

Sean B. D.

**TERRA MANAGEMENT SERVICES, INC.**

Scotsdale Bluffs, Organizational Board Meeting

April 2, 2018

Location:

Dunedin Library- 223 Douglas Avenue

Dunedin, Florida 34698

**AGENDA**

Called to Order – Establish a quorum

Approve of previous meeting Minutes:

**Manager's Report – Terra Management**

1. Financials
2. Collections

**Old Business: - Terra Management**

1. Community
  - a. 1260 Bluffs Cir update

**New Business: - Karen Blanchette**

**Adjourn**

**Homeowner Input - 3 minutes per owner**

# SCOTSDALE BLUFFS HOMEOWNERS ASSOCIATION, INC.

## MINUTES OF MEETING

The Regular Meeting of the Board of Directors of Scotsdale Bluffs Homeowners Association, Inc. was held on February 20, 2018 at the Dunedin Public Library, located at 223 Douglas Avenue, Dunedin, Florida.

Present were Board of Directors Karen Blanchette, David Runkle and Ben Nelson and Mary Bruce also present was Regina Davidson of Terra Management Services and several homeowners.

### **FIRST ORDER OF BUSINESS - CALL TO ORDER**

The meeting was called to order at 6:05 PM

### **SECOND ORDER OF BUSINESS – APPROVAL OF MINUTES**

The minutes of the October 30, 2017 meeting were distributed to the Board of Directors. Regina Davidson asked if there were any changes needed to the minutes presented. There being one change the approval was tabled for revisions.

### **THIRD ORDER OF BUSINESS - OLD BUSINESS**

Regina Davidson presented the management report to include an overview of the financials, an update on the community sales which consist of no new homeowners for January 2018. Collections are at a minimum with only 6 accounts at 30 days.

Stop Bar: The lack of response from the City to the request of painting the bar and or providing a date was discussed, Regina to continue to contact the city for an update.

Penny Court: Regina advised she is meeting with new landscaper, will request that the trees be trimmed and grounds be manicured, will walk the community to address any other items noted.

Irrigation: Regina scheduled to meet with Pipe Irrigation to inspect irrigation system and determine best schedule for ongoing inspections and repairs.

Pond: during the last inspection it was noted that the pond had an abundance of weeds and algae, this was treated 02/20/18 and will be treated once a month for the next 3 months.

Inspections: 65 Friendly reminders were sent out in the month of January, there has been and overall positive response from the homeowners.

### **FOURTH ORDER OF BUSINESS – NEW BUSINESS**

*A Motion duly made by Karen Blanchard to appoint Mark Hamilton as Secretary, seconded by Ben Nelson, the Board approved the appointment of Mark Hamilton. Mark was contacted via phone and graciously accepted the position as Secretary.*

Karen Blanchette announced the resignation of the Secretary Bill Raymond.

1260 Bluffs Circle – Regina contacted the City of Dunedin she has obtained an agreement that they will pressure wash and paint the pump house by March 5<sup>th</sup>.

Future 2018 meeting dates were announced; HOA Meeting April 2, July 2 and October 1.

Community Social event dates were chosen; Community Picnic is September 30, 2018, Garage sale is March 10<sup>th</sup>, Regina to assist in advertising.

Larry Vines reported on the back fence "Mc Alister" developer, homeowners have gained a small buffer of land as the fence is installed outside of the Scotsdale homeowner property line. The Scotsdale homeowners are not responsible for this fence.

Scotsdale Street fence issue was discussed in depth; 3 options were presented to the community.

- 1- **HOA Owned Fence;** This option is the most expensive to the community. There would be legal fees for counseling, drafting and filing amended Declaration of Covenants, legal fees to resolve issues that may arise with homeowner's, expenditures for removal of existing fences and vegetation. Long term maintenance expense of the fence after installation. The positive outcome with this option is consistency of fencing along Scotsdale Street and improved curb appeal.
- 2- **Replace Existing Hedges;** The Board obtained several proposals to replace the existing hedges with a screen type hedge, the average cost of approximately \$11,000.00. This option is more cost effective as it would not require any legal fees or amendments to the existing Declaration of Covenants. This option would also provide consistency once the hedges mature however this would take several years before they matured.
- 3- **Do Nothing;** The HOA would not do anything and the individual homeowners would be responsible for replacing and or repairing their fence.

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The floor was proceeded to an open discussion; a homeowner abutting Scotsdale street suggested that any decision be made when a larger number of the Scotsdale Street Homeowners were present. Audience posed questions on the proposed hedges, cost of removal. length of time to mature, additional expenses for sprinkler repairs and future maintenance cost. Questions posed on the type of fence to be installed, possible future maintenance as well as legal fees and why any legal council would be needed. Finding was discussed, installation of hedges would be most economical, fence would require funds out of reserve and possibly a special assessment.

*A Motion duly made by Karen Blanchard for installation of hedges however the floor spoke over her and no second was made at the time*

A show of hands was taken to get a feel for the wishes of the community:

Installation of fence	10
Screen hedges	14
Nothing	4

*A Motion duly made by Ben Nelson to table decision to investigate options more in-depth, seconded by Mary Bruce, the Board agreed to obtain more information.*

Ben Nelson provided a short update on the Triangle park space, the space will be a passive park, homeowners voiced their opinions of leaving it as is verses making a park out of it. More discussion with those homeowners who abut the park will transpire as well.

An update on the Architectural Review Board was provided, the average processing time is less than a week.

A quick overview of the different websites was presented with and brief explanation of what each site offers.

Ideas for the Welcoming Committee discussed such as HOA contacts, By-Laws, Declaration and a gift.

**- ADJOURNMENT**

There being no further business, a motion was made and duly seconded to adjourn the meeting at 7:12 P.M.

Accepted:

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

# SCOTSDALE BLUFFS HOMEOWNERS ASSOCIATION, INC.

## MINUTES OF MEETING

The Regular Meeting of the Board of Directors of Scotsdale Bluffs Homeowners Association, Inc. was held on October 30, 2017 at the Dunedin Public Library, located at 223 Douglas Avenue, Dunedin, Florida.

Present were Board of Directors Karen Blanchette, David Runkle, Bill Raymond, and Ben Nelson and Mary Bruce also present was Regina Davidson of Terra Management Services and several homeowners. The Board introduced itself as well Regina Davidson as the new community manager. Regina gave a synopsis of her experience.

### **FIRST ORDER OF BUSINESS - CALL TO ORDER**

The meeting was called to order at 6:46 PM

### **SECOND ORDER OF BUSINESS – OLD BUSINESS**

Regina Davidson presented the management report to include an overview of the financials, an update on the community sales which consist of 2 new homeowners for 2017. Collections are exceptional with only 1 account on the Accounts Receivable report.

An overview on the community in general, covered the damages caused by Irma and possible assistance from FEMA. An update on the Pump house monthly maintenance, the city only maintains it monthly meaning it is cut monthly and trimming is 1 time a year. Terra has continued to request some additional cleaning and pruning to be performed. The City of Dunedin continues to state that the stop sign bar is on a schedule to be painted however they do not provide a date. A request was made for the name and number of the department to be forwarded to the Board.

Community Update: Karen Blanchette provided an overview of the ScotsdaleBluffs.us website, it is up and running, provides links to the ARB applications, covenants, contract, etc.

ARB: process application; Sherrae Nelson provided an overview of the process, the improvements implemented with a reduction in approval time from a month to within 24 hours, an updated report was provided to the Board.

Community projects: Sprinklers were repaired in July subsequently the common area lawn is much healthier; entrance signs were pressure washed and painted and the damaged plants were replaced. A brief discussion on the front entrance and possible improvements ensued with the conclusion that this would be discussed in more detail in the future.

Penny Court: Possible uses for the lot was discussed and the need for a committee to spearhead the improvements was discussed.

Development Committee: An update on the Triangle Park area was provided. The area was measured and inspected to determine the best plan as the parks division has this area as a passive park. A committee consisting of Bill Nelson, James Hancock, Paul Brunhammer and Bill Raymond will continue to explore possible plans and meet with the city to discuss.

Stop Bar: The lack of response from the City to the request of painting the bar and or providing a date was discussed as was the speed limit, Bill Raymond will contact the City to address the stop bar. The possibility of reducing the speed limit was discussed, this topic was brought up to the City prior with no resolution, the possibility of using "Drive like your Kids live here" signs was discussed. Terra to provide a sample of the sign.

Scotsdale Fence: The Fence was discussed with no resolution other than it needs to be researched to determine what is the best resolution.



Animal Waste: Violations in general were discussed, a "Friendly Reminder" was recommended as was any persons witnessing violations providing pictures if possible and forwarding to Terra. A brief discussion on other violations ensued, it is time that violations be issued. Tony Walton provided a list of items he felt needed to be addressed and a short discussion on holding off on roof and lawn violations caused by Irma.

Community Management: Karen discussed the difficulties the Board has experience as well as the needs of Scotsdale Bluffs as a community and services Terra's offers as opposed to other companies and the services they offer. The Board will be actively looking at other companies.

### **THIRD ORDER OF BUSINESS – NEW BUSINESS**

There being none at this time.

### **FOURTH ORDER OF BUSINESS- ADJOURNMENT**

There being no further business, a motion was made and duly seconded to adjourn the meeting at 8:12 P.M.

Accepted:

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



**SCOTSDALE BLUFFS  
HOMEOWNERS ASSOCIATION, INC.  
Management Report  
April 2, 2018**

**FINANCIAL:**

- February 2018 financial statements:
  1. Operating Account: \$47,915.65
  2. Reserve Account: \$14,989.92

**DELINQUENCIES and COLLECTION LITIGATION:**

- Aged Balance is attached as of 4/2/18. Balance: \$424.67

**GROUNDS and MAINTENANCE:**

Entrance

- Entrance
  1. Continue to contact city with regards to painting the stop bar.
  2. 1260 Bluffs Circle – the pump house has been painted.
- Friendly reminders continue to be sent out, we have seen an abundance of positive feedback from most owners.



**Scotsdale Bluffs Homeowners Association, Inc.**  
**Balance Sheet**  
**2/28/2018**

**Assets**

Cash-Operating

1040 - Alliance Assn Bank - Operating \$47,915.65

Cash-Operating Total \$47,915.65

Cash-Reserves

1060 - Alliance Assn Bank - Reserve \$14,989.92

Cash-Reserves Total \$14,989.92

Receivables

1310 - Assessments Receivable \$410.37

1380 - Owner Admin. Fees Receiv. \$6.56

1390 - Owner Interest Receiv. \$7.74

1600 - Allowance for Doubtful Debts (\$189.55)

Receivables Total \$235.12

Other Assets

2550 - Refundable Deposits \$45.00

Other Assets Total \$45.00

*Assets Total*

\$63,185.69

**Liabilities and Equity**

Other

3010 - Accounts Payable \$583.00

3310 - Prepaid Owner Assessments \$5,154.23

3100 - Accrued Liabilities \$225.00

Other Total \$5,962.23

Reserves

5010 - Reserves - Interest \$91.68

5260 - Reserves - Deferred Maint \$14,898.24

Reserves Total \$14,989.92

Retained Earnings \$38,895.04

Net Income \$3,338.50

*Liabilities & Equity Total*

\$63,185.69

**Scottsdale Bluffs Homeowners Association, Inc.**  
**Income Statement w/Budget**  
**2/1/2018 - 2/28/2018**

Accounts	2/1/2018 - 2/28/2018			1/1/2018 - 2/28/2018			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<b>Income</b>							
<u>Income</u>							
6310 - Assessment Income	\$0.00	\$0.00	\$0.00	\$7,110.00	\$7,110.00	\$0.00	\$28,440.00
6370 - Owner Coll. Costs Income	\$0.00	\$8.33	(\$8.33)	\$0.00	\$16.66	(\$16.66)	\$100.00
6380 - Owner Admin. Fees Income	\$0.00	\$0.00	\$0.00	\$6.56	\$0.00	\$6.56	\$0.00
6390 - Owner Interest Income	\$5.37	\$4.17	\$1.20	\$5.37	\$8.34	(\$2.97)	\$50.00
6410 - New Owner Services Bundle Income	\$0.00	\$10.00	(\$10.00)	\$0.00	\$20.00	(\$20.00)	\$120.00
6910 - Interest Income	\$3.75	\$4.17	(\$0.42)	\$7.85	\$8.34	(\$0.49)	\$50.00
<b>Total Income</b>	<b>\$9.12</b>	<b>\$26.67</b>	<b>(\$17.55)</b>	<b>\$7,129.78</b>	<b>\$7,163.34</b>	<b>(\$33.56)</b>	<b>\$28,760.00</b>
<b>Total Income</b>	<b>\$9.12</b>	<b>\$26.67</b>	<b>(\$17.55)</b>	<b>\$7,129.78</b>	<b>\$7,163.34</b>	<b>(\$33.56)</b>	<b>\$28,760.00</b>
<b>Expense</b>							
<u>General &amp; Administrative</u>							
7010 - Management Fees	\$704.90	\$704.50	(\$0.40)	\$1,409.80	\$1,409.00	(\$0.80)	\$8,454.00
7020 - Accounting Fees	\$200.00	\$0.00	(\$200.00)	\$200.00	\$0.00	(\$200.00)	\$200.00
7160 - Legal Fees - General	\$0.00	\$33.33	\$33.33	\$0.00	\$66.66	\$66.66	\$400.00
7260 - Postage & Mail	\$0.00	\$1.67	\$1.67	\$0.00	\$3.34	\$3.34	\$20.00
7280 - Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,620.00
7450 - Other Taxes & Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$111.25
7890 - Misc. G & A	\$55.12	\$83.33	\$28.21	\$439.76	\$166.66	(\$273.10)	\$1,000.00
7990 - Bad Debt Expense	\$19.17	\$19.17	\$0.00	\$38.30	\$38.30	\$0.00	\$230.00
<b>Total General &amp; Administrative</b>	<b>\$979.19</b>	<b>\$842.00</b>	<b>(\$137.19)</b>	<b>\$2,087.86</b>	<b>\$1,683.96</b>	<b>(\$403.90)</b>	<b>\$13,035.25</b>
<u>Utilities</u>							
8910 - Electricity	\$29.03	\$29.58	\$0.55	\$59.90	\$59.16	(\$0.74)	\$355.00
8930 - Water & Sewer	\$27.75	\$69.58	\$41.83	\$56.25	\$139.16	\$82.91	\$835.00
<b>Total Utilities</b>	<b>\$56.78</b>	<b>\$99.16</b>	<b>\$42.38</b>	<b>\$116.15</b>	<b>\$198.32</b>	<b>\$82.17</b>	<b>\$1,190.00</b>
<u>Maintenance</u>							
9090 - Irrigation Repair & Maintenance	\$0.00	\$41.67	\$41.67	\$0.00	\$83.34	\$83.34	\$500.00
9110 - Gen. Maint. & Repair	\$0.00	\$20.83	\$20.83	\$0.00	\$41.66	\$41.66	\$250.00
9150 - Entrance Monuments	\$0.00	\$8.33	\$8.33	\$0.00	\$16.66	\$16.66	\$100.00
<b>Total Maintenance</b>	<b>\$0.00</b>	<b>\$70.83</b>	<b>\$70.83</b>	<b>\$0.00</b>	<b>\$141.66</b>	<b>\$141.66</b>	<b>\$850.00</b>
<u>Contract Service Expense</u>							
9610 - Lawn Maint. & Landscaping	\$450.00	\$450.00	\$0.00	\$900.00	\$900.00	\$0.00	\$5,400.00
9800 - Lake Maintenance	\$133.00	\$129.42	(\$3.58)	\$266.00	\$258.84	(\$7.16)	\$1,553.00
<b>Total Contract Service Expense</b>	<b>\$583.00</b>	<b>\$579.42</b>	<b>(\$3.58)</b>	<b>\$1,166.00</b>	<b>\$1,158.84</b>	<b>(\$7.16)</b>	<b>\$6,953.00</b>
<u>Reserves</u>							
9985 - Reserves - Deferred Maint	\$210.63	\$210.63	\$0.00	\$421.27	\$421.27	\$0.00	\$2,527.57
<b>Total Reserves</b>	<b>\$210.63</b>	<b>\$210.63</b>	<b>\$0.00</b>	<b>\$421.27</b>	<b>\$421.27</b>	<b>\$0.00</b>	<b>\$2,527.57</b>
<b>Total Expense</b>	<b>\$1,829.60</b>	<b>\$1,802.04</b>	<b>(\$27.56)</b>	<b>\$3,791.28</b>	<b>\$3,604.05</b>	<b>(\$187.23)</b>	<b>\$24,555.82</b>
<b>Operating Net Income</b>	<b>(\$1,820.48)</b>	<b>(\$1,775.37)</b>	<b>(\$45.11)</b>	<b>\$3,338.50</b>	<b>\$3,559.29</b>	<b>(\$220.79)</b>	<b>\$4,204.18</b>
<b>Net Income</b>	<b>(\$1,820.48)</b>	<b>(\$1,775.37)</b>	<b>(\$45.11)</b>	<b>\$3,338.50</b>	<b>\$3,559.29</b>	<b>(\$220.79)</b>	<b>\$4,204.18</b>

Scotsdale Bluffs Homeowners Association, Inc.  
 AR Aging Report Owners  
 Period Through: 2/28/2018

Account Number	Name	Unit Address	Unit	Current	30 days	60 days	90 days	Total Due	Status	Alt Status
100700780	Daniel & Jacqueline Oester	1151 Bluffs Circle	78	\$1.90	\$90.79		\$55.14	\$147.83	Statement	
100700310	John & Karen Keuter	1151 Jessica Court	31	\$1.19	\$90.00		\$3.99	\$95.18	Statement	
100700300	Jeffrey & Tracie Taylor	1157 Jessica Court	30	\$1.18	\$88.87			\$90.05		
100700010	Connie Black	1360 Bluffs Circle	1	\$1.10	\$82.62			\$83.72		
100700330	Chang & Min Park	1160 Jessica Court	33	\$6.56				\$6.56		
100700730	Phillip Works	1061 Fox Hollow Run	73		\$1.33			\$1.33		
				<u>\$11.93</u>	<u>\$353.61</u>	<u>\$0.00</u>	<u>\$59.13</u>	<u>\$424.67</u>		
				5	5	0	2			
Postage - CCR				\$6.56	\$0.00	\$0.00	\$0.00	\$6.56		
Interest				\$5.37	\$0.79	\$0.00	\$1.58	\$7.74		
Assessments				\$0.00	\$352.82	\$0.00	\$57.55	\$410.37		
				<u>\$11.93</u>	<u>\$353.61</u>	<u>\$0.00</u>	<u>\$59.13</u>	<u>\$424.67</u>		

Scotsdale Bluffs Homeowners Association, Inc.  
Change of Ownership Report  
Escrow Date: 1/1/2018-2/28/2018

3/12/2018

<u>New Account #</u>	<u>New Owner</u>	<u>Unit Address 1</u>	<u>Lot #</u>	<u>Previous Owner</u>	<u>Process Date</u>	<u>Escrow Date</u>
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