

## BRIDGEWATER CROSSING HOMEOWNERS ASSOCIATION, INC.

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

### BOARD MEETING

MAY 09, 2017

### DRAFT MINUTES

A duly noticed meeting of the Bridgewater Crossing Homeowners' Association Board of Directors was held on Wednesday, May 09 2017 at the Association Cabana at 6:05 p.m. The following Board Members were in attendance: President Ryan Umstead, Vice President Dave Diefenderfer and Treasurer Des Deignan were in attendance. Also in attendance was John Mullins representing Associa Community Management Professionals. Three members were also in attendance.

After establishing a quorum, the meeting was called to order at 6:05 p.m. by Ryan Umstead.

**Minutes:** Ryan Umstead moved to approve the minutes as written for the Board of Directors Meeting held on April 05, 2017. Des Deignan seconded the motion. The motion carried unanimously by the Board Members present.

**Financial Report:** Desmond Deignan gave the Treasurer's Report. All was in order and we are in a strong financial position. Des noted that he is awaiting answer from the Manager regarding the water expense account and D&O Insurance expense both of which show no expense in the month of April. The Manager noted that accounts receivable was at 3.9% of total assets. This represents an all time low with no delinquent owners owing more than \$600.00. This is a remarkable turnaround in just 12 months.

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

#### **Management Report:**

- **Collection Policy:**

The Board of Directors had discussion on revisions to the Collection Policy. A motion was made, seconded and approved unanimously by the Board Members present to:

- 1) Stop charging late fees and late interest on owners accounts for being past due.
- 2) A polite letter to be sent by manager for balances less than One Hundred Dollars (\$100.00)
- 3) Send Reminder Letters to owners who have balances over One Hundred Dollars (\$100.00) but less than one month's assessment.
- 4) Reminder Letters will go out every 30 days and each month thereafter until such time as the criteria in # 2 has changed.
- 5) Send Late Notices to owners who owe one (1) month's assessment or more.
- 6) Late notices will go out every 30 days until such time as the criteria in #4 above has changed,
- 7) Should an owner be three (3) months of assessments behind, then the Association's Attorney will take over collection actions and issue a Notice of Intent to Lien. Should the owner fail to bring their account current or make payment plan arrangements, then the home will be placed in Lien and Foreclosure proceedings will commence thereafter.
- 8) The Board does not want any account to be charged the \$100.00 collection fee; but, the \$10.00 collection fee is acceptable.

**Board of Directors - Manager:** The Board of Directors asked the Manager if the townhomes had received their coupons for their assessments. Discussion was had over their insurance coverage.

The President, Ryan Umstead asked the Manager for the documents to be signed for the tract sent from the Attorney. The Manager will speak to his supervisor and send the document by mail to the President for signing.

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The Board directed the Manger to have the basketball court light fixed whether the light itself, the ballast or the timer. The Manager was also directed to get a new Tennis Court Net noting we do not know at this time if it is regulation size. Also to tighten up the volley ball court net.

The Treasurer directed the Manager to determine what records if any in storage are 7 years or older and to have those records removed. Per Florida Statute we are only required to have 7 years of records, nothing more.

The Manager was directed to contact the Manager of the Landscape Company regarding the proposal the Association approved for new plant materials in the large circle between the Clubhouse and the Townhomes. The Manager was further directed to have the Manager of the Landscaping Company to coordinate a time and date to meet with the Treasurer.

The next Board meeting will be scheduled for **June 6<sup>th</sup> beginning at 5:30 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 7:22 p.m.

Respectfully Submitted for Approval,  
John Mullins  
Acting as Recording Secretary