

**TALLAVANA HOMEOWNERS' ASSOCIATION, INC.**

Minutes of the monthly Board of Directors meeting held on Tuesday, September 13<sup>th</sup>, 2011, at the meeting room of the Havana Public Library, Havana, Florida.

PRESENT: Bobby Boatright, Rob Combs, Neil McDonald, Linda Ritchie, Marla Griffin and Cheryl Roberts, Board members, Debbie Robinson, Corporate Secretary. See attached list of others in attendance.

ABSENT: Earl Mills

The meeting was called to order at 7:02 pm by President, Bobby Boatright.

Corporate Secretary is recording the meeting for the purpose of accurate minutes. No one else is recording.

**Approval of Agenda:**

No additions or corrections.

LINDA RITCHIE MOVED TO APPROVE THE AGENDA AS WRITTEN. MARLA GRIFFIN SECONDED THE MOTION. THERE WAS NO OPPOSITION, MOTION CARRIED.

**Approval/Corrections of July 2011 Minutes:**

Grammar correction.

ROB COMBS MOVED TO APPROVE THE MINUTES AS REVISED. CHERYL ROBERTS SECONDED THE MOTION. THERE WAS NO OPPOSITION, MOTION CARRIED.

**Treasurer's Report:** Bobby Boatright reported: (Bobby did not read the July numbers but asked that they be included in the written minutes)

Totals for July:	Total Deposit: \$33,637.04
Routine Expenses: \$7,024.10	Checking Balance: \$1,961.58
Major Project Expenses: \$1,485.15	Money Market Balance: \$105,591.52
	Savings/CD Balance: \$96,160.01

Totals for August:	Total Deposit: \$7,407.00
Routine Expenses: \$9,406.65	Checking Balance: \$555.26
Major Project Expenses: \$1,500.00	Money Market Balance: \$103,558.38
	Savings/CD Balance: \$96,241.63

Notable Expenses: No real notable expenses for July or August. Most expenses were routine with mowing, shoulder repairs and some attorney fees.

Bobby reported July and August total of hours for Debbie Robinson, Corporate Secretary/Bookkeeper:

Total hours worked for 7 months: 615.00\*\*  
Total hours per contract @ 80 hours/mo for 7 months: 560.00  
Hours worked over contract 55.00

Total hours worked for 8 months: 692.00\*\*  
Total hours per contract @ 80 hours/mo for 8 months: 640.00  
Hours worked over contract 52.00

\*\* Total hours worked does not include hours volunteered to work on gate or work days.

CHERYL ROBERTS MOVED TO ACCEPT THE TREASURER'S REPORT. NEIL MCDONALD SECONDED THE MOTION. THERE WAS NO OPPOSITION. MOTION CARRIED.

**Delinquent Update** – A written report accompanied two spreadsheets and was distributed to the Board. Since the July list, 5 names have been removed with a total collected of \$1,610. The amount of change reducing the total delinquent amount from July 12<sup>th</sup> to September 13<sup>th</sup> is \$3,478.95, which includes at least \$3,300 for the fourth quarter installment that was added to the delinquent spreadsheet. If there are new delinquents after October 1<sup>st</sup>, they will be added to the list at that time.

We have a court hearing for two members who have defaulted on their stipulations. And a court date in small claims for a member on Mason Drive. Our first time to file in small claims resulted in the member making the payment just hours prior to our court appointment. Once we are sure the check has cleared the bank, we will dismiss our claim.

To save attorney fees, the Board issued demand letters with a good percentage of those receiving the letters paying their account in full. Bobby stated that we are trying to catch the delinquent accounts early to avoid costly attorney fees and/or court costs.

Bobby reported that the decision of the Board to adjust the due dates seems to be working well. Debbie stated that once the 4<sup>th</sup> quarter due date of October 1<sup>st</sup> passes, more time will be allowed to work on the delinquents in hopes of members getting their past assessments paid by the end of this year.

**Correspondence/Phone Calls:**

1. Neil McDonald reported several phone calls regarding the golf cars, speeding, trespassing and a mystery car. It was determined the mystery car belonged to a member.
2. Bobby received calls about the aquatic vegetation on the lake. He will discuss under Lake Management.
3. Bobby received an email from Elaine Fuller regarding minutes of a past Board Meeting. On the topic of her privacy fence, it was implied that the workmanship was shoddy. Elaine's email was to refute the implication. Bobby stated that her refute is acknowledged at this Board Meeting.
4. Bobby received an email from Jim Yarborough regarding speeding and trash cans that are left on the curb. The Association does not have rules regarding how long trash cans may sit at the curb but common courtesy should rule. It was suggested that a notice addressing trash cans could be included in the newsletter or next invoice mailing.

**BOARD REPORTS**

**Legal:** Cheryl Roberts, Linda Ritchie

- a. Resolution for payments and collections: No update

**Member Relations:** Marla Griffin

The website had 1654 visits in July; 1618 visits in August.

There was no newsletter sent in August. Deadline for next newsletter is November 15<sup>th</sup>.

**Lake Management:** Bobby Boatright & Rob Combs

- a. Carp Management – Neil reported the boat needs work and the weather needs to cool down.

b. Aquatic Vegetation – Bobby stated last year we dealt with pennywort, alligator weed and elephant ears; aquatic vegetation that has been knocked back and is not a problem this year. At this time, we are dealing more with hyacinths, duckweed and algae. More rain would help handle the algae. Bobby said Spring of 2011 we spent \$3,200 to stock the lake with bass and now those fingerlings are using the vegetation for cover. Bobby reported receiving several calls asking if we would be spraying.

Bobby consulted our lake biologists and researched on his own and by using that information; it could determine what would be best for the lake. He reported that it would not be good for the new bass stock if we were to spray for vegetation. As the sprayed vegetation decays, it destroys the oxygen in the

water, which the lake is already seriously and dangerously low on oxygen. Once hyacinths are sprayed, they turn slimy and remain on the surface for some time before sinking and adding to the existing layers of muck. If the weeds are sprayed in the shallow coves, the dead vegetation will add to the muck and continue to fill in the already shallow coves. The biologists do not recommend spraying at this time.

Bobby has found other methods of aquatic vegetation removal and will research further. He said there are weed-eating fish that might help but would like to know what overall affects they would have on the fish population. The weeds could be removed mechanically. Bobby found a company that would charge \$500 for mobilization then \$100/hour for a minimum of 10 hours for a total cost of \$1,500. The question with that method is what to do with the weeds. Also, the boat used in the process requires deeper water than what is found in the areas of where a majority the weeds need to be removed, i.e. the coves and ends of the lake.

Aeration is recommended to add oxygen to the deepest part of the lake where the dissolved oxygen levels are almost nonexistent. The added oxygen would help balance the nutrient levels of the water quality, which in turn would improve the overall health of the lake.

Diane Sheffield reported we should know if DEP has approved our grant for aeration by the end of this month. The grant made its way through the state budget cuts and DEP will make their final decisions by the end of the month. Bobby asked if we would want to start drafting the project proposal for submitting aeration to the 2012 budget if our grant is not approved. Diane said she would work with Sean on the proposal should we not receive the grant.

c. **Lake Watch** – Pat Powell: Lake Watch will go out weekend of Sept. 17<sup>th</sup>.

**Security & Gate:** Rob Combs

Officer Jeff Stowell worked 20 hours in August. He reported making 6 traffic stops, 30 community checks and made 6 contacts at the boat landing; all were residents.

a. Increased law enforcement – It was the consensus of the Board to increase the number of hours for Jeff Stowell since we do not have a wildlife officer at the moment. The Board decided on an additional 10 hours per month.

b. Speeding – There have been several complaints about speeding, especially the commercial vehicles including FedEx, UPS, and US mail carrier. Marla said she has call UPS & FedEx about their drivers. It was mentioned that the drivers slow down for a while but seem to quickly forget. Rob said he would pass complaints on to Officer Stowell. One of the emails received was from Jim Yarborough regarding his observations of speeding while walking.

c. Trespassing Quail Ct. from Mason Dr. – Linda Ritchie reported a trail crossing her property from Mason Drive. The trail is smaller than what a regular vehicle could manage but ATV's or something smaller could be crossing from Mason Drive to Quail Court. Bobby spoke with a resident on Quail Court to see if she had noticed any traffic crossing from Mason Drive. She saw a small truck parked at the end of Quail Court but no vehicles crossing through.

Gate – No report.

**Roads, Grounds & Dam:** Earl Mills (absent) Written report read by Cheryl.

Large Culvert Replacement across 1715 Tallavana Trail – Still monitoring. Trying to hold off coinciding with next pavement overlay on that section budgeted for 2017. Earl has been assured that the replacement can be done one lane at a time so the roadway would not be totally closed. Don Jones told a member that he would put a collection box on his pipe at that time since his pipe is a smaller diameter than the recommended minimum 24" ID. Neil is to follow up to verify that with Don.

Spalling on the outflow side of the 12-pipes – Neil and Cheryl are waiting for cooler weather to

repair as the material is temperature sensitive.

Weeds and Trees on the outflow side of 12-pipes – Marc is working on this as cooler weather permits.

The ramp at the pavilion is in need of repairs – Waiting on cooler weather.

Road cracks in overlayment on Section 3 Tallavana Trail – On July 21<sup>st</sup> Tim Harrell from North Florida Asphalt met with RGD committee (Cheryl, Kimsey, Neil and Earl) plus Bobby. Tim felt there was no defect in the asphalt mix, tack or application but the cracks resulted from movement of the base. He did say that the heavy trucks hauling the asphalt may have aggravated the poor base conditions. Tim indicated that as soon as his summer rush has slowed, he would come out, dig up an area of our choosing and inspect the base.

His crew did return on August 29<sup>th</sup> to dig up a small section down to the soil at 2182 Tallavana Trail. Bobby and Earl were in attendance. They found a crack in the clay soil that measured 11 ½” deep. A photo was provided for Board’s review. The crew’s suggestion was the same as Tim Harrell’s that in lieu of replacing the roadbed, the only other thing that would help would be to seal the cracks with the same type of equipment and material as previously done on this section. Pipe clay in sections of the road bed will lead to continued shifting. One solution would be to remove all pipe clay but that would be a cost prohibitive project. Tim gave Earl a name of a local contractor who could seal the cracks.

Guardrail on the outflow side of 12-pipes – Neil is working on a solution and will provide an update.

Driveway to new home on Magnolia Court – Homeowners have put in more sod and a small drainage pipe. This has helped some but during the last rain, which was in no way intense or extended, more of their driveway washed down the paved roadway. We will probably not get any other results until the homeowners move in which may be in a couple of months.

Motion detector lights in pavilion restrooms – Rodents had eaten away much of the insulation on the exposed wiring. Earl replaced the wiring from the junction box to the ladies restroom putting the wiring in conduit. The fixtures and bulbs were also replaced and all seems to be working.

Pavilion and Restroom roofs – Cheryl reported that she sent 26 bid proposals but only 7 were returned. Cheryl sent the bid proposals thinking that the work was scheduled in the 2011 budget. The project is scheduled for 2012 and estimated pricing was to be sought at this time. Cheryl called the contractors to inform them the project is scheduled for 2012.

b. Guard rail on back side of Dam – At the July meeting the discussion was tabled until the Board had additional information on the costs for a larger umbrella policy.

As advised from the Association insurance agent and reported by Debbie, the following increases to our umbrella policy are as follows:

Coverage	Annual Premium Amount	Annual Cost Increase
\$5M (current)	\$2,335.00	Current/2011
\$7M	\$3,189.00	\$854.00
\$10M	\$4,539.00	\$2,204.00

The guardrail is currently projected to cost \$15,000. The cost of increasing the umbrella to \$7M equals to 17.6 years of the current guardrail cost. The cost of increasing the umbrella to \$10M equals to 6.8 years of the current guardrail cost.

MARLA GRIFFIN MADE A MOTION TO FOREGO THE PURCHASE AND INSTALLATION OF THE GUARDRAIL AND TO LEAVE THE INSURANCE UMBRELLA AT THE CURRENT RATE OF \$5 MILLION. NEIL MCDONALD SECONDED THE MOTION.

**Discussion:** Bobby recommended that we increase the signage on the approach to the dam with arrows or reduced speed; maybe even signs cautioning of curves. Bobby asked for additional signage to be included in the motion.

MARLA GRIFFIN MADE THE MOTION TO FOREGO THE PURCHASE AND INSTALLATION OF THE GUARDRAIL, TO LEAVE THE INSURANCE UMBRELLA AT THE CURRENT RATE OF \$5 MILLION AND FOR THE ADDITION OF SIGNS AND/OR REFLECTORS TO BETTER MARK THE DAM, CURVES AND ROAD. NEIL MCDONALD SECONDED THE MOTION. THERE WAS NO OPPOSITION, MOTION CARRIED.

c. Schedule workday – Cheryl has a list of projects for a workday. The workday has been scheduled for Saturday, December 10<sup>th</sup>. The social committee will provide lunch.

d. Playground Equipment – Bobby said this was on the agenda as a result of an email he received from a member concerned about how hot the playground equipment can get in the summer. Linda and Marla said that they would look into other types of equipment. Bobby asked them to include the member when drafting the project proposal for the Budget Committee. The current playground equipment was installed in 2004 for approximately \$6,000.

## **COMMITTEE REPORTS**

### **1. ACC:**

a. ACC Report – Since the full report is attached to the minutes, a brief summary follows:

#### Approved Submittals:

##### *Approved at August meeting:*

Gary & Laura Johnson – new roof, same color and removal of 3 trees

Mark & Susan Isaac – removal of dead tree

Paul & Deberah Keith – removal of dead tree

Jack & Norma Wolfgang – extension of existing driveway

Warren & Faith Jones – new deck over water

Kimsey & Laura Helms – removal of 2 dead trees

Mike Mapstone & Carolyn Rankine – septic tank replacement per Health Dept. requirements

##### *Approved at September meeting:*

Paul Watson – new roof, approved color and removal of 2 trees

Dorothy Ross – removal of 3 dead trees

b. Other ACC business – None

### **2. Lake Management Planning Committee:** See Diane's report under lake management.

**3. Budget Committee:** The Budget committee held its first meeting on August 9<sup>th</sup>, 2011. Debbie gave a presentation of the bookkeeping procedures and practices that are in place showing that the records are thorough and fully documented. The committee reviewed the project proposal form and procedure and then reviewed the projects that are tentatively planned for 2012 in the 10-year budget model. Next meeting is scheduled for Sept. 20<sup>th</sup> at the Hazel Baker Community Center.

a. Upcoming projects – Excerpts from committee minutes. (Board comments.)

1. Renewal of D. Robinson's contract – Board to vote at this meeting.
2. Re-roof pavilion and restrooms – Earl and committee were asked to update the estimated cost for a revision to the budget model. (Cheryl actually bid out the project and received bids ranging \$4,420 - \$7,897.)
3. D8 pond repair – removed from current 10-year budget model
4. Emergency Southern Exit – Neil McDonald reported that per his discussion with the local Emergency Management officials, they would build a temporary road at their expense for safety reasons. As suggested by the local Emergency Management officials, the Association should put together a packet of information including drawings and legal description of our easement and THA owned property in Reston, emergency contact information and a list of all Tallavana residents. This information would be used to expedite a speedy solution if the situation ever arose. The Budget Committee now considers this project defunct. (The Board members were in agreement with the plan to furnish information packets to Emergency Management and our commissioner, Doug Croley. It was also the consensus of the Board to remove this project from the budget.)
5. Dam outflow riser & platform repairs – Neil reported to the Budget committee of the deterioration of the outflow riser and wooden platform that supports the valve. Neil said that he would contact NFWFMD who may offer free advice and cost estimates. (At the Board meeting, Neil said he would report to the Budget committee.)
6. Seal cracks in Tallavana Trail asphalt, Section 3. – Need project proposal.
7. Replace gate reader head and gate cards – Need project proposal.
8. Replace culvert at Don Jones' House – Earl to take lead on project proposal.
9. Dock and pavilion for north boat ramp – Larry Jones to take lead on project proposal. (Neil said he has something to report to the Budget Committee.)

b. Contract Proposal for Corporate Secretary/Bookkeeper – The Board was previously provided a copy of Debbie's contract proposal. Bobby asked her to present her proposal.

The current contract is for 1/01/2009 – 12/31/2011, for an average of 80 hours per month for a total of no less than 960 hours per year at the rate of \$1,500 per month. There is no provision for payment of additional hours worked over contract. There is an allowance of \$100 per month for the use of personal equipment, utilities, phone, and vehicle and records storage all in the behalf of THA. The Association pays the premium for the Bookkeeper to be bonded. This is a protection for the Association and in no way benefits the Bookkeeper and cannot be considered as income. The annual premium amount is \$364.

Debbie would like to propose a one-year continuance of the current contract at the rate of \$1,500, holding that rate for 4 years, 1/2009 – 12/2012. There would be no expectation of payment for hours worked over the contract, which usually exceeds 60 hours by the end of the contract according to the past four years. The monthly allowance of \$100 is also to remain the same rate.

Debbie has every hope and intention of continuing to work for the Association and so would like to enter into a one-year contract with Tallavana Homeowners' Association. This does not mean she will resign after 2012 but will review her personal plans by mid-2012 and give the Board her decision to continue in 2013 or retire.

She is proposing a continuance of the current contract as a cost savings to the Association and for the *security in the continuity of bookkeeping and records that is important for an association of this size.*

Debbie has over 30 years of experience as a full-charge bookkeeper, administrative assistant and office manager. Strong bookkeeping background and knowledge is only one of the two-part skill levels required for this position; taking and writing the meeting minutes, general record keeping, knowledge of Florida Statutes and so many other aspects of assisting the continuing change of Board Members to keep the Association on the right course is a job in and of itself. Debbie hopes it is the Board's desire to continue using her experience and services and extend her contract for another year.

She thanked the Board for their consideration.

MARLA GRIFFIN MADE A MOTION TO CONTINUE THE CONTRACT OF THE CORPORATE SECRETARY/BOOKKEEPER, DEBBIE ROBINSON FOR THE YEAR 2012. NEIL MCDONALD SECONDED

THE MOTION. THERE WAS NO OPPOSITION, MOTION CARRIED.

**Old Business**

1. Mason Drive Sign - Bobby reported in a brief conversation with Roxann Campbell, she indicated it would be okay to move the Tallavana sign from its existing location to the edge of her property across the road.

CHERYL ROBERTS MADE A MOTION FOR THE BOARD TO PROCEED MOVING THE TALLAVANA SIGN FROM THE PROPERTY OF JEFF BUTLER TO THE PROPERTY OF ASHLEY AND ROXANN CAMPBELL. ALSO, THERE IS TO BE AN AGREEMENT DRAFTED BETWEEN THE CAMPBELL'S AND THE ASSOCIATION FOR THE PLACEMENT OF THE THA SIGN ON THEIR PROPERTY. MARLA GRIFFIN SECONDED THE MOTION. THERE WAS NO OPPOSITION, MOTION CARRIED.

A letter is to be sent to Mr. Butler advising him that the sign will be removed from his property before the end of the year. Bobby and Linda agreed to take the lead on this project.

**New Business**

1. Golf Carts – Bobby opened the discussion by stating there are no thoughts to do away with the golf carts and in fact, it seems to be the consensus of the Board that it would be okay to have golf carts in the community. However, in order to protect the community, we need to proceed to legalize the golf carts on Tallavana roads and get it right for the community. Bobby sees this as a community issue. Bobby stated the only negative issue currently is that the Association has a rule against off-road vehicles on the roads and people are ignoring the rule by using their golf carts. The rules should be in place first before the golf carts are allowed on Tallavana roads.

Cheryl stated there are actual laws regarding golf carts. We have an agreement with the sheriff's department to enforce Florida laws on our roads; laws that clearly state no golf carts allowed on public roads. The rules for golf carts require the owner to have insurance. Cheryl continued that speed is not the issue and the tires will not damage the grass; age limits will need to be addressed.

Bobby stated the current governing documents say no off-highway motorized vehicles are allowed on Tallavana roads. There was some discussion about a golf cart being considered motorized since it runs off a battery. Some believe since the rule specifies dirt bikes, go-carts and all-terrain vehicles and golf carts are not mentioned then they are legal. Some argued the issue of public/private roads. Bobby read the rule in its entirety.

**150. Off-highway vehicles prohibited**

1. No off-highway motorized vehicle, except one being used for an association approved maintenance project, shall be operated at anytime within the subdivision known as Lake Tallavana in Gadsden County, Florida.
2. Off-highway motorized vehicle includes dirt bikes, go-carts, all-terrain vehicles, and any other motorized vehicle which is not allowed to be operated on the public streets and highway of the State of Florida.

Bobby reported that at a meeting with our attorney, Ken Abele, regarding collections, the golf cart topic came up and Ken was asked to research state statutes, rules, regulations and anything else pertinent to golf cart communities so that we may develop the best way to set rules, allow golf carts yet protect the community. There was more discussion, mostly from the attending members who are currently using the golf carts on Tallavana roads. Discussion was concluded with the Board stating they are trying to do what is best to protect the community and still legally become a golf cart community.

2. Emergency Exit – discussed under Budget report.

3. Nominating Committee – Having concerns about the past practice of very little preparation in appointing members to the nominating committee, Bobby would like to see more thought in the appointment process. The Board is to appoint five members to serve on the nominating committee.

Bobby asked the Board to present names for the nominating committee to Pat Powell. Pat is to call the named members to see if they would be willing to serve on the nominating committee. The list will then come back to the Board for their decision of appointments. Pat will present a list to the Board at the October meeting.

With no further business, meeting was adjourned at 9:45 p.m.

Respectfully submitted,

Debra Robinson, Corporate Secretary

**TALLAVANA HOMEOWNERS' ASSOCIATION, INC.  
ARCHITECTURAL CONTROL COMMITTEE**

**August 4, 2011**

**Report**

Meeting of the monthly Architectural Control Committee (ACC) was held on August 4th, 2011 at the pavilion of Lake Tallavana.

PRESENT: ACC Members –Pat Powell, Linda Ortiz, Dorothy Ross, Kimsey Helms  
Other THA Members – Debbie Robinson and Diane Sheffield

**Approvals:**

*(Following were presented at the July ACC meeting but with lack of a quorum, submittals were approved at the August meeting)*

Gary & Laura Johnson, 459 Honeysuckle Dr., submittal for new roof using same color and style of shingle as existing roof and the removal of 3 trees. One tree is dead, the second tree was destroyed when another tree fell on it and the third tree to be removed is endangering the house. None of the trees are in the buffer.

Mark & Sue Isaac, 2357 Tallavana Trail, submittal for removal of 1 dead pine tree endangering their house or the neighbors depending on the direction it could fall. Tree is not in buffer.

Paul & Deberah Keith, 3445 Tallavana Trail, submittal for removal of 1 large pine near house. Tree is damaged and infested with pine beetles.

*(Submittals presented at August meeting)*

Jack & Norma Wolfgang, 3982 Tallavana Trail, submittal for extension of the existing driveway to the garage using rock. Garage was built by previous owners but there was no driveway other than grass.

Warren & Faith Jones, 2539 Tallavana Trail, submittal for new dock as existing dock is falling in.

Kimsey & Laura Helms, 3059 Tallavana Trail, submittal for removal of 2 dead trees. Both trees would damage house if they fell in that direction and neither tree is in the buffer.

Mike Mapstone & Carolyn Rankine, 2167 Tallavana Trail, submittal for new septic tank as per Health Department requirements.

**Pending:**

**Other ACC Issues:**

Respectfully submitted,

Debbie Robinson  
Corporate Secretary for Tallavana Homeowners' Association

**TALLAVANA HOMEOWNERS' ASSOCIATION, INC.  
ARCHITECTURAL CONTROL COMMITTEE**

**September 01, 2011**

**Report**

Meeting of the monthly Architectural Control Committee (ACC) was held on September 1<sup>st</sup>, 2011 at the pavilion of Lake Tallavana.

PRESENT: ACC Members –Pat Powell, Linda Ortiz, Dorothy Ross, Kimsey Helms and Gary Robinson  
Other THA Members – Debbie Robinson

**Approvals:**

Paul Watson, 66 Honeysuckle Drive, submittal for new roof and tree removal. The roofing shingles are a dark green and to replace the existing brown. Two trees are to be removed, both near the house and not in the buffer.

Dorothy Ross, 200 Audubon Drive, submittal for removal of 3 trees, all dead. Two of the dead trees are in the front buffer and the third tree is in the back yard near the house. (Dorothy did not participate in the approval of this submittal.)

**Pending:**

**Other ACC Issues:**

Respectfully submitted,

Debbie Robinson  
Corporate Secretary for Tallavana Homeowners' Association