



JOHNS CREEK
Johns Creek Owners Association, Inc.

MINUTES
Board of Directors Meeting

Date of Meeting: Tuesday, April 27, 2017
Time of Meeting: 6:00 pm
Place of Meeting: Interlaced Property Solutions
5991 Chester Avenue, Suite 203
Jacksonville, FL 32256

1. CALL TO ORDER AND PURPOSE; CALL ROLL; CERTIFY QUORUM; PROOF OF NOTICE;

Chuck Dicey called the meeting to order at 6:05 p.m.

The Roll was called, and a quorum of the Board of Directors was in attendance by conference call.

A quorum was established with Chuck Dicey, Joe Taylor present. Tracey Payne-Williams arriving late in the meeting.

Attending on behalf of Interlaced Property Solutions was Sherry McNees, LCAM and Patty Bennett, VP and CFO.

2. APPROVAL OF MINUTES – Board of Directors meeting minutes for April 11, 2017

Chuck Dicey made a motion to approve the April 11, 2017 board meeting minutes as written and waive reading of the minutes. Motion was seconded by Joe Taylor. All in favor. Motion carried.

3. FINANCIAL REPORT – March 2017

- Chuck asked if there have been any submitted invoices for CDD events. Patty informed the board no invoices have been submitted this year to her knowledge. She will check when she gets back to the office.
- Patty will email the March 2017 financials to the board.
- The board asked Patty if the Association can use the money that is in the money market account for operating expenses. Patty will check and report to the board of her findings.

Suspension of Voting Rights

Patty reported approximately 22 owners have not paid their assessments for 2017.

Chuck Dicey made a motion to suspend the voting rights to all owners that are 90 plus day's delinquent on their association fees. Motion was seconded by Joe Taylor. All in favor. Motion carried.

- Chuck Dicey made a motion for Patty to not put any more funds in the Reserve Account. Motion was seconded by Joe Taylor. All in favor. Motion carried.
- Patty reported the Association has three accounts: Operating, Money Market Account/Operating Funds and Reserve Account.
- Discussion of requirements if any of membership or board to use Reserve funds and/or to transfer the funds to the money market account. Patty will get with Terry Flesher and report back to the board.



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4. COMMUNITY ASSOCIATION MANAGER REPORT – Sherry McNees

Sherry reported:

- IPS is creating an email specific for compliance only. The email address will be on all compliance notifications and on the portal and website as it becomes available.
- Client services team is scrubbing the portal content and will be adding minutes that are missing, documents and reports. As per the board of director's request two years of meeting minutes are to be posted on the CDD website at a time. The portal does not have same restriction. The portal will include meeting minutes from previous management company.
- Compliance enforcement policy and procedure importance of having a clear detail of authority, expectations and procedure.
- Drop Box will be set up for board of director, architectural and compliance meetings.

5. COMMITTEE REPORTS

a) Social Committee – Social Committee Representative

- Chuck Dicey reported on behalf of the Social Committee. Chuck reported the budget was approved at last board meeting.
- Chuck will contact Kathy Sargent to get more information on her position change with the CDD.

b) CEC – Chairman

Chuck Dicey reported he has not heard from the CEC members after sending an email to the committee. Chuck will contact Shawn directly and then provide an update to the board.

c) ARB – Nancy Anderson, Chairman

Chuck Dicey reported concern of an ARC request submitted as per owner on Thornhollow as being submitted in February and it did not get to the ARC until April. Sherry reported the owner may have submitted to the wrong management company which may have caused the delay for IPS client services team has a good procedure in place upon receiving an ARC application.

Discussion of architectural submittal and process time line. Sherry recommended to have a cut-off date of 3 days prior to the scheduled ARC meeting. This will allow IPS to prepare the ARC meeting packet to include all required supporting information for each submitted architectural application.

The board agreed and asked that IPS begin to implement the cut-off date. The board also asked IPS to date stamp each architectural submittal page. The application will be revised to require the owner to initial bottom right page listing page numbers submitted ie: 1 of 4, 2 of 4, 3 of 4 and 4 of 4. IPS to send owner a notice the ARC request has been received and will be added to the next ARC meeting scheduled for DATE, TIME and PLACE. If the architectural submittal is incomplete the notice to the owner informing IPS has received the submittal however additional information is required/requested. Sherry explained by sending notification to the owner upon receiving keeps a date stamp and open communication with the owner, ARC and IPS.



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d) Neighborhood Watch – Audrey O’Neil, Chairman

Tracey Payne-Williams reported on behalf of Audrey O’Neil. Tracey reported she attended a recent meeting where discussion of not enough officers on duty. Report on the Verizon burglary with no arrests made.

6. SUSPENSION OF VOTING RIGHTS TO DELINQUENT OWNERS

Reference Financial Report section of minutes

7. UNFINISHED BUSINESS

a) Attorney outline regarding covenant enforcement

- Chuck will email the CEC committee and ask of their commitment and if they are still interested to be on a compliance and/or enforcement committee. If the committee is no longer interested Chuck may ask for new volunteers and if no success the Association will be forced to send violating party to the attorney.
- Discussion of importance of fining authority and hearing committee members to ride and check each violation that is on the report prior to the scheduled meetings.
- Sherry will re-inspect all violations where owners responded then note on the compliance report. Sherry will close the violation record for violations that have been corrected or at a satisfactory condition as per her recommendation and board approval to do so. A letter will be sent to the owners where there is a closed violation notifying the owner the violation is closed and thank them for correcting said violation. For violations that remain as not corrected will be noted as such. Upon completion Sherry will email report to the board in PDF format.

8. NEW BUSINESS

Attorney, Michael Goldsberry reports reviewed by the board and management. Discussion on two properties if in bank foreclosure and/or in bankruptcy. Patty will check on both accounts and report findings to the board. *Due to nature of the accounts the account information is not included in the board meeting minutes.*

9. RESIDENT REQUEST(S)

There were no resident requests. No residents in attendance of meeting.

10. BOARD OF DIRECTOR REQUEST(S)

There were no board of director requests.

Next Board Meeting – Thursday, May 18th at 6pm or Tuesday, May 16th at 6pm.

CDD Contact for there has been a change of CDD responsibility positions – Tracey will email Sherry Carol and Janet’s email address. Carol now handles posting notices on the marquis, sending out email broadcasts and

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Janet is responsible to update the website. Tracey recommends IPS to send everything to Carol and she will distribute to the appropriate person(s) if it is something that she does not handle.

11. MEETING OVERVIEW

There was no meeting overview.

12. ADJOURNMENT

Chuck Dicey made a motion to adjourn meeting at 9:22 pm. Motion was seconded by Joe Taylor. All in favor. Motion carried.

Minutes respectfully prepared and submitted by:

Sherry McNees

Community Association Manager

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