

Marsh Harbour of Kingsland POA
Board of Directors Meeting
104 Laurel Marsh Way, Kingsland GA 31548
Tuesday, 6:00 PM, 19 January 2016

The Marsh Harbour Board of Directors conducted the regular meeting on 1/19/16. All members were present including "contingent members" C Dumont, C. Fitzgerald, and H. Sepp. The meeting opened at 6:10 PM. The Minutes of the December Meeting were accepted on the motion of Mr. Figueroa and second by Mr. Greenberg. There were no visitors. The financial reports previously distributed were reviewed and passed over due to Mrs. Spears absence. The construction update was passed over due to Mrs. Spears absence. The violations/correspondence/complaint report was passed over. Mr. Figueroa provided a 2016 budget update and recognized suggested changes. The Annual Meeting format was reviewed. Budget and program format were revised. There was no aging summary or legal update. The meeting adjourned at 8:15 PM. Dave Corey

1. Call- 6:10 PM
2. Minutes- Approved motion Figueroa/second Greenberg
3. Visitors- None
4. Finance report- Mr. Figueroa mentioned that he had sent report corrections to Management regarding settlement income, Brookshire Retreat payments, and parkway payments.
5. Construction Update-The Dilworth Entrance is being processed by the City. Pool Fence installation is complete. There has been no response from Mr. Wheeler regarding Brookshire Retreat payment. Mr. Greenberg reported that Dalton Sign had been requested to provide a pool sign quote and Mr. Figueroa reported that he had purchased sign numbers.
6. Violations- Comments were made regarding basketball apparatus and illegal real estate signs. Management is to follow up.
7. Budget Update- Mr. Figueroa mentioned that the 2016 budget presented at the Annual Meeting would show an approximate \$103 K 2016 end of year amount. There is a \$2500 contribution to the Parkway Account, \$50 K CD, and a projected \$50 K plus check book balance. The computer

purchase was discussed and the pool card reader capability was mentioned that is currently controlled by the Management system. It was recommended that the current cardholders be re-registered to provide an accurate listing of pool users as the board plans to provide a pool supervisor. Discussion incurred regarding community members who do not pay their shared expenses. It was recommended that the tennis court lights be placed on a timer switch. Mr. Creo agreed to follow up. Pool lounge chair replacement was discussed and \$6 K was budgeted for this project. Legal Fees were discussed. \$9 K was allocated for 2016. Motion by Mr. Creo/second Mr. Corey that there would be no attorney contact unless approved by the board, the president would be the contact, and the categories of contact would be related to debtors, agreements, or governing documents. Passed. Security expenses for the annual meeting are \$25 per hour. Motioned by Mr. Greenberg /second Mr.Figueroa to approve the 2016 budget of \$164,590. Passed

8. Annual Meeting Update- The slide presentation for the Annual Meeting was reviewed and revised. Mr. Greenberg notified the board that the invitation to the Annual meeting would include the Proxy and updated 2016 budget.

9. Other Business- None

No aging summary or legal update was available

Meeting Adjourned 8:15 PM

MARSH HARBOUR OF KINGSLAND POA - Board of Directors Meeting
Farm Bureau Conference Room, 180 Mariners Drive, Kingsland, Georgia 31548
6:00 PM March 15, 2016

1. Call to Order:

President Greenberg called the March 15, 2016 meeting to order at 6:00 PM.

Board members: Chairperson – Wayne Greenberg – present
 Vice Chairperson – Robert Creo – present
 Secretary – Dave Corey – present
 Treasurer – Andy Figueroa – present

Committee Members: Howard Sepp Jr.

2. Visitors

Members Present: None

Also present: Kristina with Advanced Management Group.

3. Minutes:

The minutes for the January 19, 2016 were previously submitted via email to the board. Figueroa made a motion to approve minutes as submitted, seconded by Greenberg and the motion carried. Corey presented the 2/8/16 and 3/2/16 working session minutes were presented for the records only. It was noted that Laurel Oaks HOA is working with the board on the entrance refurbishment shared costs.

The annual meeting of 2/16/16 were presented and Figueroa made motion to accept the minutes as presented by the recorder with a second from Creo and motion carried.

4. Financials:

a. Parkway Shared Cost Entrances – the billing for March 2016, which is for the February services, has been done.

b. Month End MHPOA – February 2016

The operating account had \$115,045.64 in the account as of 2/29/2016. The income for the month of February was \$19,507.66 with \$73,383.10 for the year to date. The expenses for February 2016 were \$9,783.22 and \$24,945.94 to date.

As of 3/7/2016 the accounts receivable balance was \$54,414.25.

Figueroa made a motion to approve the January 2016 financials as presented. Seconded by Greenberg and the motion carried. Greenberg made a motion to accept the February 2016 financials as presented with Figueroa seconded and the motion carried.

5. Construction Update

106 Monticello Drive – Fence / Pool – recommended approval from King, motion to approve by Figueroa, seconded by Greenberg and motion carried.

104 Maybird – Fence – motion to approve by Figueroa, seconded by Greenberg and motion carried.

117 Maybird – House - recommended approval from King, motion to approve Figueroa, seconded by Greenberg and motion carried.

To expedite the recommended approvals, there needs to be an email vote within three (3) days from the board so that a letter can be sent to owner/builder. Then the documentation can be completed for voting ratification at each board meeting so it will be in the minutes.

Figueroa stated that the change to add the \$300 ACC fee was added to the architectural form and made a motion to approve the change. Greenberg seconded and the motion carried.

146 Laurel Marsh Way – construction has started and King should be doing the required checks on the progress.

6. Violations/Complaints/Correspondence:

AMS spoke of letters that were sent to Laurel Landing, Christians Landing and Inverness Chase all having boats or campers. A list of violations pertaining to some of the same issues was presented from the board that had been noted and Greenberg had requested board volunteers to process observed violations.

Fountain #3 has new motor. Southern Aquatics has sent motors off for warranty review.

7. Annual Meeting Update:

There were 26 properties represented at the annual meeting. It was suggested that next year the board go door to door to hand out reminder cards to encourage participation.

8. Parkway:

Crape Myrtle trees were approved to be replaced along the boulevard at the meeting with no more than 15 trees to be replaced. The price that was accepted was from Brock Landscape at \$170 per tree with anything over 10 being \$160. Each.

It was suggested that one more quote for the trees be obtained so that there were three (3) quotes.

9. Pool / Tennis Meeting Update:

AMS presented the quotes from Peachy Clean for pressure washing the pool / tennis area, sidewalks and curbing at \$830 with the tennis courts being an additional \$800. Hydromaster should be sending in a quote in the next few days and AMS will present when received.

Greenberg reported that the playground repair installation quotes have not been received to date. AMS will send out a reminder with a date that all quotes must be received.

Thirty (30) chairs were approved to be purchased and AMS is working to get those ordered and delivered as soon as possible.

10. Accountant Meeting:

It was approved at the meeting that the \$2500.00 be returned to the MHPOA operating account. It was also agreed that the MH Parkway account be closed and the money run under the MH Operating account for tax purposes. This was a recommendation from the CPA so that the money be accountable under the MH tax ID number and not appear to be non-accountable. Figueroa made a motion for AMS to close the parkway account and put the amount into the MH operating account. Seconded by Greenberg and motion carried.

11. Old Business:

Corey had a list of items that have been addressed in the past but not completed and / or tabled and not remained on the old business area until one or both was completed. He will supply that list to AMS for review and report.

12. New Business:

a. Greenberg made a motion to make Howard Sepp Jr. Vice President of the Financial Committee and Charles Dumont the Vice President of AAC Committee. Seconded by Figueroa and motion carried.

- b. Questions from Attorney – Greenberg will discuss the questions with the attorney so that an answer can be addressed. One of the questions of concern is the association spending the money for the declarant issue being resolved. This is felt that Sawyer should make sure that this is addressed and provide the proper documentation for to the association for its protection and integrity.
- c. AMS was previously given written instructed that the Board must direct management of the acceptance of any court cases and authorization to represent the board. AMS said that it has represented the association in Magistrate Court for several years and suggested that Board members attend these hearings so that if an issue should arise they can address it.

13. Other Business:

Nothing noted.

14. Adjournment:

Greenberg made a motion to adjourn the meeting at 7:45 PM. Figueroa second and the motion carried. The next board meeting is scheduled for Tuesday, April 19, 2016 at 6:00 PM.

Executive Session: Adjourned from executive at 8:45 pm. Respectfully submitted, K. Spears

ACTION ITEMS:

AMS – Follow up – with Hydromaster for quote.

AMS - Check for another quote on trees.

AMS – Set up meeting with Brock for tree replacement assessment.

AMS – Close Parkway account

Corey – Supply old items list to AMS

AMS – Follow up on list of old business items.

Greenberg – Follow up with attorney on questions.

AMS – Follow up with King on 146 Laurel Marsh construction

MARSH HARBOUR OF KINGSLAND POA - Board of Directors Meeting
Farm Bureau Conference Room, 180 Mariners Drive, Kingsland, Georgia 31548
6:00 PM April 19, 2016

1. Call to Order:

President Greenberg called the April 19, 2016 meeting to order at 6:00 PM.

Board members: Chairperson – Wayne Greenberg – present
 Vice Chairperson – Robert Creo – present
 Secretary – Dave Corey – present
 Treasurer – Andy Figueroa – present

Committee Members: Howard Sepp Jr.

2. Visitors

Members Present: See attached list

Also present: Kristina with Advanced Management Group.

3. Minutes:

The minutes for the March 15, 2016 were previously submitted via email to the board. Greenberg made a motion to approve minutes as submitted, seconded by Figueroa and the motion carried.

4. Financials:

a. Parkway Account – the billing for April 2016, which is for the March services, has been done. The checking account has been closed as of 4/8/2016. All accounting is being done in the MHPOA accounting.

b. Month End MHPOA – March 2016

The operating account had \$110,287.67 in the account as of 3/31/2016. The income for the month of March was \$7,182.09 with \$71,730.26 for the year to date. The expenses for March 2016 were \$17,376.58 and \$35,095.30 to date.

As of 4/18/2016 the accounts receivable balance was \$49,032.82.

Figueroa made a motion to approve the March 2016 financials as presented. Seconded by Greenberg and the motion carried. AMS was instructed to remove the Income #9 Interest Income which is accounting for under other.

5. Repair Status:

Playground - AMS reported the company said they would send out as soon as possible but they are scheduled for shipment on 4/29/2016. They are to ship to Edgy and he has been made aware of expected date.

Fountain #2 – AMS Southern Aquatics called this morning and reported that all the fountains have been repaired and running. The invoices have not been received yet.

Electrical Problems Fountains – AMS, Greenberg, and Creo all spoke with Southern Aquatics about the electrical concerns with the wiring to the fountains. The electrical run is too long and is putting stress on the fountain motors which is causing them to overwork. He feels that the control boxes and electrical boxes need to be closer to the fountains. AMS will speak with electricians to get quotes for this project.

Parkway Irrigation – AMS spoke with Lee Spell with the City of Kingsland. He said the materials for this repair is over \$7000 and the city would absorb this cost but he has to go before the City Council for approval to purchase the materials.

Street Lights Parkway - There are no street lights on the boulevard from Brookshire subdivision back to Christians Landing. Bill Coleman is with Public Works and Greenberg will call to set up an appointment to talk about this concern.

6. Sewage Pump Bushes:

Mr. Greenberg reported that the city has said that they had to have approval to purchase about 30 plants to go around the chain link fence area.

7. Entrances – Laurel Oaks Meeting:

Creo reported that a meeting was held with the Laurel Oaks association, president and vice president. They have not agreed to the installation of the irrigation but did agree to the planting of grass and flowers. The amount for both projects would be about \$4300 for Laurel Oaks which would include the Brookshire, Christians Landing and Dilworth entrances.

8. Building updates:

AMS is checking with King to make sure he is watching the building status. .

9. Golf safety concerns letter:

AMS sent out an email to all the email addresses pertaining to the golf course regulations for safety concerns. This requested that members not be on the golf paths or on the course during golf hours because it is a safety issue and liability issue.

10. Joffree Parkway Contract:

It was requested that AMS send the final revised contract from Joffree to the Board for a review.

11. Adjourn:

Greenberg made a motion to adjourn the regular meeting at 7:40 PM. Figueroa second and the motion carried. The next board meeting is scheduled for Tuesday, May 17, 2016 at 6:00 PM.

Executive Session: Adjourned from executive at 8:05 pm. Respectfully submitted, K. Spears

ACTION ITEMS:

AMS – Quotes for Electrical for fountains

AMS - Check for another quote on trees.

Greenberg – Public works, Bill Coleman, for Street lights on boulevard

Greenberg – Public Works, Bill Coleman, bushes at sewage area,

Greenberg - irrigation charges for Boulevard with Lee Spell with the City of Kingsland.

AMS – Follow up with King on 146 Laurel Marsh, House construction; 106 Monticello, Pool/Fence; 117 Maybird Drive, House construction.

MARSH HARBOUR OF KINGSLAND POA - Board of Directors Meeting
Farm Bureau Conference Room, 180 Mariners Drive, Kingsland, Georgia 31548
6:00 PM May 17, 2016

1. Call to Order:

President Greenberg called the May 17, 2016 meeting to order at 6:00 PM.

Board members: Chairperson – Wayne Greenberg – present
 Vice Chairperson – Robert Creo – present
 Secretary – Dave Corey – present
 Treasurer – Andy Figueroa – present

Committee Members: Howard Sepp Jr. – present
 Charles Dumont - present

2. Visitors

Members Present: See attached list

Also present: Kristina with Advanced Management Group.

3. Minutes:

The minutes for the April 19, 2016 were previously submitted via email to the board. Greenberg made a motion to approve minutes as submitted, seconded by Figueroa and the motion carried.

4. Financials:

a. Parkway Account – the billing for May 2016, which is for the April services, has been done.

b. Month End MHPOA – April 2016

 The operating account had \$109,082.53 in the account as of 4/30/2016. The income for the month of April was \$10,972.72 with \$82,702.98 for the year to date. The expenses for April 2016 were \$12,312.80 and \$35,294.88 to date.

 As of 5/12/2016 the accounts receivable balance was \$43,090.62.

The approval of the financials was tabled until some changes were made to the accounts.

 The AR reports need to be ran with oldest overdue amounts first or at the top.

5. Repair Status:

Playground - AMS reported that Edgy had completed the repairs to the playground and the labor was paid in May. The billing will be done separate so that it does not include the 10% capital amount.

Fountain #2 – AMS reported that Southern Aquatics was contacted and the parts have been ordered but it has taken a longer time this time to receive the parts. He said that as soon as they come in they will be installed.

Parkway Irrigation – AMS said that Mr. Sawyer said that he would address this irrigation on the boulevard.

6. Spring / Summer Newsletter:

Mr. Greenberg reported that the newsletter is going to be ready for distribution within the next week. The board wants to have it mailed regular mail. Article should be submitted by 5/20, with reviewing being done by 5/27. They want it to go out as soon as possible but at least by June 3.

7. Group Training/Discussion Meeting Topics:

Well Discussion – Golden Isles Well Drilling will provide another according to Greenberg. The area around the well on Tidewater needs to be cleaned up. AMS will contact Peters Landscape. The Board would like to see what has been spent on the wells for Tidewater, Jefferson and Lot 63. Greenberg made a motion to get another bid. Seconded by Figueroa and motion carried.

Entrances – Attorney letter –The attorney will be giving an opinion on the Laurel Oaks Agreement.

8. New Business:

No parking sign – Greenberg made a motion to approve the sign to be installed in Dillworth Point round about area. Creo seconded the motion. Motion carried with one apposed.

Irrigation leak – Marsh Haven – The 4" line that is broken must be repaired. Figueroa made a motion to repair the 4" main irrigation line under the driveway at Marsh Haven. Seconded by Greenberg. AMS to contact Pierce Irrigation but if they are unable to be contacted check with Peters Landscape. Dumont said he would be more than happy to meet with a contractor if necessary.

Creo Resignation – Creo handed in his resignation effective May 31, 2016. Greenberg accepted the resignation and thanked Creo for his service. Seonded by Figueroa and motion carried.

9. Adjourn:

Figueroa made a motion to adjourn the regular meeting at 8:40 PM. Creo second and the motion carried. The next board meeting is scheduled for Tuesday, June 21, 2016 at 6:00 PM.

Executive Session: Adjourned from executive at 8:55 pm.

Respectfully submitted, K. Spears

ACTION ITEMS:

AMS – To make changes in Quickbooks to budget

AMS – To bill for playground repair and pressure washing

AMS – Check on Fountain #2 parts with Southern Aquatics

AMS – Check for irrigation repair contactors to repair Marsh Haven 4" line break

MARSH HARBOUR OF KINGSLAND POA - Board of Directors Meeting
Farm Bureau Conference Room, 180 Mariners Drive, Kingsland, Georgia 31548
6:00 PM June 21, 2016

1. Call to Order:

President Greenberg called the June 21, 2016 meeting to order at 6:00 PM.

Board members: Chairperson – Wayne Greenberg – present
 Vice Chairperson – Howard Sepp – present
 Secretary – Dave Corey – present
 Treasurer – Andy Figueroa – present

Committee Members: Charles Dumont - present

Also present: Kristina with Advanced Management Group.

2. Visitors

Members Present: See attached list

3. Minutes:

The minutes for the May 17, 2016 were previously submitted via email to the board. Figueroa made a motion to approve minutes as submitted, seconded by Sepp and the motion carried.

4. Financials:

a. Month End MHPOA – May 2016

The operating account had \$113,333.74 in the account as of 5/31/2016. The income for the month of May was \$12,787.91 with \$95,607.08 for the year to date. The expenses for May 2016 were \$15,085.85 and \$62,493.95 to date.

As of 6/20/2016 the accounts receivable balance was \$37,870.61.

A motion to approve the financials was made by Sepp with the second made by Greenberg.

Motion approved.

AMS to write off one cent fee on balance sheet per Figueroa.

Corey asked how the board would explain the changes that have been made to the budget by Figueroa from the budget that was presented to the membership at the annual meeting. Mr. Figueroa said that most of the changes made to the budget was a result of the MH Parkway account being incorporated into the MH operating account. He said that the changes were necessary. AMS does not change budget without direction from Figueroa or the board.

5. Violations / Correspondence:

Peters Landscape – Homeowner concerns on landscape. Peters responded to the homeowner, management and board. No further action necessary from management or board.

CONCERNS:

- It was suggested that the mowers move slower so the grass can be cut and not be laid down.
- Ponds need to be cut slower and limbs picked up in park and around pond areas.
- Entrances are being cut so low that they are scalped looking.

Range Email 6/9//2016 - pertaining to the MHPOA newsletter sent out. The board reviewed the email and feel they are working on the concerns mentioned in the email dealing with shared costs. The board will handle this issue along with the email from M. Smith pertaining to the same shared cost issues.

Jefferson Landing Pond – Homeowner concerned about the grass and vegetation in the pond. AMS will check to see what the cost would be for the water management of the pond. AMS to make sure that the pond is mowed around.

Well on Tidewater – O’Quinn bid was received and the Golden Isle Well bid has not been received as of yet.

Fountain rewiring – Edgy bid was received but there has not been any further bids submitted to date. Dumont was going to get second bid if possible.

Fountain heads – AMS asked Southern Aquatics to change the heads when they do the preventative maintenance to the fountains.

Irrigation leak Blvd. – AMS reported that the backflow valve has been placed at the leak area. The irrigation has not been repaired to our knowledge.

Howard email – Greenberg reported the ditch at Inverness Chase will be cleaned out by Public Works when possible.

No parking sign – Dalton was to install no parking sign today. Greenberg reported it was installed.

6. AAC Updates:

113 Fairway Drive – Shed has been denied as not being in compliance and letter was sent to owner June 7, 2016. No other communication has been sent to management. The Board needs to review all sheds that are throughout the community for compliance.

New Construction Protocol – Corey presented a protocol for new construction / permanent additions process for review.

110 Oak Grove – Bent Tree has requested the builders deposit back. They did supply the landscape plans.

7. Board training and Discussion Meetings:

Work Gatherings – May 24 and June 4 – Corey presented notes from the gatherings. AMS suggested that if there is anything in these meetings that should be in the board meetings, they should be brought up in the MHBOD monthly minutes so that it can be voted on or documented. The notes are

AMS to send application forms to Mr. King.

Inverness Chase construction – Board will address a letter asking Sawyer to submit plans as a courtesy to the board for review. This is the process for all other builders.

8. Ratification of Board actions:

Email vote – authorized approval for Spears to sign Norgard documents pertain to retainer fee for collections process for 118 Laurel Marsh Way...

Email Vote – 114 Laurel Marsh Way – pool enclosure approved.

No parking sign – Greenberg made a motion to approve the sign to be installed in Dillworth Point round about area. Creo seconded the motion. Motion carried with one apposed.

9. New Business / MHPOA Updates:

Pool Attendant – Tabled for now. It was suggested that to really be covered you would need someone there seven days a week. The vanadium appears to be happening at night.

Cameras for pool area – Figueroa will get quotes for cameras. Figueroa made a motion to approve up to \$1,000with the approval of the other boards. Seconded by Sepp and motion carried.

10. Adjourn:

Sepp made a motion to adjourn the regular meeting at 8:22 PM. Figueroa second and the motion carried. The next board meeting is scheduled for Tuesday, July 21, 2016 at 6:00 PM.

Executive Session: Adjourned from executive at 9:02 pm.

Respectfully submitted, K. Spears

ACTION ITEMS:

- AMS** – To write off .01 on balance sheet
- AMS** – To contact Peters about concerns
- Board** – Work on shared cost for entrances and irrigation fees
- Greenberg** – Get bid for Tidewater well from Coastal Well
- Dumont** – Obtain second bid for wiring to fountains
- Corey** – working on new construction protocol
- Corey** – working on new shed policy
- Greenberg** – construct letter to Sawyer on new construction
- Figueroa** – getting bids for cameras at pool
- Greenberg** – to get with attorney on collections

MARSH HARBOUR OF KINGSLAND POA - Board of Directors Meeting

Farm Bureau Conference Room, 180 Mariners Drive, Kingsland, Georgia 31548

6:00 PM July 19, 2016

Another property – has concerns about the property at 100 Overlook Bend lack of yard maintenance and safety issues. This property has trespassed on others property, there has been dog issue was address last year by this concerned person personally. The board will address this in the meeting.

1. Call to Order:

President Greenberg called the July 19, 2016 meeting to order at 6:05 PM.

Board members: Chairperson – Wayne Greenberg – present
Vice Chairperson – Howard Sepp – not present
Secretary – Dave Corey – present
Treasurer – Andy Figueroa – not present

Committee Members: Charles Dumont - present

Also present: Kristina with Advanced Management Group.

2. Visitors

Members Present: None in attendance who stayed for meeting.

3. Minutes:

a. The minutes for the June 21, 2016 were previously submitted via email to the board. Greenberg made a motion to approve minutes as submitted, seconded by Dumont and the motion carried.

4. Financials:

a. Month End MHPOA – June 2016

The operating account had \$107,155.72 in the account as of 6/30/2016. The income for the month of June was \$9,575.91 with \$104,517.21 for the year to date. The expenses for June 2016 were \$13,139.87 and \$75,563.82 to date.

As of 7/7/2016 the accounts receivable balance was \$38,425.46.

A motion to approve the financials was made by Greenberg with the second made by Dumont. Motion approved.

5. Violations / Correspondence:

- a. 100 Overlook Bend – AMS has sent multiple letters along with emails to the owner. AMS to send out certified letter to owner with the concerns. Greenberg will contact attorney to see if there can be a letter sent to the owner about the yard condition.
- b. Jefferson Landing pond – the water maintenance bid from Southern Aquatic for \$75.00 per month was reviewed. The board chose to table this issue for this year. It may be addressed during the budget time.
- c. Political signs – AMS requested that the board review the sign policy. AMS wants to know if the presidential signage will be permitted. This is a very sore issue with some homeowners that they cannot display their political signs. The board said no signs are permitted.

6. AAC Updates:

- a. 101 Braeburn Lane – Driveway extension – Dumont made a motion to approve and seconded by Greenberg. The motion carried with none opposed.
- b. 205 Cumberland Drive – Fence – Motion to approve by Greenberg and seconded by Dumont. The motion carried with none opposed.
- c. Construction AAC forms - AMS was instructed that all requests go to the board and Mr. Dumont only. New construction requests go to Mr. Dumont and Mr. King.

- d. Fountain wiring - Dumont has been working but will be getting bids on electrical wiring for fountains.
- e. Entrance costs - The board is still working on the entrance cost expenses.
- f. Shed policy – This is still being developed.
- g. Pool Cameras – This is being worked on.

7. AAC Protocol:

- a. A few changes were put into the protocol. Greenberg will make changes and resubmit to board for review.

8. Ratification of Board actions:

- a. Nothing noted.

9. New Business / MHPOA Updates:

- a. Checking Account – The Board needs to get over to bank to sign signature cards ASAP.
- b. Sidewalk Overgrowth - Joffree should cut back branches on the sidewalks in several area. AMS to contact him.
- c. Golf Course Meeting – The manager of the golf course met with all the association boards. Not all the communities were represented but they are attempting to work with all the neighborhoods to increase the fellowship with the restaurant and golf course.
- d. Pool Recovery – AMS reported that the pool is having a hard time recovering from the excess attendance during the week ends and even throughout the week. The weekends are very heavy traffic. They have requested that the pool be closed on Monday's every week to give the service the ability to shock the pool and do a heavy treatment. MHBOD requested AMS send out an email to the boards to see what the other boards have to say.
- e. Pool Parties – There is a \$50 fee that is returned after the pool has been checked for cleanup. Send email to other boards about keeping this fee for extra chemicals.

10. Adjourn:

Greenberg made a motion to adjourn the regular meeting at 9:00 PM. Dumont second and the motion carried. The next board meeting is scheduled for Tuesday, August 16, 2016 at 6:00 PM.

Executive Session: The board discussed the accounts receivable aging summary information. The safety and yard concern was discussed further by the board that was brought to the board by a concerned community member.

Respectfully submitted, K. Spears

ACTION ITEMS:

AMS – Send registered letter to 100 Overlook Bend – Yard Concerns

AMS – Contact Joffree about sidewalk overgrowth

AMS – Send email to boards about pool issues.

AMS – send all construction requests to King and all others to Dumont

Greenberg - will check with attorney of violation compliance.

Dumont – Obtain second bid for wiring to fountains

Figueroa – getting bids for cameras at pool

MARSH HARBOUR OF KINGSLAND POA - Board of Directors Meeting
Farm Bureau Conference Room, 180 Mariners Drive, Kingsland, Georgia 31548
6:00 PM August 16, 2016

1. Call to Order:

President Greenberg called the August 16, 2016 meeting to order at 6:01 PM.

Board members: Chairperson – Wayne Greenberg – present
 Vice Chairperson – Howard Sepp – present
 Secretary – Dave Corey – present
 Treasurer – Andy Figueroa – present

Committee Members: Charles Dumont - present

Also present: Kristina with Advanced Management Group.

2. Visitors

Members Present: List attached.

3. Minutes:

a. The minutes for the July 19, 2016 were previously submitted via email to the board. Figueroa made a motion to approve minutes with the corrections, seconded by Greenberg and the motion carried.

4. Financials:

a. Month End MHPOA – July 2016

The operating account had \$102,208.60 in the account as of 7/31/2016. The income for the month of July was \$6,162.92 with \$110,680.13 for the year to date. The expenses for July 2016 were \$11,656.89 and \$87,220.71 to date.

As of 8/15/2016 the accounts receivable balance was \$26,913.01.

b. There is an account that was placed in the notes receivable area so that we could keep up with payments on this account. The account went into default and Figueroa made a motion to remove that amount from the notes receivable from the balance sheet. The amount is still in the Accounts Receivable balance. Seconded by Greenberg and the motion carried.

A motion to approve the financials was made by Sepp with the second made by Dumont. Motion carried.

c. One of the members that attended was concerned about the expense for legal fees.

d. One of the members in attendance also was concerned about the change of budget. Figueroa said that the changes were for better understanding and clarification to the budget. There was a concern of some confusion at the annual meeting.

e. One of the members in attendance was concerned about communication to the full membership. He suggested that information be placed on the website or put into a newsletter.

5. Violations / Correspondence:

a. 100 Overlook Bend – AMS sent certified letter and contacted compliance code enforcement for City of Kingsland. The area has had some work done to the property and it seems to be in compliance.

b. 101 Braeburn Lane – Drainage concern email. Greenberg reported that he left messages with the city public works department. Greenberg will be contacting the homeowner.

- c. Infraction Report – AMS reported that there have been several letters sent to owners about yards, boats, trailers and such. However, it is very hard to have compliance from MH members when the LO members are being allowed to park boats, trailers, vehicles on jacks, and yards that are in very bad shape.
- d. Improvement / Recovery Proposal – Figueroa made a motion that Corey work on a plan proposal for the board to enforce the governing CC&R's. Corey seconded the motion and the motion carried.
- e. Rental of members Land - A member of the community made an offer to the Board that he land could be rented from the community members to park overflow vehicles on. Figueroa made a motion to deny the proposal. Seconded by Greenberg and the motion carried.
- f. Golf Course for Sale - One of the member present was concerned about the potential golf course sale. He would like to see communication with the membership as a whole to be aware of these things that could impact the community.
- g. 113 Somerset Drive – sent email to the board about the LOHOA becoming part of the MHPOA. The attorney has stated that members cannot opt out of the LOHOA into the MHPOA because the governing documents run with the property. The governing documents would have to be changed on both sides of this debate with LOHOA and MHPOA.

6. AAC Updates:

- a. 117 Maybird Drive – King recommended approval of the return of the builder's deposit. The property meets association requirements. Sepp made a motion to return the builders deposit. Figueroa seconded and the motion carried.

7. AAC Protocol:

- a. Protocol for New Construction – Sepp made a motion to accept the New Construction Protocol as presented. There is a copy attached.

8. Ratification of Board actions:

- a. 142 Laurel Marsh Way, lot 56 – New Construction – Motion to approve ratified as proposed via email 7/14/2016.
- b. 142 Laurel Marsh Way, lot 56 – New Fence – Motion to approve ratified as proposed via email 8/4/2016.

9. New Business / MHPOA Updates:

- a. Checking Account – Corey & Figueroa need to be updated at the bank.

10. Adjourn:

Greenberg made a motion to adjourn the regular meeting at 8:15 PM. Figueroa second and the motion carried. The next board meeting is scheduled for Tuesday, September 21, 2016 at 6:00 PM.

Executive Session:

- a. The board discussed the accounts receivable aging summary information.
- b. Lawyer updates

11. Call to order – 8:45 PM

- a. Figueroa made a motion for Greenberg to contact the Maryland attorney to continue the collection efforts on 200 Carrington Way and to ask the attorney to include all his fees for

this service and for the association to pay the \$1000.00 retainer fee. Seconded by Sepp and motion carried.

- b. 102 Monticello Drive – Trash buildup of the vacant lot. AMS to send letter to the owner about this clean up. Offer to clean the area up at the cost of the owner.
- c. Visitors Protocol – Figueroa made a motion that all visitors should be greeted at the beginning of the meeting and then the board go into the meeting without further visitor discussion or interruption. Dumont seconded and the motion carried.

12. Adjourn:

Dumont made a motion to adjourn the meeting at 9:01 PM. Seconded by Greenberg and motion carried.

Respectfully submitted, K. Spears

ACTION ITEMS:

AMS – Remove the Note Receivable for 108 Carrington Court

Greenberg – contact 101 Braeburn Lane about drainage.

Corey – Draw up improvement / Recovery Proposal

Dumont – Obtain second bid for wiring to fountains

Greenberg – contact Maryland attorney

Figueroa – getting bids for cameras at pool

AMS – write letter to 102 Monticello Drive

MARSH HARBOUR OF KINGSLAND POA - Board of Directors Meeting
Farm Bureau Conference Room, 180 Mariners Drive, Kingsland, Georgia 31548
6:00 PM October 18, 2016

1. Call to Order:

Vice Chairperson Sepp called the October 18, 2016 meeting to order at 6:01 PM.

Board members: Chairperson – Wayne Greenberg – not present
 Vice Chairperson – Howard Sepp – present
 Secretary – Dave Corey – present
 Treasurer – Andy Figueroa – present

Committee Members: Charles Dumont – not present

Also present: Kristina with Advanced Management Group.

2. Visitors

Members Present: List attached.

The visitor's protocol was presented. It is requested that visitors have time at the first of the meetings to present any questions or concerns prior to the board business for fewer interruptions in the business meeting. This was not agreeable to all visitors.

Bob Creo addressed the board. These items would be taken under consideration by the board during the meeting if necessary.

- \$50.00 fee for parties at pool – He suggested to let the \$50.00 stay as is which would mean that the \$50.00 would be returned once they cleaned up the area. If the community keeps the \$50.00 for chemicals, you would take the away the incentive to clean up after the party.
- August 16 minutes – disagreed with the minutes being posted on the website until they were approved. He also would like to have his name put into the meeting if he makes a statement.
- August 16 minutes – Visitors Protocol – Disagreed with the protocol put into place that members in attendance could not participate in the business meetings.
- Fall Newsletter – Felt that the association was spending money to advertise for the golf course restaurant.
- Fall Newsletter – Stated that the entrance improvements was an experiment to plant items without irrigation being installed. This is a waste of association money in his opinion.

Wallace Hodge addressed the board. These items would be taken under consideration by the board if necessary.

- Visitors Protocol – Disagreed with visitors unable to ask questions or provide other information pertaining to subject if he would like.
- Agenda – Would like to see the agenda for the meeting displayed on the website prior to the meetings.
- Community Advisory Committee (CAC) – Presented a goal for this committee to be actively productive in answering questions, presenting problems and suggested solutions to promote full disclosure, transparency and communication between the board and members.

3. Minutes:

- a. The minutes for the August 16, 2016 were previously submitted via email to the board. Figueroa made a motion to approve minutes, seconded by Corey and the motion carried. There was not a September Board meeting held.

4. Financials:

- a. Financial Statement Review for Month End MHPOA – August and September 2016
The operating account had \$88,903.34 in the account as of 9/30/2016 and \$50,197.65 in the Capital Improvement Account. The income for the month of September was \$4,846.35 with \$129,152.53 for the year to date. The expenses for September 2016 were \$13,874.71 and \$117,225.63 to date.
As of 10/12/2016 the accounts receivable balance was \$25,007.24.
Corey made a motion to acknowledge receiving of the financials. There was not a second and the motion died on the floor. Figueroa does an in depth inspection of the financials and feel they were presented correctly and made a motion to accept the financials as presented. Sepp seconded and the motion carried.
- b. 2017 Budget – Figueroa stated that the 2017 budget should be sent to the board within the next few weeks for review.

5. Correspondence:

- a. Large water bill – Pool / Tennis – AMS reported that there is a \$20.00 fee for the city to do a calibration on that meter to see if there is a problem with the meter or a leak. A motion was made by Figueroa to pay the \$20.00 fee to check that. Sepp seconded the motion and it carried.
- b. Inverness Chase – Sawyer new construction – Corey asked if there were any plans submitted for this construction. It was forwarded to AMS who sent it to the board for review.

6. AAC Updates:

- a. 146 Laurel Marsh Way – Porch screen – Motion to accept the request to install screen around the back porch was made by Sepp, Corey seconded and the motion carried.
- b. 147 Laurel Marsh Way – New Construction – Figueroa made a motion to accept the recommendation from Mr. King and approve the new construction. Sepp seconded and the motion carried.

7. Old Business:

- a. Crepe Myrtle replacement – AMS reported that the parkway committee had approved the installation of crape myrtle trees along the boulevard where they were hit or diseased. These will be planted within the next few weeks by Brock Landscape.
- b. Dilworth Point Irrigation – Peters Landscape was to look for a sign of irrigation leak in the Dilworth Point subdivision entrance area. AMS will follow up with that inspection.
- c. Community Input Recommendation – Corey said that this is to help with communication between the board and the members to have an open line of communication and results in community concerns.
- d. Newsletter Feedback – There was some feedback communication from a few members that the newsletter was well done, color was great, the rules were presented in a neighborly manner. They did not like what they considered the club house article to be an advertisement. There was one email from a member that was addressed by Greenberg.
- e. Board Enforcement – Corey presented a statement proposal that the board should be in favor of supporting the spirit and intent of the governing documents of the association.

This was included in the appointment of the board of directions in the notice issued and signed by Ronald H. Sawyer, President Sawyer & Associates Inc., dated June 1, 2016. This was a motion by Figueroa made that Corey work on a plan proposal for the board to enforce the governing CC&R's. Corey presented the proposed plan response as mentioned in the minute is: *"A majority of the MHPOA board members vote in favor of supporting the spirit and intent of the governing documents of the association as mention in and not limited to two slide projections presented at two successive annual meetings and the statement included in the Appointment of Board of Directors notice issued and signed by Ronald H. Sawyer, President Sawyer & Associates INC. dated 1 June, 2016."*

8. New Business:

- a. Parkway meeting report – A parkway / pool / tennis meeting was held with the other communities on October 12. All associations were represented. The parkway 2017 proposed budget was approved.
- b. Collection Process Discussion – Deferred until the November meeting.
- c. Hurricane Clean up report – AMS said that the area fared well in Hurricane Matthew. There was a tree down in the pool / tennis area. Peters contacted AMS on Saturday 10/8/2016 and removed the tree. Public Works came to cut up the trees that fell on the boulevard toward Christians Landing. Public Works should be picking up debris but they are behind.

9. Adjourn to Executive Session:

Sepp made a motion to adjourn the regular meeting at 8:25 PM. Figueroa second and the motion carried. The next board meeting is scheduled for Tuesday, November 15, 2016 at 6:00 PM.

Executive Session:

- a. Aging Summary - The board discussed the accounts receivable aging summary information.
- b. Parameters for Settlement of Current Legal Actions – Tabled
- c. Attorney Updated

Adjourn:

Figueroa made a motion to adjourn the meeting at 8:45 PM. Seconded by Corey and motion carried.

Respectfully submitted, K. Spears

ACTION ITEMS:

AMS – Follow up with contractor about crape myrtles on parkway

AMS – follow up with Peters Landscape on Dilworth Point irrigation

MARSH HARBOUR OF KINGSLAND POA - Board of Directors Meeting
Farm Bureau Conference Room, 180 Mariners Drive, Kingsland, Georgia 31548
6:00 PM December 14, 2016

1. Call to Order:

Chairperson Greenberg called the December 14, 2016 meeting to order at 6:03 PM.

Board members: Chairperson – Wayne Greenberg – present
 Vice Chairperson – Howard Sepp – present
 Secretary – Dave Corey – present
 Treasurer – Andy Figueroa – present

Committee Members: Charles Dumont – not present

Also present: Kristina with Advanced Management Group.

2. Visitors

Members Present: Robert Creo

Bob Creo addressed the board. These items would be taken under consideration by the board during the meeting if necessary.

- Palm tree trimming on boulevard – AMS reported that Joffree said it was on his schedule to start next week.

3. Minutes:

- a. The minutes for the October 18, 2016 were previously submitted via email to the board. Sepp made a motion to approve minutes, seconded by Figueroa and the motion carried. There was not a November meeting held with management.

4. Financials:

- a. Financial Statement Review for Month End MHPOA – October and November 2016 were reviewed. The operating account had \$86,865.18 in the account as of 11/30/2016 and \$50,209.24 in the Capital Improvement Account. The income for the month of November was \$20,526.12 with \$154,955.42 for the year to date. The expenses for November 2016 were \$16,889.36 and \$145,981.32 to date. As of 10/12/2016 the accounts receivable balance was \$13,087.39. Sepp made a motion to accept the financials as presented. Greenberg seconded and the motion carried.

5. Items for Approval:

- a. Collection Process Discussion – Mr. Corey – Attorney should not be obtained for collections unless necessary.
- b. Entrances of Brookshire and Dilworth – Mr. Greenberg – Mr. Sawyer has agreed to pay for the Brookshire Entrance upgrade to the landscape and it has been completed. Dilworth Point has also been completed and Laurel Oaks HOA has been billed for their portion.
- c. AAC – Ms. Spears –
 - 103 Overlook Bend – has not supplied a drawing or a sample of the fence installation.
 - 156 Laurel Marsh Way – Josselyn Homes approval for landscape via email vote attached.
- d. Management bids – Mr. Sepp – Reported that one bid has been received as of this date. The quotes were to be received by 12/31/2016.

6. Items for Board Approval:

- a. Budget 2017 – A motion was made to approve the 2017 budget as presented by Sepp with Greenberg second. A vote was taken and the motion carried. There was four (4) yeas and one (1) nay.
- b. Dues – the assessment letter is being developed by Greenberg.
- c. Dues Billing – AMS will send out invoices for 2017 by 12/19. It will include the \$400 assessment for all communities with Laurel Marsh Subdivision being \$480 for 2017.
- d. Payment card – has been reviewed and document has been changed to reflect the assessments for 2017.
- e. Annual Meeting Announcement – Should include the announcement, agenda, by law changes, self-addressed stamped envelope, proxy and the 2017 budget.
- f. Agenda – being developed.
- g. Proposed Amendment – the same as presented last year.
- h. Clubhouse – Food – Greenberg has meet and has worked out the planned food items.

7. New Business:

- a. Corey said that there has been a committee formed outside of the board. The Community Advisory Committee (CAC) was formed to complement the Board's published commitment to "bring transparency to the members." The CAC will provide a conduit for effective and responsive communication between members and the board. Topics could include questions, information requests, reporting a problem, that's for task completed and other matters needing Board response.

8. Adjourn to Executive Session:

Greenberg made a motion to adjourn the regular meeting at 7:32 PM. Figueroa second and the motion carried. The next board meeting is scheduled for Tuesday, January 17, 2017 at 6:00 PM.

Executive Session:

- a. Aging Summary - The board discussed the accounts receivable aging summary information.
- b. Attorney Updated

Adjourn:

Figueroa made a motion to adjourn the meeting at 8:35 PM. Seconded by Greenberg and motion carried.

Respectfully submitted, K. Spears

ACTION ITEMS:

AMS – Annual assessment invoice prepare

Greenberg – Complete letter to owners to go with assessment invoice for 2017