

# **Weems Plantation Homeowners Association, Inc.**

Board of Directors Meeting - Minutes

December 10, 2015 - 7:00 pm

Meeting called to order by Randy Pupo, President at 6:58 p.m.

The following board members were present: Bruce Delrose, Dwanna Hill, and Julia Lunt.

Also present were Diane Randolph and Dee May with Lewis Association Property Management, LLC.

**Guests:** Joyce Graham, Shirley Roberts, Evelyn Sewell, and Virginia Stewart

**Guest Speakers:** None

**Minutes:** The minutes from the November 21, 2015 meeting were read by Diane and approved by the board with edits to the financial section. Diane to make corrections to the minutes.

**Modification to the Agenda:** Added tree trimming on Addison to Old business, also added Audit Presentation to Old Business.

**President Message:** Thanked everyone for coming and thanked Evelyn for hosting the meeting and welcomed guests.

Lewis Property Management team clarified their role for Weems Gardens/Plantation. Diane explained that Dee oversees the financials for Weems and Diane handles the other day to day business as Operations Manager on behalf of Weems Plantation.

The Board requested that a rough draft of Board material be emailed to members the Monday prior to each Board meeting.

## **New Business**

- a. Julia Lunt was inadvertently left off the list as of Board members as the returning Vice President and has confirmed her role for 2015-2016 Vice President.
- b. Information regarding the Ceiling Insulation Grant will be put on the Weems Plantation website and included on the next community flyer. Evelyn also suggested advertising on the community board.
- c. Need to follow-up on the gift card for the resident that allowed the usage of water and power for park events.
- d. The current notification and report process has been nonexistent because there is no active Fines and Violations Committee. Bruce expressed his concern about Weems loss of revenue by not actively fining homeowners. The current process states the committee must consist of three (3) Weems homeowners who are non-Board members.

- Diane stated that she would send a summary of background information on the Fines and Violations Committee to Bruce
- Bruce asked that the Weems Neighborhood Violation list mirror the Delinquency report. He asked that both include a key and headers.
- Items tabled for next meeting: Diane to bring the language for the covenant, violations and delinquencies, and bylaws and statutes for discussion purposes of aligning the bylaws and statutes.

### **Old Business**

- a. Conversation regarding the conservation area cleanup/pond was tabled as we wait on the area to freeze over to better gain access to area.
- b. Continued discussion regarding two trees on Addison/Tavistock Street that need to be trimmed that are blocking the street view. Diane stated that she would report to the City of Tallahassee. Bruce provided information about Bradford pear trees and the potential damage that could be caused if they are not monitored.

### **Financials**

- November 2015: total income \$136.40; total expense \$881.07; net income \$-743.69; total delinquency amount as of November 2015 \$13,738.81

It was reported that Weems had no findings on their recent audit report conducted by James More and Associates. Bruce asked if the auditor could make a presentation to the Board.

Board discussed the discrepancy between the quoted and Board approved price of \$3,000 audit price and the actual \$8,000 price charged. Diane is to work with Cheri on a justification for the unauthorized increase in cost.

Diane is to send a copy of the finalized audit to Dwanna and Bruce.

Approval of November 2015 financials were motioned by Bruce and Second by Julia.

Bruce had modifications to the October 2015 financials. He requested they reflect a \$0 balance. Approval of the amended October 2015 financials were motioned by Bruce and Second by Randy.

Board discussed meeting minutes to be submitted to Diane 2 weeks prior to the next meeting. Diane will in turn send minutes out to Board by the Monday prior to the Board meeting. Board members should review prior to meeting and bring any edits to the meeting.

## **Committee Reports**

- **Code of Rules:** Seventeen violations listed on the December 2015 report
- **Grounds Maintenance:** It was stated that the City of Tallahassee has removed all of the irrigation meters. Dee stated that she will find out what the deposit and fees are to put the meters in Weems' name.

### **Events:**

- Holiday Gathering December 12, 2015. The Holiday light winner has been chosen and will be announced at the Holiday Gathering at the gazebo. Santa Claus will be at the event so bring cameras.
- **Welcoming Committee:** November 7, 2015 there were four (4) visits. Three within Weems Plantation and one within the Gardens of Weems.
- **Website:** Diane will upload the approved November 2015 Board of Directors Meeting Minutes, link to City of Tallahassee TOPs page, and December Holiday light winners to the website by December 15, 2015.  
Shirley to text Diane the winners.
- **Crime Watch:** Crime watch report showed 2 incidents within a ½-mile radius of the neighborhood. Joyce has asked for volunteers to serve as block captains. Discussed the City of Tallahassee Resource Officer to discuss crime watch with residents tentatively at the Mardi Gras event.
- **Architecture Committee:** Requested additional information regarding a previous request for a ditch. Pictures reflect ditch is only partially covering trench. LPM will contact the resident again regarding completing the project or call the City of Tallahassee in regards to a code enforcement violation.
- **Comments:** None

Meeting adjourned at 8:37 pm, motioned by Randy and Second by Julia.