
BRIDGEWATER CROSSINGS HOMEOWNERS ASSOCIATION INC

c/o Don Asher & Associates
1801 Cook Avenue
Orlando, FL 32806

Board of Directors Meeting

Wednesday, March 17, 2021

Meeting to be held by Tele/Video Conference Call
1:00 p.m.

MINUTES

- I. Call to Order – Eric Jones called the meeting to order at 1:02 PM.
- II. Establish Quorum - A quorum of the Board of Directors was present. Directors present were Eric Jones, Desmond Deignan, and William Carling. Nuria Esquilin, Community Manager (CAM), represented Don Asher & Associates.
- III. Proof of notice of the meeting - The meeting was duly noticed in accordance with FS720.
- IV. Approval of prior meeting minutes -Desmond Deignan moved to approve the minutes from February 17, 2021. Eric Jones seconded the motion. Vote called. All in favor. Motion passed; 3-0.
- V. Treasurer report – Desmond Deignan gave the Treasurer Report. Mr. Deignan inquired about the entry for the termite bonds payment. The Community Association Manager is to follow up with a copy of the General Ledger documenting the entry in December.

Mr. Deignan shared GL Code 7010 – General Repairs is overbudget and inquired of the reason. The CAM shared the overage is directly related to the expenses associated to the installation of the cluster mailboxes for the townhomes. Mr. Deignan clarified that the overage will be covered when the developers (Zuflo LLC and Masdar) reimburses the HOA.

548 Darlington Loop - The Board of Directors unanimously agreed to waive all interest and fees, including the intent to lien fee. Eric Jones shared that it was never the intention of the Board of Directors to issue liens to accounts that had a balance under \$650. The CAM clarified that a notice of intent to lien is not the same as placing a lien on a unit. Going forward, intent to lien notices will only be sent with board approval. Mr. Jones inquired about the mailing address listed on file. The CAM verified the address. According to Mr. Jones the owner is not out of state. Ms. Esquilin shared that mailing addresses are updated when the owner requests it and that our records are not showing the owner has made such request. Mr. Jones asked for the mailing address to be updated to the home's address.

The Collection Policy was clarified as follows: Intent to Lien Notices may not be mailed without the approval of the BOD. Intent to Lien Notices will not be sent to accounts that have a balance of \$650 or less.

128 Lake Shore Parkway – Mr. Deignan shared the account is on a payment plan. An agreement was also made to increase the amount to be paid.

476 Lake Shore Parkway – The Board of Directors unanimously agreed to forward this account to the attorney for collection of lien.

VI. Manager Report – The CAM provided the Manager Report. A summary is below.

Landscape – The CAM emailed the vendor to coordinate a walk-thru with a member of the BOD to discuss the main entrance enhancements and the lack of consistency when picking up the leaves which are now clogging the drains.

Mailboxes – The addresses were forwarded to the vendor as provided by the Board Secretary/Treasurer.

As requested at the last meeting, the CAM emailed Masdar & Zuflo LLC to remind them that a bill for the mailboxes and installation cost will be forwarded for payment. The representative of Zuflo LLC has since replied. The reply was forwarded to the BOD between meetings and in anticipation of this meeting.

Owners' Request(s)

Scuba Lessons at Pool – An owner reported that someone is giving scuba lessons in the pool. The CAM shared that without an address we are unable to send compliance letters. The owner making the report felt the instructor may not be a resident. The report was conveyed to the BOD. The Scuba Instructor has written to the HOA to clarify and has asked permission for limited use and charges are being negotiated.

VII. ARB Applications – 516 Lake Shore Parkway – Gutters Denied– But the BOD agreed to solicit quotes for the installation of gutters for Bridgewater Townhomes – all 4 buildings. The management office is to notify the owner of the same.

VIII. Compliance

- 536 Lake Shore Parkway – William Carling shared there is a jetski parked in the back of the building.
- 138 Lake Shore Parkway – The resident continues to park in the grass. The CAM is to send a compliance letter. The CAM shared that while the residents remain the same, the home transferred ownership so the covenant enforcement process has been reset.

IX. Unfinished business

- Transfer to Deed – The Board of Directors agreed to hold an in-person meeting with the attorney to better explain the matter at hand.
- Pond Cleaning – Mr. Jones provided a brief updated and referred to documentation shared with the Board of Directors between meetings.
- Mailboxes – The project continues. This was briefly discussed during the Treasurer Report.

X. New business

- Landscape – Main Entrance – The CAM shared the vendor has not replied to a request to meet to further discuss the landscape enhancements.
Townhomes Building Exterior Paint – The CAM shared the amount quoted by Vice Painting. The CAM shared that the soffit & fascia was not included the bid. William Carling brought up that the soffit & fascia may be vinyl. Further inspection is required. Mr. Deignan shared that based on that price it is possible for the buildings to be painted and gutters added. The amount currently in Reserves may cover the cost without the need for a special assessment. The CAM is to solicit quotes for the matter to be further discussed.

Mr. Mancy Johnson, a townhome owner, was in attendance. The BOD requested his opinion on the matter. Mr. Johnson agreed that completing both projects without the need of a special assessment would be well received.

- XI. Open Forum – The owners present did not bring up any concerns.
- XII. Schedule next board meeting – April 21st at 1:00 PM via TEAMS
- XIII. Adjournment – The Board of Directors unanimously agreed to adjourn the meeting at 2:20 PM.