

UNOFFICIAL MINUTES

Greenleaf Lakes Homeowners Association, Inc.

Board Meeting | October 30, 2017 |

Board Members

Daniel Pasky | Chris Mieczkowski | Luke Buntz

	Item:
CALL TO ORDER	Meeting called to order at 6:00 PM
ESTABLISH QUORUM	A quorum was established with 3 of 3 Board Members present.
PROOF OF NOTICE	Sign was posted at the main entrance at least 48 hours in advance per the state law.
APPROVAL OF MINUTES	Motion by Daniel to approve the minutes from the <i>March 30, 2017 Board Meeting</i> . Second by Chris. Passed 3-0.
TOPICS	The following topics were discussed:
Common Area Landscaping Contract	<ul style="list-style-type: none">• Due to a price increase by Coastal Maintenance, bids were collected for a new landscape company. Chris made a motion to accept the R&D proposal effective 12/01/17, seconded by Dan, passed 3-0.
Sun Shade for Playground Equipment	<ul style="list-style-type: none">• Discussion regarding adding a sun shade for the playground equipment was made however due to price was tabled until future funds are made available.
2018 Budget	<ul style="list-style-type: none">• The 2018 Budget draft was presented and discussed. Dan made a motion to approve the 2018 Budget, seconded by Chris, passed 3-0.
Holiday Lights	<ul style="list-style-type: none">• Chris is going to look for volunteers to decorate the two entrance for the 2018 Holiday season.

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Item:

Association Assessments Collection Policy

- The board reviewed the existing collection policy and agreed to stay proactive by reaffirming the following policy:
- Step 1: Invoices to be sent a minimum of 15 days prior to due date.
- Step 2: Reminders to be sent out between due date and 10 days from end of grace period.
- Step 3: Late notices to be sent out with funds due within 10 days or further action will be taken after end of grace period. Owner will incur additional charges.
- Step 4: Intent to Lien certified letter to be mailed beginning 10 days from termination date in Step 3 Notice. Owner will have 45 days to pay before account is turned over to legal and collections. Owner will incur additional charges.
- Step 5: After 45 days from mailing of letter in step 4, account will be sent for placement of a lien and collection efforts, including foreclosure action if necessary. Owner will incur additional charges.

Dan moved to approve, seconded by Luke, passed 3-0.

ADJOURNMENT

Meeting adjourned at 7 PM