

PHILLIPS OAKS HOMEOWNERS ASSOCIATION, INC.

BOARD OF DIRECTORS' MEETING MINUTES

September 23, 2024

I. **CALL TO ORDER** - The meeting was called to order at 6:58pm at the Dr. Phillips YMCA.

Directors Present:

Karen Rugerio, President

Tome Lupo, VP

Sue Robson, Sec,

Varsha Shah, Treas,

David Smith, Director

Members Present: Felix Robinson, Robert Carpenter, Fuad Nasib, Sue Porro.

Also in Attendance: Two representatives from our new Community Management Professionals (CMP) / Associa Management team, Carmen Romero, LCAM and Elizabeth Sierra, a Director who will lead the team through our transition into this new system.

II. **MINUTES** – Minutes of the previous meeting were unanimously accepted.

Karen made a Motion to approve the minutes for the meeting held in August 2024 as presented, Tom seconded the Motion, all in favor. Motion carried.

III. **ARCHITECTURAL REVIEW BOARD REPORT**- Update on new Website that was created and updated.

- Inspections- Tom and Carmen will connect.

IV. **FINANCIAL REPORT/COLLECTION ACTION REPORT**- update was provided to the owners.

- Late fees- BOD updated.

V. **OPEN FORUM**

- Owners- had questions on delinquencies and collection policy.
- Questions on new payment locations
- Association – needs a collection policy.
- Road Bumps to work with the city to correct, roads.
- Stop lights – City to get working on items.
- Tree Removal – Board will work with CAM.

VI. **OLD BUSINESS**

- A. Potluck Picnic success- The Board was very happy with the social event.
- B. Transition to CMP Management. Transition is ongoing, several items are being worked on as of now.

VII. **NEW BUSINESS**

- A. Dangerous sidewalk by mailbox at Oak Promenade-
 - a. CAM to get quotes to ensure we correct (wall, roots, Tree removal, that needs to be correct)
Associa to get AOC quotes for repairs.
- B. October Assessments
 - a. Update was given to the homeowners.
- C. Annual Election
 - a. Nov-15, 2024 both Budget and Annual Meeting will be held together.
- D. Bench on Winder Lynne/ Robert Carpenter update. - the association-
 - a. will have it donated and will contract someone to install.

E. Organizing Holiday Committee

- **Motion to appoint Karen, Sandy, Fuad and Cristina to the Holiday Committee by Tom, second by Sue. All in favor. Motion carried.**

VIII. **ADJOURN**

Motion to adjourn made by Varsha at 7:58 pm, Tom seconded the Motion, all in favor, Motion carried.