

Kelly Pointe Homeowners Association, Inc.

Board of Directors Meeting

10/10/2017 – 6:00 p.m. – Nocatee Town Center (Small Meeting Room)

BOARD MEMBERS PRESENT	Isaac Smolko
MANAGEMENT PRESENT	Matthew Ciupak- CAM, Vice President of BCM Services, Inc.
CALL TO ORDER	Meeting called to order at 6:00 p.m.
NOTICE POSTED	Posting of notice in compliance
APPOINTMENT OF BOARD MEMBER	As the only acting board member due to resignations from both Carrie Bennett and Michael Lucenti, Isaac appointed Meagan Perkins to the board. They will both try to find a third member at the annual meeting next month.
APPROVAL OF PREVIOUS MINUTES	Minutes from the Board Meeting on 09/12/2016 and Annual minutes from 11/07/2016 were reviewed. Isaac made a motion to approve the minutes and Meagan seconded the motion, approved 2-0.
NEW BUSINESS	
2017 ANNUAL MEETING DATE	<ul style="list-style-type: none">• The 2017 Annual meeting will be held on November 20, 2017 at 6pm if the Crosswater Hall is available.
FINANCIAL	<ul style="list-style-type: none">• The Attached Collection policy was presented and reviewed by the board. Isaac made a motion to accept and Meagan seconded. Motion passed 2-0• The 2018 Budget was presented and reviewed. Meagan made a motion to accept. Isaac seconded, motion passed 2-0. Dues will stay the same for 2018.
ARC CHAIR	<ul style="list-style-type: none">• Effective immediately, Meagan will replace Isaac as the ARC Committee Chair based on a motion made by Isaac, seconded by Meagan. Passed 2-0
LANDSCAPING ALONG CAPTIVA DRIVE	<ul style="list-style-type: none">• Management presented bid L21956 to the board regarding the common area landscaping inside the neighborhood along Captiva Drive by the JEA lift station for new Floratam and Bahia sod. This bid was tabled until next year because the area isnt looking as bad as it was in June of this year.
ADJOURNMENT	There being no further business, the meeting was adjourned at 8:10 PM.

Collection Policy for Association Dues:

- o Step 1: Invoices to be sent a minimum of 15 days prior to due date.
- o Step 2: Reminders to be sent out between due date and 10 days from end of grace period.
- o 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.
- o 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.
- o 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.