



## **Meeting of Board of Directors Maplewood Master Association**

**Date:** Thursday, March 21<sup>st</sup>, 2024  
**Time:** 7:00 PM  
**Location:** Community Pool / Via Zoom

**Present: Bob Simmons, Marie Doherty, Robin Smith, Tom Carney, Kandi Hacker**

### **MINUTES**

- I. Call to Order & Proof of Notice
  - a. Meeting called to order at 7:01pm, confirmed notices were posted in compliance with Florida Statutes.
- II. Approval of Minutes of Last Meeting
  - a. 2.15.24 Minutes
    1. Robin motion to approve the minutes
    2. Bob 2<sup>nd</sup>
    3. Unanimous (5,0)
- III. Officers Report
  - a. Presidents Report
    1. Money Market Acct & CD Updates
      1. CD was opened in November for reserve – 11-month 6% interest. Account has made \$1,800 to-date.
      2. Money market account opened at 4%, has made \$475 in one month.
      3. Approximately \$2,300 has been made combined.
    2. Comcast Project Update
      1. Fiber has been pulled up to the houses on Stanhope as of 3/21/24.
      2. Marie mentioned that there were slight delays due to locates and back-up of parts, but the board is happy with the pace, overall.
      3. There have been less issues in Crossfield than what was experienced in Stanhope – the construction team is improving as they go and have remained very responsive.
      4. Marie reiterated the importance of utilizing [maplewoodcomcast@gmail.com](mailto:maplewoodcomcast@gmail.com) to report any issues.
      5. Robin praised the response time and effort from Comcast team to fix the issues in her yard.
      6. Once construction is complete, they will enter the restoration phase, and then will move to the installation phase.
        - a. It was reiterated that Comcast will fix issues up to a year out.

### 3. Lease Management

1. Marie reviewed the rules and regulations related to leases in the community. There is an ongoing issue with a handful of homeowners who have not been submitting paperwork on time, and in some instances, submit the application/renewal paperwork after the lease has already begun.
2. Marie referenced Briarwood and referenced that the Maplewood lease application should lay out fines so that if paperwork is not submitted properly it will relay in an automatic fine.
3. James will reach out to the HOA attorney to research whether rejecting future lease applications is an option due to a particular homeowners' lack of maintaining their home and their inability to follow rules and regulations.
  - a. Bob motion to adopt the fee structure that Briarwood has on their sales and rental applications and include automatic fines for non-compliance.
    - i. Lease applications received less than twenty days prior to occupancy = \$100 fine
    - ii. Lease applications received less than seven days prior to occupancy = \$200 fine
    - iii. Sales applications received less than twenty days prior to occupancy = \$50 fine
    - iv. Sales applications received less than seven days prior to occupancy = \$100 fine
  - b. Robin 2<sup>nd</sup>
  - c. Unanimous (5,0)
4. Documents re-write update
  1. We have 3 people total, to-date, hopeful for one more.
  2. Committee will start meeting in the next couple of weeks.

### IV. Management Report

#### a. Update on delinquencies

1. 10 remaining but there have been payments, in some capacity, by the majority of this remaining homeowners. This was anticipated, given the special assessment and increase in dues, and those who have not paid in full are accruing late fees and interest.

#### b. Treasurer Report

1. The first quarter is about to wrap up and the association is on-pace with its budget and will continue to spend intelligently.
2. There is a concerted effort to space out expenses and ensure that the association is in a good financial position throughout the fiscal year.

### V. Old Business

#### a. Reserve Study Update

1. Marie and James to review the report in depth next week and start putting a plan together on how to tackle recommended items.

#### b. Financial Review Update

1. The firm hired has reached out to ADG4 requesting information and that response will be completed ASAP.

### VI. Homeowner Questions and Comments

- a. If sod needs to be replaced per Comcast work, when should I put in the request?

1. You don't have to put in a request yet, as they haven't started to replace the sod. Keep an eye out for when they do start restoration and if you still have issues, please use the gmail account to submit a request.

VII. Adjournment

- a. Meeting adjourned at 7:40pm