

**BRIDGEWATER CROSSING HOMEOWNERS ASSOCIATION, INC.**

C/o Associa Community Management Professionals, Inc.  
4700 Millenia Blvd, Suite 515 Orlando, FL 32839

**BOARD MEETING**

**APRIL 05, 2017**

**DRAFT MINUTES**

A duly noticed meeting of the Bridgewater Crossing Homeowners' Association Board of Directors was held on Wednesday, April 05, 2017 at the Association Cabana at 6:00 p.m. The following Board Members were in attendance: President Ryan Umstead, and Treasurer Desmond Deignan (who attended telephonically). Vice President Dave Diefenderfer was not in attendance. Also in attendance was John Mullins representing Associa Community Management Professionals and Justin Baker with Corvin Farmer of Tri-Choice Landscaping. Two members were also in attendance.

After establishing a quorum, the meeting was called to order at 6:00 p.m. by Ryan Umstead.

**Minutes:** The Board was sent a copy of the minutes of the February 27, 2017 Board Meeting. Ryan Umstead moved to approve the minutes as written. Des Deignan seconded the motion. The motion carried unanimously by the Board Members present.

**Financial Report:** Desmond Deignan gave the Treasurer's Report. The Treasurer reported that the Balance Sheet for January & February did not show any change in the Equity Section for Reserve Funding from the previous period. The Manager, John Mullins, stated that Associa has changed their Accounting System. Associa for all communities in the United States now has an Income Statement for the Reserves that is provided in tandem with the Standard Income Statement. At the end of the year the Reserve income Statement will be offset to the Balance Sheet and the Balance Sheet will reflect the actual year-end balance for the yearly allocations to the Reserve Accounts. The Treasurer directed the Manager to inform Associa of his displeasure with this new format and that he wants to go back to the old and customary method of increasing the Balance Sheet amount month to month as defined by the Reserve Allocation in the Budget.

The Treasurer stated that the Ground Maintenance is still showing an actual expense higher than the budget. After discussing this with the two representatives of Tri-Choice and the Manager. A motion was made, seconded and unanimously passed for the Manager to direct accounting to make the necessary journal entries for the following: To correctly reflect the actual Landscape Maintenance to Budget. To expense \$250.00 to GL 6100-Plant Replacement for January and February and henceforth. To expense \$279.00 to GL 6165 Tree Trimming/Replacement for January & February and henceforth.

The rest of the Financial Report was in order and there was nothing further to report.

**ARB Application:** The Board of Directors had discussion on an Application for painting at 433 Whittier Street. A motion was made, seconded and unanimously approved the paint color as submitted in the revised ARB Application from this owner.

**Management Report:**

- **Collection Policy & Delinquencies:** The Manager noted that after his review of the Delinquency Report that he had concerns with the existing Collection Policy. As an example, under the existing Collection Policy an account does not receive an Intent to Lien Notice unless it is over \$400.00; also, an account cannot go to the Attorney unless it is over \$750.00. The Manager stated he would send an email to the Board of Directors with a revised Collection Policy for their consideration.

The Board of Directors had discussion on the Delinquency Accounts. A motion was made, seconded and approved unanimously by the Board members present to waive, as a one-time gesture, all late charges and fees for those accounts under \$12.00 in delinquency. It was further agreed that the Manager would send a flyer to the accounts that are not with the Attorney with a copy of their account ledgers to assist in the collection of those monies due to the Association.

- **ARB Violations:** The Manager stated that it would be unfair to submit violation letters to owners who have brown or browning grass if the Association also has brown or browning grass. The Board of directors agreed and directed the Manager not to send anymore violation notices specifically for brown or browning grass until further notice.

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The Manager was directed by the President to send a letter to the owner that had large oak tree stumps in the front of his home removed within two weeks; or, the Association will have them removed on their behalf and the expense will be posted to the owner's account.

**Open Forum:** One of the owners in attendance is concerned that there may be selective enforcement with the reporting of violations. The Board of Directors directed the Manager to contact Mr. Robert Moore via email to conduct the next property inspection so we know we are being fair and reasonable in violations and treating all owners the same. The other purpose of having Mr. Moore with the Manager during the inspection is to ensure that there is no selective enforcement of owners. All owners must be treated equally.

The next Board meeting will be scheduled for May 9th beginning at 6:00 p.m.

There being no further business, Ryan Umstead motioned to adjourn. Des Deignan seconded this motion and the motion carried unanimously.

The meeting was adjourned at 7:00 p.m.

Respectfully Submitted for Approval,  
John Mullins  
Acting as Recording Secretary