

HILLCREST MANOR HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
13941 Joyce Drive
MARCH 7, 2024

I. Call to Order: The President called the meeting to order at 7:00 p.m. with a quorum present. Those attending: Dick Tobey, Tom Berning, Harriette Weller, Justin Michaelczak, Sandy Tarrant, and Frank Johnson.

Absent: Margaret Lepore and Tricia Lester

Homeowners attending: None

ZOOM attending: None

II. Presentation of previous meeting minutes and approval: The minutes from the February 8 BOD meeting were reviewed prior to the meeting. Sandy Tarrant made a motion to approve the minutes and Frank Johnson seconded. The motion was approved.

The President read some hand-written notes from meetings held on January 18 and January 25 that were in the paperwork from the previous BOD.

III. Treasurer's Report: Justin Michaelczak reported he has been working with records that were received from the previous BOD. At this time the General Account Balance is \$7,619.37 and the Lake Account Balance is \$8,607.31, with paid members of 16. He said it would be helpful to have a listing of all homeowners and their email and home addresses. This would aid in being able to contact them. A registration form for membership could have this information when the dues are paid. The request for email addresses would have to have a disclaimer that this information was for HOA information only and would not be made available to any other group or organization. The President indicated that the Board needed to know all of the persons who have paid dues so we can better determine who we need to talk to about paying. The President asked the Secretary to get a current list from the County Records of all the current homeowners in Hillcrest Manor.

IV. President's report:

- A. Records were received from the previous BOD on February 9. The two bank accounts at Bank of America had the signatures changed to the current President and Treasurer on February 26. Our By-laws state that when the elections are held at the January Annual

Meeting that the term of office for those elected starts immediately. The outgoing BOD had made no provision to turn over the records necessary for the new BOD to function.

- B. So that this type of delay will not be experienced again, the President assigned the Vice President to prepare a BOD Transition Plan that would detail the necessary actions for any new BOD member to be able to function in their position. This would apply whether the vacancy is from the Annual Election or from a resignation of a BOD member while in office. This plan will be discussed in future BOD meetings for possible incorporation into the By-laws as an amendment.

V. Committee Reports:

- A. New Residents: Frank Johnson: He suggested that we revive the “Block Captains”. They would be aware of new residents and let the Welcome Committee know. They could also be enlisted to hand out printed newsletter for the HOA. Frank does not anticipate any expenses at this time and will try to find some residents to be on this committee.
- B. Social Committee: Tricia Lester: Tricia has been unable to fulfill all of the duties of Social Committee Chairman because of family illnesses and Board member Sandy Tarrant is sharing those duties. The Committee is planning a residents’ gathering on Saturday, March 23 at the corner of Carla Drive and Kimberly Drive. It was suggested that perhaps we could develop an “annual calendar” that would be an outline of things planned in the future.
- C. Architectural: Justin Michalczak: He reported that he had received several requests for information from residents and realtors for what was allowable, including window and roof replacements.
 - 1. BOD received a letter from a current homeowner asking for help with a problem that is making selling their home difficult. A neighbor’s yard is not being maintained properly. The home’s owner purchased it in 2013. After discussion a motion was made that the President would send a letter about the yard by regular mail as directed in our By-laws. Motion made by Frank and Second by Frank. Motion passed 4 to 1.
 - 2. A home located at 13837 Kimberly Drive has a vehicle in their front yard that does not have a current Florida License Tag and appears to not be drivable. This is a Pinellas County Code Violation, and the Code Enforcement Office should be the responsible party.

VI. Old Business:

- A. From previous meetings:

1. Approval of Auditor's Report: Auditor, Ted Couperus reported that the 2023 Annual Audit was completed satisfactorily on all 3 accounts, one of which, the Legal Account, was closed. Motion to accept 2023 Auditor's Report made by Tom Berning and seconded by Sandy Tarrant. Motion passed 5 to 0.
2. Growing HOA Membership: Board members were encouraged to develop ideas on this topic. We will have a place for dues to be paid at the residents' gathering on March 23.

B. Action Item review from previous meetings:

1. How to have ZOOM Meetings: Sandy Tarrant completed the action and ZOOM was available at this meeting.
2. Review 2023 records and prior: Dick Tobey has reviewed 2023; 2022, but not 2021. Our organization is under FSS 617.
3. Publish March Newsletter: Dick Tobey: Draft in progress and any BOD member should feel free to add information items they feel would be helpful to the homeowners.
4. March Community Event – see Social Committee report.
5. Estoppel Certificates: Harriette Weller: A report given about the history of the current Estoppel Certificate that is required at all home closings in the State of Florida. Sandy Tarrant said that most are now done by e-mail.

VII. New Business:

- A. Lake Chairman – Is it still Marcia Morgan? Dick Tobey will determine the succession process.
- B. Discussion was held concerning the tax submission that the HOA pays annually through an accounting firm. It was noted that 1/3 of the total income was from the Lake Account with about \$8K from the HOA Regular Account and \$4,400 from the Lake Account. A motion was made that the Lake Account would be used to pay one-third, (1/3) of the tax expenses. Sandy made the motion and Frank seconded. Motion passed 4-1.*

* This vote was voided at the April 11, 2024 meeting of the Board of Directors 4-0 due to the Board having no authoritative basis on which to proportion the expense.

- C. Discussion about Law Firm: Tabled until next meeting.

VIII. Action Items:

- A. From Previous meetings:

1. President Dick Tobey to complete Newsletter and develop distribution plan. Due March 14.

B. From today's meeting:

1. Secretary to get a current list from the County Records of all the current homeowners in Hillcrest Manor. Due March 14.
2. Treasurer to provide report of persons paying dues. Due March 21.
3. Vice President Tom Berning to develop BOD Transition Plan. Due June 30.
4. Frank Johnson to develop dues notice for handing out with newsletter. Due March 14.
5. Dick Tobey to write and send violation letter about the yard as discussed. Due March 14.
6. Dick Tobey to determine Lake Chairman succession plan. Due April 30.

IX. Comments from Property Owners present: None present.

X. Closing Comments – BOD: None

XI. Meeting Adjournment: Sandy Tarrant made the motion to adjourn, and Frank Johnson seconded. The motion carried. Meeting adjourned at 9:10 p.m.

Respectfully Submitted,

Harriette Weller, Secretary