GOOSE CREEK HOME OWNERS ASSOCIATION

BOARD MEETING MINUTES

APRIL 10, 2025

6:00 PM – EASTSIDE LIBRARY

1583 Pedrick Road, Tallahassee, FL 32317

- **Call to Order** – Janice called the meeting to order at 6:05pm
- Establish **Board Quorum** and Introductions

  Janice – Pres, Ginger – Treasurer, Jacek - Sec, Penny, Danny – Manager. Quorum was established by majority of board

- Homeowner Requests to Speak -
- Review Minutes – December 5, 2024
  - Jacek made a motion to approve the minutes of the December 2024 board meeting; seconded by Penny; typo to Ginger's last name was corrected
- Financial Report by Ginger – As of March, HOA has $93K total assets; 11K accounts receivable in past-due dues, There is a reserve account for anticipated larger capital expenses. Ginger noted that the budget vs actual expenditures is looking solid for the fiscal year. There are some outstanding accounts, comparable to prior years. The first column in profit and loss page (named Jan-Dec. 2025) reflects year to date actual expenditures.

  Janice: Late notices have been sent out to unpaid accounts.

  Question from membership: are there any members who are 3 years delinquent: Janice: Yes, two members have been referred to the HOA's law firm, one has started payment plan.

- Old Business

  Web Site Updating Janice – The website provider confirmed that Dennis has access to update and change website; suggestions for updates can also be made to Danny; if there are any suggestions please pass them on to the board.

Sidewalk Repair – Janice - Digitally has responded to request for site visit and assessment on sidewalk from Northcutt to Greenway; HOA should find out soon if city will repair the erosion

Question from member – if someone were injured on the sidewalk leading from Northcutt to the Greenway, who would be liable; Janice – It's not clear.
Question from member – is the sidewalk on HOA property – Janice – sidewalk is in HOA, but city maintains sidewalk.

- New Business

Board Appointments – Janice noted that the bylaws reflect 5 members of the board, Penny decided to step down; at this point there are 5 members, Janice, Ginger, Jacek, Robert, and Dennis.

Penny was unanimously appointed as the HOA's coordinator for social and community building efforts.

Janice suggested asking Robert and Dennis if either wants to be VP, as the position is unfilled.

Management Contract Janice then discussed proposed updates/revisions to the management contract, stemming from past discussions during the membership meeting.

Section 2.2 – the revised contract has a revision to add another designee of board to be the liaison between the board and manager. Other revisions include to sections:

4.3 – will require details of invoices to be attached to monthly financial report
4.4 - manager and two members of board will have authority to sign checks
4.5 - will include a cap on amount that manager is permitted to advance without board authorization

6.1 – clarify agreement that the manager is not developing the agenda

Section 7 – added line item of $1100 for mailings clarifies that annual fee is $7,800

There was a member question regarding section 10 – indemnification; member suggested that indemnification is not allowed.

Question (Penny) noted was that last year the management fee was $6,900, this year it is higher; question as to whether fee for mailing is necessary; discussion was had regarding members requesting notices by email. Janice made point that budgeted item was not required to be spent; Penny mentioned that she will walk door to door and seek more consents to receive HOA notices via email.

There was discussion from the membership about the proposed management contract, and concern that the contract was not included with the meeting agenda. Jacek initially suggested approval of contract might be postponed, but reconsidered upon noting that agenda had been available for weeks and contracts should have been available upon request. Suggested ensuring that future agendas attach all documents to be discussed to avoid confusion.

Motion to approve contract 4.5 with cap of $300 of advanced funds per fiscal year
Ginger – made a motion to approve the management contract as revised. Janice seconded. Motion passed without opposition.

Ginger made a motion to create a board rule to create website notices; Jacek seconded; passed without opposition

ByLaw Updating – Janice mentioned - Danny provided a handout on how to update bylaws; referred to handout; will table the discussion until next meeting.

- Adjournment at 7:10pm