

Montego Bay HOA Board Meeting Minutes

Monday, August 14, 2017 - 6:00 PM

Janice Stempson, Jim Smith, Joe Pagliaro

1. CMH Management Status and transition plan

- Jim has researched Quicken and we can purchase Home & Business software for \$119. Training modules are available for \$187 for 8 modules, usable by all board members. Voted to purchase both. Jim will take care of that
- Jim will contact Cindy and ask for a transition plan to have us ready.
- Need to know how to batch send emails
- October 1 we want to be up and running
- Cindy needs to know that we expect cooperation and assistance until the end of her contract.

2. Bank information: Janice has contacted below:

PNC: 407-933-7137 1818 John Young Parkway, Kissimmee 34741
Contact person is Carlos Acosta at the above phone number
Need to talk to **Merchant Services:** Dylan Floyd 850-381-9744
and **Treasury Management:** Jackie Johnson 814-730-1026
Both will be at the PNC Branch on Thursday is Jim can make it to

meet

with them at 3:00, call the 407-933-7137 number above, talk to Carlos to schedule.

Suntrust: 407-552-0800 3357 West Vine Street, Kissimmee 34741
Awaiting information

3. Attorney options: Janice has contacted:

Robert Hayes, 441 West Vine Street, Kissimmee, FL 34741
407-933-4005 NOT taking new clients. Referred us to:
Ingrid Keller, 407-654-0363 (Winter Park)

With whichever attorney we choose, we need to discuss: current cases, rent demand costs, future lien procedures

4. Pool Key Status -

Currently have distributed 22 of 206 keys
Non-resident form to be forwarded to Maria- Janice did 8/15
Distribute again Tuesday, August 15, 5-7 pm

5. Fence Status – delay...delay...delay! If they don't return calls and come through soon, we will invalidate the contract. Janice will keep trying.

6. Violations – forms and how to complete and record

- Complete form
- Take photo (violation and address)
- Date
- Schedule on the form the follow up date
- Send to Janice (email with photo)

- Forms to arrive tomorrow – Janice will bring to pool

7. **Estoppel** – designate Board Member to handle & prepare forms, determine fee

- Janice will do Estoppel for the HOA checking with Jim for figures
- Approved Estoppel certificate
- NEED WEBSITE UP in order to charge for Estoppels. Joe will Complete transaction **ASAP**. \$249.50 for 3 year period
- Voted and approved expenditure

8. **Reviewed previous minutes and updated progress**

9. **Violations Committee** : Have three need one more. Cannot function with less than 3 in attendance

10. **Discussed Non-resident owners who are renting.** Rent Recovery is available. Janice wrote a friendly request letter explaining the Florida Statute that permits it to those non-residents who are currently delinquent and renting. We will try that first. They will be mailed 8-15-17.

11. **Landscaping Contract:** Renegotiated contract with Pools & Lawn to \$2,200.00 per month to include all of the new areas that have never been maintained but are the responsibility of the HOA. Removed entrance palm trimming from contract.