

HOA BOARD MEETING  
December 30, 2024, at 5:00pm  
AGENDA

- Meeting call to order
- Proof of notice of the meeting given
- Establish a quorum (3 of the 5 board members need to be present, or via phone/conferencing)
- Review & Approve Board of Directors Meeting Minutes
- Financial review

Discussion of Unfinished Business:

- Update regarding unpaid dues: At the last meeting, Jennifer notified the Board of two accounts that were sent to the attorney for an attempt to lien because of unpaid HOA dues. One of the two accounts has paid in full, the other we are moving forward with the legal process.
  - Board vote: Amenity access being revoked for 2023 Grand Oak Dr.; HOA account is more than 90 days past due.
- Board member certification course: New Florida guidelines require Board members to complete a Board certification. New board members must complete a four-hour education course within 90 days of their term beginning. Established board members must complete the course no later than June 30, 2025, and repeat certification every 4 years. Jennifer will provide the Board with locations for state-approved courses.

Discussion of New Business:

- The Phase one pool has been acid washed to remove staining. The pool and spa also received a fresh coat of paint around the outside. – Our pool specialist has noted that we do need to plan to complete a full resurfacing of the pool within the next year based on age and having done two resurfacing jobs during its lifespan, as we have reached the end of the current useful life.
- Sidewalk inspections have been completed, areas were marked for grinding, and grinding was completed December 16/17.
- Jennifer has collected quotes for complete tree trimming in phase 1 – Quotes received from Lewis Landscaping, and All Southern Outdoor (see attached).

- HOA maintenance will begin painting touch-ups for the front doors in Phase 1 townhomes in January 2025. This will be done in sections; notices will be sent to owners as scheduled.
- Owners in the community have reached out to the HOA office requesting the Board discuss a solution concerning the fence between our community and Heritage Park Apartments over the ongoing issue of kids and young adults breaking down the fence to enter our community and use our amenities. Suggestion has been made by homeowners for the HOA to put up our own, sturdier fence to make it more difficult for them to enter. Heritage Park Apartments does not repair the fence any longer when broken and leaves the areas open.
- Discussion to change the clubhouse operating hours to match the office operating hours. This will help solve some of the outside usage from those who do not live on our property. Usage would remain available to residents for the gym and the upcoming business center by code entry. During the hurricane season when the clubhouse was closed for a few days, we witnessed after business hours young people who do not live in Heritage Key coming in to attempt to use clubhouse amenities, and they would turn and leave back to the fence area when they found the area closed.

- Any other new business
- Adjournment