the pool area. The pool area will be closed during this time.

**F)** There was a motion made and seconded to have Ralph Nygard’s handyman replace the door hinge and the toilet paper dispenser that were damaged from vandalism.

**G)** A motion was made and seconded to have a locksmith come in and change the bathroom doorknobs and locks to ensure safety while in the restroom.

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, May 1, 2003

Respectfully submitted:  
April 20, 2003

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Michelle Sharpe, Secretary

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Ralph Nygard, President