

**MARSH HARBOUR OF KINGSLAND POA - Board of Directors Meeting**  
Farm Bureau Conference Room, 180 Mariners Drive, Kingsland, Georgia 31548  
6:00 PM January 17, 2017

**1. Call to Order:**

Chairperson Greenberg called the January 17, 2017 meeting to order at 6:05 PM.

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

Also present: Kristina with Advanced Management Group.

**2. New Board Policy Adoption for Conducting Business**

Greenberg presented a conduct document consisting of the Robert Rules and To Whom It May Concern conduct policy. This is to be used as the code of conduct for all meetings. Corey noted that this was in keeping with proper meeting procedure and made a motion to accept the policy and was seconded by Greenberg with the motion carried.

Members Present:      None present

**3. Minutes:**

- a.      The minutes for the December 14, 2016 were previously submitted via email to the board. Figueroa made a motion to approve minutes, seconded by Sepp and the motion carried.

**4. Financials:**

- a.      Financial Statement Review for Month End MHPOA – December 2016 were reviewed. The operating account had \$81,631.55 in the account as of 12/31/2016 and \$50,214.36 in the Capital Improvement Account. The income for the month of December was \$3,297.53 with \$158,250.47 for the year to date. The expenses for December 2016 were \$9,058.88 and \$155,040.20 to date.  
As of 12/31/2016 the accounts receivable balance was \$13,087.39.  
Greenberg made a motion to accept the financials as presented. Sepp seconded and the motion carried.

**5. Items for Approval:**

- a.      February Annual Meeting Updates – Agenda, Letter, Amendment I, Club house, Food and Recorder – The board reviewed the final documents for final review and acceptance. The clubhouse and food has been confirmed. There will be someone to record and provide minutes for the meeting. Figueroa made a motion to accept the documents for distribution for the annual meeting, seconded by Dumont. Motion carried.
- b.      AAC – 103 Overlook Bend, Lot 35 – new fence installation. Dumont made a motion 1/12/2017 to approve the new installation of the fence via email. Seconded by Greenberg and motion carried.
- c.      Renewal of Peters Contract – 1/1/17 – Sepp made a motion to extend the Peters Landscape contract for one year at the same price for 2017. Seconded by Figueroa and motion carried.

- d. Renewal of pond contract – Southern Aquatics – The board wants to review the contract.
- e. Renewal of pool contract – Coastal Ga Pool – The board wants to review the contract.
- f. Future Parkway Committee Meeting Concerns – The meetings were to be in March and October each year. The board needs to set a date for the meeting.

**6. Other New Business:**

- a. 200 Carrington Way – House abandoned and yard is very bad. Figueroa made a motion to get a quote for the yard clean up from Joffree along with re-set the fence that has fallen from the tree. Second by Sepp and motion carried.

**7. Visitor Comments:**

- a. None present.

**8. Adjourn to Executive Session:**

Greenberg made a motion to adjourn the regular meeting at 7:30 PM. Figueroa second and the motion carried. The next board meeting is scheduled for Tuesday, February 15, 2017 at 6:00 PM.

**Executive Session:**

- a. Aging Summary - The board discussed the accounts receivable aging summary information. AMS was requested to develop the AR Balance report for 2016.
- b. Attorney Updated – nothing submitted.

**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** – 200 Carrington Way – yard work quote Joffree

**Greenberg** – Set date for Parkway meeting in March 2017

**MARSH HARBOUR OF KINGSLAND POA - Board of Directors Meeting**  
Farm Bureau Conference Room, 180 Mariners Drive, Kingsland, Georgia 31548  
6:00 PM March 21, 2017

**1. Call to Order:**

Chairperson Greenberg called the March 21, 2017 meeting to order at 6:00 PM.

Board members:      Chairperson – Wayne Greenberg – present  
                                 Vice Chairperson – Howard Sepp – present  
                                 Secretary – Charles Dumont – present  
                                 Treasurer – Andy Figueroa – present

Also present: Kristina with Advanced Management Group.

**2. Welcome Visitors and time to express Comments/Concerns**

Members present:      Wallace Hodge, Bob Creo, Dave Corey.

- Concerns about the \$80.00 assessment for Laurel Landing members.
- Memo concerning the assessments from Dave Corey attached.

**3. Minutes:**

- a.      The minutes for the January 17, 2017 were previously submitted via email to the board. Sepp made a motion to approve minutes, seconded by Figueroa and the motion carried.
- b.      The minutes for the February 21, 2017 were previously submitted via email to the board from the recorder that took minutes at the annual meeting. Figueroa made a motion to approve minutes as presented with the change of the spelling for Dilworth, seconded by Sepp and the motion carried. The board discussed the cut back of food at the annual meetings. There has been left overs every year. This may need to be addressed before the next annual meeting.
- c.      Violations
  - 100 Overlook Bend – Tree falling and fence down. Yard very bad. AMS sent letter March 1, 2017.
  - 126 Laurel Marsh – Black car on jacks and yard – AMS sent letter first of March.
- d.      100 Laurel Marsh Way, Lot 97 – Bent Tree is purchasing this property. He is giving the association the opportunity to purchase the lot. However, if they are not interested in that purchase, they will be putting a spec house on the lot. The entrance to the property is on Laurel Marsh Way and will have to remove some of the large palm trees at that entrance to have the access. AMS was asked to present that information to the MH Board. No action was taken.

**4. Financials:**

- a.      Financial Statement Review for Month End MHPOA – February 2017 were reviewed. The operating account had \$139,794.71 in the account as of 2/28/2016 and \$50,224.10 in the Capital Improvement Account. The income for the month of February was \$25,762.72 with \$77,529.44 for the year to date. The expenses for February 2017 were \$11,549.57 and \$22,022.66 to date.  
As of 2/28/2017 the accounts receivable balance was \$44,575.67.  
Sepp made a motion to accept the financials as presented. Dumont seconded and the motion carried.
- b.      Send letters to owners that have outstanding checks that have not cleared the account.
- c.      AMS to ask accountant about the \$804.00 open balance on the equity account.

**5. Items for Discussion and/or Approval:**

- a. Management Contract – Contract has been approved, accepted and signed for another year of service.
- b. Renewal of Pool and Pond service contracts – Figueroa made a motion to accept the pond and pool contracts at the same present rate and services. Seconded by Sepp and motion carried. AMS to get contracts updated with signatures.
- c. Spring newsletter (\$50 Golf Club contribution) They will be putting an article in the newsletter pertaining to the safety concerns to people on the golf cart areas of the course. They are concerned someone will be hurt. All articles to be put in the newsletter should be submitted as soon as possible so that the newsletter can be distributed. There will be a survey put into the newsletter again this year. This will be distributed mid to late May 2017.
- d. Frequency of BOD meetings – Figueroa made a motion to change the board meeting to be held on an every other month base. This means that the next meeting would be in May. Greenberg seconded the motion and it was carried with non-opposed.
- e. LOHOA Contract adjustment – Greenberg meet with the president of LOHOA. The billing will be adjusted to reflect the figures as discussed.
- f. Future Parkway Committee Meetings Concerns – the meeting held March 23, 2017 had participation of all the communities except Laurel Landing POA. Parkway meeting – AMS to check to see what date would work for the members in October 3, 10 or 17, 2017. AMS to put out an agenda for review for the March 23 meeting.

**6. Other New Business:**

- a. No parking Signs – Greenberg made a motion to have Dalton Signs make no parking signs, three, along the parkway area at the pond area. The irrigation is being run over and has to be repaired. Figueroa seconded the motion and it was approved with non-oppositions. AMS to order 3 no parking signs.
- b. Annual Flowers – Entrances are to have annual flowers at the entrances. AMS to check with Peters about installation of the annuals.
- c. Retaining wall at 101 Braeburn Lane – The estimated price by the owner of 101 Braeburn Lane was presented. This would put a wall around the electrical box in that area that is getting washed out very bad. The board decided against this at this time.
- d. Tree at the 1<sup>st</sup> entrance Laurel Marsh – There is a tree that appears to be not be trimmed during the last season. AMS to check with Peters.
- e. Christians Landing Entrance Lights – AMS reported that the entrance lights at Christians Landing are not working. The electrician went out and was not familiar with the solar lights and gain

**7. Visitor Comments:**

- a. Concerns about stopping multiple payment plans for association assessments. The MHPOA Spring Newsletter will contain a survey form for property owners including a question about frequency of yearly dues payments.

**8. Adjourn to Executive Session:**

Greenberg made a motion to adjourn the regular meeting at 7:30 PM. Figueroa second and the motion carried. The next board meeting is scheduled for Tuesday, April 18, 2017 at 6:00 PM.

**Executive Session:**

- a. Aging Summary - The board discussed the accounts receivable aging summary information. Figueroa made a motion to write off the uncollectable amount of 108

Carrington Court in the amount of \$2,196.00. Seconded by Greenberg and motion carried. AMS to send letters to everyone with a credit balance to ask if they want a check for the credit balances.

- b. Attorney Updated – nothing submitted.
- c. AMS to send back money pertaining to the Laurel Marsh \$80.00 assessment. The actual amount was \$56.75 so the \$23.25 will be sent back to owners who have paid the full \$80.00 amount. The motion to approve this was made by Figueroa and seconded by Greenberg. Motion was approved with no opposition.

**Adjourn:**

Sepp made a motion to adjourn the meeting at 8:15 PM. Seconded by Dumont and motion carried.

Respectfully submitted, K. Spears

**ACTION ITEMS:**

**AMS** – AMS to get contracts updated with signatures. Ponds, Parkway and Pool.

**AMS** - order 3 no parking signs from Dalton Signs.

**AMS** - check to see what date would work for the members in October 3, 10 or 17, 2017.

**AMS** – to put out an agenda for review for the March 23 meeting.

**AMS** - AMS to check with Peters about Laurel Marsh Tree.

**AMS** – Get list of owners with credits for letters.

**MARSH HARBOUR OF KINGSLAND POA - Board of Directors Meeting**  
Farm Bureau Conference Room, 180 Mariners Drive, Kingsland, Georgia 31548  
6:00 PM May 16, 2017

**1. Call to Order:**

Chairperson Greenberg called the May 16, 2017 meeting to order at 6:00 PM.

Board members:      Chairperson – Wayne Greenberg – present  
                                 Vice Chairperson – Howard Sepp – present  
                                 Secretary – Charles Dumont – present  
                                 Treasurer – Andy Figueroa – present

Also present: Kristina with Advanced Management Group.

**2. Welcome Visitors and time to express Comments/Concerns**

Members present:      Wallace Hodge, Bob Creo, Dave Corey.

- Creo asked permission to tape meeting. There was opposition.
- Clarification on the board conduct.
- Hodge –  
    Newsletter – thank you  
    Pressure washing houses – need to send letters to owners about maintenance.  
    Mail boxes – there is nothing in the governing documents that state Laurel Marsh must have a specific mail box / pole.  
    Price of irrigation assessment – feels assessment should be only amount that was an expense to the association only.  
    Feels stamped envelope should be included for responses from homeowners.
- Creo –  
    Should have newsletter at least three times a year.  
    Levy for irrigation – feels assessment should be only amount that was an expense to the association.  
    Survey – did not like the survey.
- Corey –  
    Newsletter – need more communication with members.  
    Covenants & Restrictions not enforced.  
    Mail boxes are not in compliance.  
    Georgia law on minutes.

**3. Minutes:**

- a. The minutes for the March 21, 2017 were previously submitted via email to the board. Figueroa made a motion to approve minutes, seconded by Sepp and the motion carried.
- b. There was not a meeting in April. The board has changed the meetings to every other month.

**4. Financials:**

- a. Financial Statement Review for March and April Month End MHPOA – March 2017 were reviewed. The operating account had \$59,952.05 in the account as of 3/31/2017 and \$130,230.27 in the Capital Improvement Account. The income for the month of March was \$11,156.82 with \$88,686.26 for the year to date. The expenses for March 2017 were \$10,281.38 and \$32,302.04 to date.  
As of 3/31/2017 the accounts receivable balance was \$38,708.61.

April 2017 were reviewed. The operating account had \$52,806.49 in the account as of 4/30/2017 and \$130,243.12 in the Capital Improvement Account. The income for the month of April was \$6,838.48 with \$95,524.74 for the year to date. The expenses for April 2017 were \$12,822.46 and \$45,626.50 to date.

As of 4/30/2017 the accounts receivable balance was \$35,079.03.

Sepp made a motion to accept the financials as presented. Greenberg seconded and the motion carried.

**5. Violations:**

- a. Management reported that the main concern has been parking on the vacant lots. This is a continuance issue. There are a few yards that are going to be sited if not corrected.
- b. 100 Overlook Bend has not complied with the cleanup of their yard.

**6. Correspondence / Concerns:**

- a. No parking Signs – AMS has ordered the no parking signs from Dalton Signs.
- b. There was 10 surveys returned. AMS shared the main concerns.
- c. AMS to contact police about the speeding throughout the communities.

**7. AAC Approvals / Concerns:**

- a. 147 Laurel Marsh Way – fence – approved
- b. 101 Laurel Marsh Way – Exterior painting – approved
- c. 203 Fairway Drive – Fence – approved
- d. 142 Laurel Marsh Way – New construction – approved with fence for service area around air conditioner / trash receptacle. There is nothing in the governing documents that state a fence has to be installed for the service area for the trash receptacle.
- e. 101 Lakeview Court – new construction – approved

Greenberg made a motion to approve the requests above. Seconded by Sepp and motion carried.

**8. Items for discussion and approval:**

- a. New pond no parking signs – approved and ordered from Dalton Signs.
- b. Cameras at pool area – Figueroa working with contractor for installation.
- c. Frequency of BOD meetings – Every other month is working.
- d. Contractors –
  - Coastal Pool agreed to add \$50 additional for picking up trash around the pool and tennis area.
  - Southern Aquatics – AMS to request updated contract.
  - Joffree – parkway contract
- e. It was noted that the ladies bathroom light switch is not working. AMS to contact Coastal Pool.
- f. Biography / Recruitment Letter for new Board members – Greenberg is working on this letter.

**9. Other New Business:**

- a. LOHOA and MHPOA landscape agreement – Figueroa made a motion to accept the agreement as presented. Seconded by Dumont and motion carried.
- b. Street signs – Posts need to be painted – Greenberg to check with City of Kingsland Public Works.

**10. Concluding Visitor Comments:**

- a. Hodge wants monthly financials.

**11. Adjourn:**

Greenberg made a motion to adjourn the regular meeting at 7:50 PM. Sepp second and the motion carried. The next board meeting is scheduled for Tuesday, July 18, 2017 at 6:00 PM.

**Executive Session:**

- a. Aging Summary - The board discussed the accounts receivable aging summary information.
- b. Greenberg presented board goals and board conduct.

**Adjourn:**

Sepp made a motion to adjourn the meeting at 8:15 PM. Seconded by Dumont and motion carried.

Respectfully submitted, K. Spears

**ACTION ITEMS:**

**AMS** – AMS to get contracts updated with signatures. Ponds, Parkway and Pool.

**AMS** – Contact police about speeding throughout community

**Greenberg** – working on recruitment board letter

**AMS** – light switch in ladies room at pool needs repaired

**Figueroa** – Working on cameras for the pool area



**MARSH HARBOUR OF KINGSLAND POA - Board of Directors Meeting**  
Farm Bureau Conference Room, 180 Mariners Drive, Kingsland, Georgia 31548  
6:00 PM July 18 2017

**1. Call to Order:**

Chairperson Greenberg called the July 18, 2017 meeting to order at 6:03 PM.

Board members: Chairperson – Wayne Greenberg – present  
Vice Chairperson – Howard Sepp – present  
Secretary – Charles Dumont – present  
Treasurer – Andy Figueroa – present

Also present: Kristina with Advanced Management Group.

**2. Welcome Visitors and time to express Comments/Concerns**

Members present: Wallace Hodge, Bob Creo, Dave Corey.

- Creo taped meeting.
- There is a three (3) minute limit on comments / questions by visitors present. It was encouraged that member who have questions present those questions prior to the meetings. This would help with being good stewards of the time length of the meetings.
- Hodge –
  - 101 Braeburn Lane – Questioned payment to homeowner - paid for installing pine straw at Inverness Chase entrance. Thank you.
  - Email list of owners – Denied giving personal information outside of board / management.
  - Minutes to BOD meetings – Requested minutes be put on web site in a timely fashion. Greenberg made a motion that the board would receive drafted minutes from management in a week. Board would email approved minutes and ratify the minutes at next board meeting. Then they will be placed on the web site in a more timely fashion.
- Creo –
  - 108 Carrington Court, Lot 66, Write off - This amount was written off as an uncollectable debt per legal advice. The property was foreclosed on and has been sold. The bank is only responsible for the assessments from the date of possession. The \$804 paid by homeowner should be put into retained earnings instead of the opening balance equity account. AMS will correct this in QuickBooks.
  - March 21, 2017 – Executive Session – a – Who seconded the motion for the write off of \$2,196.00 as uncollectable in the minutes. Greenberg said he seconded the motion and the motion carried. Management to change minutes to reflect this second and the motion carried.
- Corey –
  - 108 Carrington Court, Lot 66 – Was there a lien on this property? Management to check to see status of claim.
  - December 2016 minutes – Item 6 (a) – “Corey opposed the \$80. Laurel Marsh special assessment.” CHANGE to: A vote was taken. There were four (4) yeas and one (1) nay. Greenberg made a motion to adopt this change to the December 14, 2016 minutes. Seconded by Figueroa. Motion carried.
  - January 17, 2017 minutes – Item 2 – “Corey noted that this is part of the Georgia POA Land” CHANGE to: Corey noted that is part of the Code of Conduct and in keeping with properly meeting procedure. Greenberg made a motion to adopt this change to the December 14, 2016 minutes. Seconded by Figueroa. Motion carried.
  - Send financials to Corey each month.

**3. Minutes:**

- a. The minutes for the May 16, 2017 were previously submitted via email to the board. Greenberg made a motion to approve minutes, seconded by Figueroa and the motion carried.
- b. There was not a meeting in June. The board has changed the meetings to every other month.

#### **4. Financials:**

- a. Financial Statement Review for May and June Month End MHPOA – May 2017 were previously reviewed. The operating account had \$49,294.78 in the account as of 5/31/2017 and \$130,256.39 in the Capital Improvement Account. The income for the month of May was \$10,965.32 with \$106,752.73 for the year to date. The expenses for May 2017 were \$14,496.56 and \$60,123.06 to date. As of 5/31/2017 the accounts receivable balance was \$28,317.16.

June 2017 were previously reviewed. The operating account had \$44,275.34 in the account as of 6/30/2017 and \$130,269.24 in the Capital Improvement Account. The income for the month of June was \$6,124.73 with \$112,883.46 for the year to date. The expenses for June 2017 were \$12,993.88 and \$73,116.94 to date.

As of 6/30/2017 the accounts receivable balance was \$28,108.65.

Figueroa presented a few items that were not coded correctly from previous years. AMS to make the changes for the financials for 2014, 2015 to make sure checks are coded into correct accounts.

Sepp made a motion to accept the financials as presented. Greenberg seconded and the motion carried.

#### **5. Violations:**

- a. Parking on vacant lots – Still an issue with properties being out of compliance. AMS was to place flyers with the Covenants and Restrictions pertaining to parking on such cars that are in violation of the same.

#### **6. Correspondence / Concerns:**

- a. Christians Landing Knee Wall – The mortar was not cleaned off the bricks before they were reset. The wall is not level. AMS to contact Dampier so that Dumont can speak to him about this for future jobs.
- b. Boulder area – The irrigation water line has been hit and broken again. Ross Irrigation did the repair and they moved the boulders around. Greenberg had requested a sign to be put up stating slow down boulders ahead. This was tabled right now. Greenberg will contact public works to see if they will put poles there to help people from hitting this area.
- c. Volunteers letter – Sepp made a motion to accept the letter for distribution with the change noted. Figueroa seconded the motion and the motion carried.

#### **7. AAC Approvals / Concerns:**

- a. 100 Laurel Marsh Way, Lot 97 – New home construction - Mr. King recommended approval upon recent of landscape plans.

#### **8. Items for discussion and approval:**

- a. Mail box policy and procedure - Figueroa made a motion to accept the specific mailboxes for Laurel Marsh and the remaining subdivision mailboxes with the specifications be accepted as presented in this policy and procedures. Dumont seconded and motion carried. There was a discussion on how are non-compliant mailboxes be addressed. This was tabled for later discussion.
- b. Frequency of dues payments for 2018 – Figueroa made a motion to continue the payment plans that have been accepted the last two years to continue into 2018. Sepp seconded. Motion carried with three (3) yeas and one (1) nay. Motion carried.
- c. Violation policy and procedure for violations of covenants and failure to pay assessments. This was tabled until the changes and suggestions can be made.

- d. Recruitment letter / survey results / bio form – Changes will be made and Greenberg will send to AMS for distribution. AMS will charge for these notices at a cost of \$50.00.

**9. Other New Business:**

- a. Golf Maintenance fence – this fence is in need of repair. Greenberg will speak with manager.
- b. Lift pump station – chain link fences are the only kind of fence they will use in the future. Greenberg to contact public works to address dead shrubs.
- c. Repaving the boulevard should be addressed with public works.
- d. All the street signs need to be replaced and or painted.
- f. Greenberg presented his resignation effective October 1, 2017.

**10. Concluding Visitor Comments:**

- a. Creo – leak on parkway between Laurel Marsh and Fiddlers Cove. City has repaired this area several times. They state that the road is eroding because water sits in that location because of dip in road. This will be addressed by the city at some point.
- b. Hodge – Wants to please make sure the board addresses the mail boxes not in compliance.

**11. Adjourn:**

Greenberg made a motion to adjourn the regular meeting at 7:40 PM. Sepp second and the motion carried. The next board meeting is scheduled for Tuesday, September 19, 2017 at 6:00 PM.

**Executive Session:**

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

**Adjourn:**

Sepp made a motion to adjourn the meeting at 8:10 PM. Seconded by Dumont and motion carried.

Respectfully submitted, K. Spears

**ACTION ITEMS:**

**AMS** – AMS make financial corrections in QuickBooks.

**AMS** – to make corrections to minutes as per motions above.

**Greenberg** – contact public works about dead shrubs and boulder area posts. Also to speak with golf course about the maintenance area fence repair.

**AMS** – contact Dampier to set appointment for review of Christians Landing knee wall with Dumont.

## MARSH HARBOUR OF KINGSLAND POA - Board of Directors Meeting

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

6:00 PM September 26, 2017 (rescheduled from September 19, 2017)

### 1. Call to Order:

Chairperson Greenberg called the August 26, 2017 meeting to order at 6:07 PM.

Board members: Chairperson – Wayne Greenberg – present  
Vice Chairperson – Howard Sepp – present  
Secretary – Charles Dumont – present  
Treasurer – Andy Figueroa – present

Also present: Kristina with Advanced Management Group.

### 2. Welcome Visitors and time to express Comments/Concerns

Members present: Wallace Hodge

- Laurel Marsh first entrance – Concern about pampas grass blocking the view of automobiles going into the subdivision.
- Trash on Parkway

### 3. Minutes:

- a. The minutes for the July 18, 2017 were previously submitted via email to the board. Figueroa made a motion to approve minutes, seconded by Sepp and the motion carried.
- b. There was not a meeting in August.

### 4. Financials:

- a. Financial Statement Review for August 2017 MHPOA sent via email to board – The operating account had \$37,691.91 in the account as of 8/31/2017 and \$130,295.80 in the Capital Improvement Account. The income for the month of August was \$9,798.91 with \$129,647.94 for the year to date. The expenses for August 2017 were \$12,512.70 and \$33,136.88 to date.  
As of September 6, 2017 the accounts receivable balance was \$22,648.41.

Sepp made a motion to accept the financials as presented. Greenberg seconded and the motion carried.

### 5. Violations:

- a. 111 Herons Nest – Yard very bad. AMS sent letters with no response. House appears to be abandoned. Figueroa made a motion to get Peters and Joffree to give a bid and let them clean it up. Sepp second and the motion carried.
- b. 126 Laurel Marsh Way – Blue pick up put tires in lot across the street – AMS to send letter.
- c. 102 Donegal Lane – Multiple vehicles parking on vacant lot, did an addition and painted it without approval, Red or blue porch light and the owner is living in the shed in the back yard and renting the house it appears. The owner living in the shed was reported but not verified.
- d. 105 Tidewater Circle – parking in street. AMS to send letter to owner.
- e. All the subdivision signs need to be cleaned and pressure washed.

### 6. Correspondence / Concerns:

- a. Policy and procedure – Figueroa will post on the website and on Facebook.
- b. Sidewalk area across from Inverness Chase needs to be mowed and edged, AMS to speak with Joffree
- c. All of vegetation on sidewalk area along parkway needs to be cut back and cleaned out. It is encroaching on the sidewalk. AMS contact Joffree and he said this would be a project that they will do in the off season.

**7. AAC Approvals / Concerns:**

- a. 100 Laurel Marsh Way, Lot 97 – New home construction – Figueroa made a motion to approve the new house plans which include 2000 ft. per required. The builder will need to submit the landscape plans and discuss the elevation with Mr. King. Seconded by Sepp and motion carried.
- b. 101 Laurel Marsh Way – Roof line is not in compliance with the governing documents. Dumont will speak with owner.

**8. Items for discussion and approval:**

- a. Greenberg resigned from the board in July with it being effective September 30, 2017. Interim President will be Andy Figueroa along with the treasurer position. Vice President is Howard Sepp and Secretary is Charles Dumont.

**9. Other New Business:**

- a. It was suggested that when the new checks are ordered that they include the statement stating void after 90 days.

**10. Concluding Visitor Comments:**

- a. Nothing noted.

**11. Adjourn:**

Greenberg made a motion to adjourn the regular meeting at 7:10 PM. Sepp second and the motion carried. The next board meeting is scheduled for Tuesday, November 21, 2017 at 6:00 PM.

**Executive Session:**

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

**Adjourn:**

Greenberg made a motion to adjourn the meeting at 8:25 PM. Seconded by Figueroa and motion carried.

Respectfully submitted, K. Spears

**ACTION ITEMS:**

AMS – get quotes for mowing 111 Herons Nest Circle.  
AMS – write letters to 105 Tidewater, 102 Donegal Lane  
Dumont – visit 101 Laurel Marsh about roof request  
Figueroa – post policy of Facebook and web site.

MARSH HARBOUR OF KINGSLAND POA - Board of Directors Meeting  
Bogey's at Laurel Island Links Kingsland, Georgia 31548  
Tuesday, 21 November 2017 at 6:00 PM

1. Call to Order: Chairperson Figueroa called the November 21, 2017 meeting to order at 6:03 PM.

Board members: Interim President – Andy Figueroa – present  
Vice Chairperson – Howard Sepp – present  
Secretary – Charles Dumont – present  
Treasurer – Andy Figueroa – present

Kristina Spears with Advanced Management Group was unable to attend.

2. Visitor attending: Property Owner Wallace Hodge

Mr Hodge provided the following comments/questions:

a. He had been noticed that many trees had been removed from a lot on Maybird Drive and asked if approval had been requested and granted or if the lot was in Laurel Oaks. The comment was taken under advisement.

b. Mr Hodge had also noted that a foundation might be under construction at another property on Maybird drive. There were no such approvals granted or pending and the matter was also taken under advisement.

3. The meeting minutes from the September 26<sup>th</sup> meeting were presented. Having been read by everyone, Mr Sepp moved the minutes be approved as drafted. Mr Dumont seconded the motion and the motion carried.

4. Mr Figueroa presented the financial statement for the period ending October 31. Having been reviewed by everyone and there being no questions, Mr Dumont moved the financial reports be approved as provided. Mr Sepp seconded the motion and the motion carried. The financial reports are incorporated into the minutes of this meeting by reference.

5. Mr Figueroa presented the proposed budget for 2018, dated 11/16/2017 and already reviewed by the board members. The proposed budget proposes property owners annual fees of \$360, projecting total operating income of \$134,470 and expenses of \$139,456 leaving a small deficit of (\$4,986). Mr Sepp moved the proposed budget and assessment be approved and Mr Dumont seconded the motion. Mr Figueroa commended the budget and assessment level as reasonable and sustainable given sufficient cash assets to handle uncertainty. There was no further discussion and motion carried.

6. Old Business:

a. The prior approval of the construction at 100 Laurel Marsh Way was noted.

b. The requested addition behind the home at 101 Laurel Marsh Way was noted. Mr Figueroa moved and Mr Sepp seconded that the requested construction be approved as amended and reviewed previously by Mr Dumont. The motion carried.

## 7. New Business:

- a. A request to install a fence behind the property at 104 Carrington Way had been reviewed. It was noted that the drawing of the fence, though not technically as requested for such submissions was well within property setbacks. Mr Figueroa moved and Mr Sepp seconded that the request be approved. The motion carried.
- b. Mr Dumont noted that the deck of the covered area at the pool was beginning to show superficial cracks. This was briefly discussed, acknowledging that resurfacing would need to be approved by the sharing home owners association. No action was taken.
- c. A pending fall newsletter focusing on compliance issues was briefly discussed without specific action.
- d. Mr Dumont noted that flowers provided at some of the entrances were insufficient and otherwise unsatisfactory. It was also noted that clearing of the parkway right-of-way appears to have stalled in the vicinity of Laurel Marsh. Mr Dumont agreed to take those matters up with the management company and the property manager.
- e. Mr Figueroa noted that the management company official had inadvertently been given signature authority over the reserved fund account. Mr Figueroa moved and Mr Sepp seconded that the management company not have signature authority over the served fund account. The motion carried. There was no further new business.

## 8. Concluding Visitor Comments:

- a. Mr Hodge suggested that the board might consider hiring a part-time compliance officer. It was noted by a board member that compliance was the responsibility of the management company.
- b. Mr Hodge commented on the possibility of moving the pond fountains ashore for easier maintenance.
- c. Mr Hodge also commented on the desirability of staggering the maturity date of CDs if such CDs are used for POA reserved funds.

## 9. The meeting adjourned at 7:05 PM to executive session.

### ACTION ITEMS:

Figueroa – newsletter, time being available

Figueroa – Have management company name removed from reserved account

Dumont – revisit landscaping contractor issues with contractor and/or management company

Mr Figueroa took notes and prepared the minutes for this meeting.