

Turnberry Homeowners Association, Inc.
Board of Directors Minutes
September 29, 2010

I. Call to Order

The meeting was called to order at 3:00 p.m.

II. Establish a Quorum

A quorum was established with the presence of: Charlie Yorio, Mike Talbert, Rolf James, Mardee Jenrette and Eugene Rankin.

Attending on behalf of MAY Management Services: Tim Hutchison and Janette Cilliers.

III. Approval of Minutes of August 25, 2010 Board Meeting

Rolf James made a **motion** to approve the 8/25/10 minutes as submitted. Mike Talbert seconded and the **motion** was carried unanimously.

IV. USSA Security and St. Augustine Towing

- a. Discussion of towing policy and procedures – The Board passed the Towing Policy effective October 1, 2010. The Board set forth the Guidelines of the Towing Policy with USSA Security. There are two types of towing issues. The first issue would be when a vehicle is parked in the street overnight, or at the pool area, without a valid parking pass. A USSA Security officer will issue a parking citation for first offense. (See “24 hr. grace period motion” below). The same vehicle will be towed immediately for second offense.
- b. The second issue would be if a vehicle is parked in front of a fire hydrant, driveway, or mailbox, the vehicle will be towed without a 24 hour notice, although the security officer will attempt to contact the owner first. The parking citation will also have the date and time the citation was issued.

Charlie Yorio made a **motion** that 24 hours after the citation is placed on the vehicle, if not moved, the vehicle will be towed. Mike Talbert seconded and the **motion** carried unanimously. The Board has also asked that the Security Officer mark and report street lights out, and flag irrigation issues, then report them to Tim Hutchison at MAY Management.

V. Financial Report

Rolf James presented the financial report as of 8/31/10.

Operating Fund balance.....	\$ 56,054.62
Cash in Bank.....	\$ 42,402.38
Replacement Fund balance.....	\$ 68,702.15
Year To Date – positive variance.....	\$ 7,715.97

Mike Talbert made a **motion** to approve the July Financial Statement as presented. Eugene Rankin seconded, and the **motion** carried unanimously.

VI. Managers Report By Tim Hutchison

- a. Ladies Room Door Repair – Tim Hutchison reported that the slats on the ladies room door at the pool cabana are in need of repair. Tim Hutchison will be meeting with a vendor on Thursday morning to see if the door can be repaired or if it will have to be replaced.
- b. Calendar of Events (Budget and Annual Meetings) – Tim Hutchison discussed the timeline for both the Annual and Budget Meetings. He was asked by the board to include in the mailing inviting candidates for the board, the information that there would be two openings, and the

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names of the current board members (Rolf James, Eugene Rankin and Charlie Yorio) who will be continuing for the second year of their term.

The budget meeting will be on 11/17/2010 at 3 PM and annual meeting the same date at 7 PM.

- c. Sidewalk Repairs Status– Tim Hutchison reported that he received confirmation of the proposal from Mills Concrete that the price will remain as originally quoted. This project will be scheduled for next week weather permitting.

Robert Witham, a Turnberry homeowner, brought up the quarterly letter that was mailed to all homeowners regarding the owner's responsibility to repair the sidewalks in front of their lots. He questioned whether the sidewalk was really personal rather than common property. The Board indicated that this issue be researched further for clarification. The Board will table this issue until clarification is received

- d. Pressure washing of pool deck – Tim Hutchison reported that the pressure washing was supposed to take place today. He will follow up in the morning to see that it was done.
- e. Variable Frequency Drive for Pool Pump – Tim Hutchison reported that he has not had enough time to get a full report on this issue. Tim Hutchison will meet with Doug Van Horn with All About Pools to discuss the options.
- f. Mike Talbert made a **motion** to have Tim Hutchison contact FPL to come out to perform a voltage test on the pool equipment. Eugene Rankin seconded and the **motion** carried unanimously.

VII. Committee Presentations

- a. Landscape – Mardee Jenrette deferred any report until the discussion regarding the sod.
- b. Social – Mardee Jenrette reported on behalf of social committee members who were not in attendance, that the party for October 23rd is on track with 10 responses to date.
- c. ARB –No report.
- d. Enforcement – No report.
- e. Safety – No report.
- f. Welcome – Recent home sales - No new residents for September. There has been good communication between the Welcome Committee and MAY Management.
- g. Website – Tim Hutchison, with the board's approval, will contact Steve Cashat to have him post on the website the timeline of the Annual meeting. There is information on the website regarding the upcoming Fall Fest.

VIII. Old Business

- h. Towing Contract – Completed. MAY Management has a copy of the 1-year contract on file along with the report.
- i. Common area sod replacement (Motion required) – Mardee Jenrette walked the area with Tim Hutchison and Jay Jernigan with Nanak's. Mardee Jenrette reported that the mulch comes to the sidewalk in the area where the new crepe myrtles were planted. The proposal was to have sod

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along the border of the sidewalk, as well as along the backside of the berm facing the lake. It was recommended not to sod the backside of the berm since it is not visible from the road. This would cut the cost of the sod installation in about half. The second area addressed was at the entrance of the property just before the first house on the right. This area is common area and the sod should be replaced. The third area discussed was at the corner of Sandlake and Edge of Woods road. This area appears to be a possible irrigation coverage issue. If so, Nanak's will replace the sod at no charge. The final sod-related issue discussed was the misapplication of a spray mix used to control weeds, which is destroying much of the common area. Nanak's will assess the situation on Friday, October 8, to determine the next steps of action. There was discussion if Nanak's should sod the common area that is the association's responsibility now, or wait until they sod the damaged area in which they are responsible. Mike Talbert suggested (A) to approve the project that was started before the misapplication, based on the cost and (B) give Nanak's until next week to respond and begin the replacement of the new sod. Mike Talbert made a **motion** to approve the common area sod replacement pending the cost. The cost will be approved by e-mail. Mardee Jenrette seconded and the **motion** carried unanimously.

Mardee Jenrette will prepare a statement for the web explaining the condition of the common area sod and Nanak's commitment to replace as needed-

- j. Fernwood street sign repair – The sign has been repaired.
- k. Mariam Elias Way irrigation permit / ARB Application – A letter was mailed, along with a blank ARB application, requesting the homeowner submit an application defining a plan to screen the equipment from view. There has been no response from the homeowner to date. The owner has 14 days to submit the application to the ARB, or a second letter will be issued. The St. Johns County Permitting Department did verify the homeowner obtained a permit prior to installation of the well.
- l. Community color palette – Mardee Jenrette stated that a problem exists in that “earth tones” carries a variety of definitions. She suggested the Board select the definition it wishes and give that to the ARB along with illustrative paint samples. Mike Talbert stated that the ARB should be provided the opportunity to establish the guidelines that would be accepted by the Board. Mardee Jenrette will prepare a statement on this subject for the Board's review to be sent to the ARB.
- m. Pool rules for guest – The final draft of the Guest Pool Pass Policy was presented for approval. Mardee Jenrette made a **motion** to approve the Guest Pool Pass Policy as presented. Eugene Rankin seconded and the **motion** carried unanimously.

IX New Business

- n. Common area irrigation maintenance – There was discussion regarding the pump at Edge of Woods and Sandlake Road. The pump had been running 24 hours a day, so MAY Management was contacted. MAY Management then contacted Nanak's to inspect the pump. Nanak's turned the pump off, but didn't follow up, and it was apparently left off for an extended period of time. Tim Hutchison will contact Jay Jernigan, Dan Muse, and Bill Oxley, with Nanak's, to discuss their plan to check on irrigation issues in Turnberry in a consistent and timely manner.
- o. Pressure wash pool deck, furniture and umbrellas to ensure completion. This was covered in Tim Hutchison's Manager report VI d.

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- p. Repair of ladies' room door – This was covered in Tim Hutchison's Manager's report VI a.
- q. Additional sidewalk repairs – This has been approved for Mills Concrete to move forward with the work.
- r. Budget Planning for 2011 – Set schedule for budget workshops – There was discussion on the dates and times to schedule the budget workshops. The Board would like Ms. Cathy Savarese, MAY Management's Association Accounting Manager to attend the first budget workshop to be held on Thursday 10/7 or Friday 10/8, with Friday being the first choice. The second meeting will be held on Monday 10/11 at 10:00 and both meetings will be here at MAY Management. The meeting will be posted on the community bulletin board.
- s. Budget Assumptions from MAY Management – A draft of this information was sent to the Board by e-mail from Tim Hutchison.
- t. Contract Renewals – Tim Hutchison stated that he has received all contracts back and with no price increases. The Board would like to see copies of the contracts.
- u. Committee Budget requests – The Board has asked Tim Hutchison to contact the Committee chairmen to get their budget requests for next year.
- v. Schedule date for mailing Annual Meeting Notices – including proxy & nominations for two Board vacancies – The dates for the mailing of the notices have been set.

X. Adjournment

With no further business to discuss, Mike Talbert made a **motion** to adjourn the meeting at 5:06 p.m. The **motion** was seconded, and carried unanimously.

XI. Open Forum