

**AMELIA PARK NEIGHBORHOOD ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
March 20, 2017**

A Board of Directors Meeting of the Amelia Park Neighborhood Association, Inc. (APNA) was held this day in The Social Hall, Holy Trinity Anglican Church, 1830 Lake Park Drive, Fernandina Beach, Florida.

BOARD MEMBERS PRESENT

Ron Rasmussen, President
David Britt, Vice President
Jack Stumpff, Secretary
Jim Higginbotham, Director
Hope Cannon, Director

AMELIA ISLAND MANAGEMENT

Peter Mallory, Community Association Manager
Leilani Whitley, Administrative Assistant
Nick Lambiase, Jr., AIM Director

BOARD MEMBERS ABSENT

Mary Jane Martinez, Director
Paul Guyette, Treasurer

OWNERS PRESENT

On file at Amelia Island Management

OPEN FORUM FOR RESIDENT Q&A

None at this time

CALL TO ORDER / ROLL CALL

Notice of the Board of Directors Meeting was posted on property on March 17, 2017, and emailed to the Board and Membership, which is in accordance with the Documents of the Association. There were five (5) Board members present in person, which represented a quorum. President Rasmussen called the meeting to order at 4:03 p.m., and called the roll of the Board members.

APPROVAL OF MINUTES – JACK STUMPF, SECRETARY

Jim Higginbotham moved to approve the minutes from the February 16, 2017 Board of Director's meeting David Britt seconded and the motion passed unanimously.

OTHER

Jack Stumpff asked for an approval from the Board for the following pavilion rentals:

Royal Amelia Dance Academy – May 20 – During the daytime hours
Wedding – November 4, 2017- from 10am-10pm

There were no Board objections; therefore, both functions are approved.

BUDGET AND FINANCE – PAUL GUYETTE, TREASURER

Paul Guyette submitted a financial report (attached).

Review of AIM's February 2017 Financial Report

Amelia Island Management submitted a February Financial Report (attached).

CAM REPORT - PETER MALLORY, ASSOCIATION MANAGER

Monthly CAM Report

Peter Mallory gave his management report (attached).

Other

A present homeowner discussed the “No Fishing” signs near the ponds. Peter has ordered new signs to replace old signs. Discussion ensued regarding the need for more signs around the ponds. The Board agreed that there does need to be more signs and gave Peter permission to install more, as needed.

COMMITTEE REPORTS

ARB Report - Rusty Footlik, Chair

Rusty Footlik was not in attendance however had submitted an ARB report (attached).

PARB – Rusty Footlik, acting (chair vacant)

Rusty Footlik was not in attendance however had submitted a PARB report (attached).

Mary Ruark, a member of the PARB, was in attendance.

Outreach – Discussion

No report submitted or discussed.

Safety & Traffic – Update – George Haffey, Chair

Jack Stumpff gave a presentation on traffic items that have been already and also gave the results on a 2nd survey that we recently completed. There are 6 “hot spots” according to the recent survey.

1. 15th St
2. North Park
3. Perimeter Park/Field Street
4. Perimeter Park/Lake Park
5. Lake Park near the YMCA
6. Park Avenue

Jack discussed proposed actions for each of these areas. Some actions include installing speed humps. It is important to remember that if speed humps are installed, the Association will be liable for the cost.

Jack continued to present the Committees’ findings which also included adding lighting to the walkways in the Garden Districts and small directional signs.

GREEN SPACE/LANDSAPE – HOPE CANNON, CHAIR, DIRECTOR

Landscape Improvements Spring 2017 – Update Hope Cannon

Hope Cannon reported that most of the plantings, discussed and approved at the last Board meeting, have been planted. There are still a few more areas to plant and these areas will be planted soon.

A present homeowner discussed the need for attention in the common areas along School street. Home noted this concern and will work with the homeowner in this area.

Irrigation System Discussion

President Rasmussen reported that the Y wants to utilize the Association’s Baseball fields more. President Rasmussen sees this as an opportunity to share the cost for the new pump that is needed for the irrigation. At this time, no decision needs to be made; however, President Rasmussen stated that the Board needs to keep this in mind because a decision will need to be made.

HARDSCAPE – JIM HIGGINBOTHAM, DIRECTOR

Status: Final Approval of Repairs to Alleyways; City Repairs to Driveway Entrances

Jim has been working on obtaining bids to repair the driveways. He should have quotes for the Board to review at the next meeting.

Sidewalk Condition

President Rasmussen is concerned over the sidewalk on the North side of the Association, near the pavilion. Jim Higginbotham reports that this area is currently being worked on and will soon be finished.

Other

Nothing at this time.

OLD BUSINESS

Status – Walkway Easement

Work has been completed on the walkway; therefore the deed has been registered. Peter will coordinate with Trim All in getting the new common area maintained.

Covenant Committee

A recent email asked for volunteers for the Covenant Enforcement committee. Four people have volunteered and now the Committee needs a 5th member. The purpose of the Committee is to hear appeals on fines that may have been imposed. Two present members volunteered. President Rasmussen noted these individuals and the Committee will be formed at a future Board meeting.

CCR – Enforcement

The Board discussed various violations in the Association, including an ongoing violation for a shed in the Association. The homeowner has been notified of the violation, however, has failed to comply. After some discussion, the Board agreed to impose a fine.

Ron Rasmussen moved to impose a fine of \$50 a day, starting March 20, 2017, up to \$1000, until the shed is removed. Jack Stumpff seconded and the motion carried unanimously.

President Rasmussen continued by discussing the trash cans in the Association. He read from the documents which state that all trash cans cannot be visible except on days of trash pickup. A present homeowner voiced their concern over the rule because he does not understand the rule in its entirety. Matthew Wetzell, another homeowner, voiced his concern as well.

Notices go out to each homeowner that is in violation of any rules of the Association.

Other

A present homeowner asked for an update on the “Locals” Bar. President Rasmussen stated that he has received a letter from the owner of the bar which stated that the over removal of vegetation from the Vystar construction has caused a loss of a buffer between the bar and the Association.

The owner further stated that the establishment is working on creating an inside music hall where all live bands and music will be played. Once the inside music hall is built, if the Association is still hearing loud noise from the bar, to contact the owner immediately.

NEW BUSINESS

PARB – Submission Requirement/Procedure

The submission requirements and procedures are on the website. This item will be discussed at the next Board meeting.

Open Board Position

President Rasmussen reported that there continues to be a position on the Board. Any interested homeowners can contact Peter Mallory with Amelia Island Management.

Event Committee Positions

President Rasmussen stated that a Committee chair is needed so that 2017 events are had for the year. If anyone is interested, please contact Peter Mallory with Amelia Island Management.

NEXT MEETING

Because a quorum of the Board will not be available for the regularly scheduled meeting on April 17, the next regular Board meeting will be determined and noticed when decided.

ADJOURNMENT

Jack moved to adjourn the meeting; David seconded and the motion passed unanimously. The meeting adjourned at 5:32 p.m.

Respectfully Submitted,

Jack Stumpff

Jack Stumpff, Secretary
JD/lm

Attachments: Paul Guyette's Finance Report
AIM Finance Report
CAM Report
ARB Report
PARB Report

Amelia Park Neighborhood Association, Inc.
Monthly Treasurers Report & Amelia Island Management Financial Summary
Submitted 4/10/17 by Paul Guyette: As of March 31, 2017

Balance Sheet

- As of 03/31/17, The Association had Totals of \$329,414 in Current Assets, \$39,449 in Liabilities, and \$289,965 in Equity. This represents a reduction in assets from the previous month in the amount of \$16,795 and a corresponding reduction in Equity of \$17,438.
- The Cash balance was \$230,611, which includes the Operating Contingency account. This is attributed primarily to Homeowner Assessments and interest, transfer and collection fees. A Cash Flow report has been included as part of the monthly AIM Financial Reporting Package.
- The Maintenance & Capital Accounts totaled \$93,230; Accounts receivables totaled \$1498, Bad Debt Allowance at negative \$4077; and Prepaid Insurance at \$8152. Accounts Receivables represent a reduction of \$5589 from the prior month due to collected property assessments, late fees and interest. Prepaid Insurance increased by \$7,440 due to our annual renewal. Prepaid Insurance is amortized down over a 12-month period.
- The Aged Accounts Receivable Total is \$1498 and spread among 4 homeowners. This represents a reduction of \$5589 from the previous month and a reduction of outstanding homeowner accounts by 10. An amount of \$1377 is over 61 days, \$90 over 31 days and \$30 is current month. We requesting that AIM follow through to close out the remaining receivables.
- Liabilities were comprised of Accounts Payable Clearing (\$182), ARB Construction Deposits (\$39,000) and Prepaid Assessments (\$266).
- An updated ARB Developer Activities & Deposits Report to support the \$39,000 ARB Construction fund balance has been requested.
- On the Equity side, the Fund balance was \$112,782 and the current year income was \$177,184. Because all assessments invoiced are recorded as Revenue when billed (January Accrual), it is anticipated that the Net Income amount will be reported as a continually shrinking amount each month as the year progresses.

Income Statement

- February Income was \$1145, comprised of ARB review/ Builder plan fees (\$1000); transfer, collection and interest fees (\$145).
- Expenses in total for February were \$18,583, which was \$1,959 under budget. The breakdown is as follows: Maintenance \$5328; Utilities \$3437; General and Administrative \$4633; Miscellaneous \$0; Contingent/ Discretionary Capital \$5183.
- Under Maintenance, the tree trim/ landscape projects expenses were \$3260 over budget, however the variance is related to the project/ work timing and these items are expected to remain within the full year budget parameters.
- The categories of utilities, general and administrative, miscellaneous, and contingency/ discretionary capital were all essentially on or close to budget for the month.
- It is anticipated that expenses for Contingent Repairs and Discretionary Capital will increase significantly as the BOD moves to approving structural concrete repairs. The annual budget for this category is \$69,700 across several projects. BOD is advised to judicially evaluate all capital projects to ensure the association stays within its overall 2017 budget. It is also anticipated that there will be monthly expense / budget variations attributed to timing difference in work being completed and payments being processed.

Other

- BOD / AIM have completed APNA's Annual Report Filing to the State of FL
- APNA Insurance Policy has been reviewed, signed and put in place for 2017/2018.

AMELIA PARK NEIGHBORHOOD ASSN INC

Balance Sheet
As of 03/31/17

ASSETS

CURRENT ASSETS:

1002	CHECKING - FFSB	\$ 189,633.53	
1091	OPERATING CONTINGENCY FFSB	40,977.40	
1095	MAINT FUND FFSB	43,149.11	
1097	CAP CONTRIBUTION - FFSB	50,080.86	
	ACCOUNTS RECEIVABLE	1,497.55	
1184	BAD DEBT ALLOWANCE	(4,076.87)	
1411	PREPAID INSURANCE	8,152.36	
	TOTAL CURRENT ASSETS		\$ 329,413.94

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LIABILITIES & EQUITY

CURRENT LIABILITIES:

2109	ACCOUNTS PAYABLE CLEARING	\$ 182.06	
2114	ARB CONSTRUCTION DEP/REFUND	39,000.00	
2190	PREPAID ASSESSMENTS	266.53	
	SUBTOTAL LIABILITIES		\$ 39,448.59

EQUITY:

3996	FUND BALANCE	\$ 112,781.56	
	CURRENT YEAR NET INCOME/(LOSS)	177,183.79	
	SUBTOTAL EQUITY		\$ 289,965.35
	TOTAL LIABILITIES & EQUITY		\$ 329,413.94

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AMELIA PARK NEIGHBORHOOD ASSN INC

INCOME STATEMENT Period: 03/01/17 to 03/31/17

Actual	Current Period Budget	Variance	Account	Description	Actual	Year-To-Date Budget	Variance	Yearly Budget
INCOME								
.00	.00	.00	04082	ASSESSMENT INCOME	230,488.50	230,488.50	.00	230,488.50
1,000.00	500.00	500.00	04086	ARB REVIEW-BUILDER PLANS	1,950.00	1,500.00	450.00	6,000.00
100.00	100.00	.00	04087	TRANSFER FEES	300.00	300.00	.00	1,200.00
.00	33.33	(33.33)	04391	FINANCE CHARGES	599.87	99.99	499.88	400.00
25.22	33.33	(8.11)	04392	INTEREST CONTINGENCY FUND	74.00	99.99	(25.99)	400.00
20.38	41.67	(21.29)	04393	COLLECTION FEES	349.03	125.01	224.02	500.00
.00	8.33	(8.33)	04395	TREE MITIGATION	.00	24.99	(24.99)	100.00
.00	25.96	(25.96)	04399	MISC INCOME	.00	77.88	(77.88)	311.50
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1,145.60	742.62	402.98		SUB-TOTAL INCOME	233,761.40	232,716.36	1,045.04	239,400.00
EXPENSES								
MAINTENANCE								
(550.00)	187.50	737.50	05605	STREET TREE TRIMMING	2,450.00	562.50	(1,887.50)	2,250.00
522.45	300.00	(222.45)	05650	LANDSCAPE COMMITTEE PROJE	2,281.57	900.00	(1,381.57)	3,600.00
5,015.88	5,100.00	84.12	05651	LANDSCAPE CONTRACT	15,047.64	15,300.00	252.36	61,200.00
340.00	316.67	(23.33)	05653	LAKE MAINT	1,020.00	950.01	(69.99)	3,800.00
.00	125.00	125.00	05654	PALM TREE TRIMMING	.00	375.00	375.00	1,500.00
.00	70.50	70.50	05655	PUBLIX TRAIL MAINT	.00	211.50	211.50	846.00
.00	16.67	16.67	05683	TERMITE/PEST CONTROL	.00	50.01	50.01	200.00
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5,328.33	6,116.34	788.01		MAINTENANCE	20,799.21	18,349.02	(2,450.19)	73,396.00
UTILITIES								
2,891.76	3,000.00	108.24	05801	STREET LIGHT RENTAL	8,675.27	9,000.00	324.73	36,000.00
414.60	416.67	2.07	05802	ELECTRICITY	1,301.48	1,250.01	(51.47)	5,000.00
131.35	145.83	14.48	05803	WATER EXP	422.55	437.49	14.94	1,750.00
.00	16.67	16.67	05968	CHURCH HALL UTILITY FEES	.00	50.01	50.01	200.00
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3,437.71	3,579.17	141.46		TOTAL UTILITIES	10,399.30	10,737.51	338.21	42,950.00
GENERAL & ADMIN								
.00	250.00	250.00	05101	FRONT PORCH PRODUCTION	502.90	750.00	247.10	3,000.00
.00	62.50	62.50	05102	WELCOME CMTE OUTREACH	.00	187.50	187.50	750.00
835.84	416.67	(419.17)	05105	ARCHITECT REVIEW FEES	2,213.16	1,250.01	(963.15)	5,000.00
428.00	166.67	(261.33)	05130	EVENTS	678.11	500.01	(178.10)	2,000.00
.00	33.33	33.33	05901	DIRECTORS EXP	.00	99.99	99.99	400.00
51.51	41.67	(9.84)	05903	WEBSITE/INTERNET	51.51	125.01	73.50	500.00
83.33	83.33	.00	05904	BAD DEBT EXP	249.99	249.99	.00	1,000.00
32.18	83.33	51.15	05909	POSTAGE & OFFICE SUPPLIES	337.77	249.99	(87.78)	1,000.00
61.25	8.33	(52.92)	05914	CORPORATE REPORT	61.25	24.99	(36.26)	100.00

AMELIA PARK NEIGHBORHOOD ASSN INC

INCOME STATEMENT
Period: 03/01/17 to 03/31/17

Actual	Current Period		Account	Description	Year-To-Date			Yearly Budget
	Budget	Variance			Actual	Budget	Variance	
138.62	500.00	361.38	05920	INSURANCE D&O	424.28	1,500.00	1,075.72	6,000.00
347.35	37.50	(309.85)	05921	INSURANCE - LIABILITY	1,129.01	112.50	(1,016.51)	450.00
163.25	166.67	3.42	05922	INSURANCE UMBRELLA	489.75	500.01	10.26	2,000.00
.00	25.00	25.00	05923	ACCOUNTING/TAX PREP	220.00	75.00	(145.00)	300.00
.00	4.17	4.17	05926	TAXES	.00	12.51	12.51	50.00
.00	166.67	166.67	05952	LEGAL FEES - T & P	1,645.01	500.01	(1,145.00)	2,000.00
.00	416.67	416.67	05953	LEGAL FEES - TOMASSETTI PRIN	288.88	1,250.01	961.13	5,000.00
2,492.00	2,492.00	.00	05954	MANAGEMENT FEES	7,476.00	7,476.00	.00	29,904.00
<u>4,633.33</u>	<u>4,954.51</u>	<u>321.18</u>		GENERAL & ADMIN	<u>15,767.62</u>	<u>14,863.53</u>	<u>(904.09)</u>	<u>59,454.00</u>
MISCELLANEOUS								
.00	83.33	83.33	05969	MISCELLANEOUS	.00	249.99	249.99	1,000.00
<u>.00</u>	<u>83.33</u>	<u>83.33</u>		TOTAL MISCELLANEOUS	<u>.00</u>	<u>249.99</u>	<u>249.99</u>	<u>1,000.00</u>
CONTINGENT REPRS/DISCRETIONARY CAPITAL EXP								
3,403.20	1,666.67	(1,736.53)	06010	COMMON AREA LANDSCP IMPRV	4,434.70	5,000.01	565.31	20,000.00
1,000.00	3,333.33	2,333.33	06015	RPR/REPLC EXISTING CAP IMPRV	1,000.00	9,999.99	8,999.99	40,000.00
180.48	291.67	111.19	06040	MISC REPAIRS/REPLACEMENTS	973.97	875.01	(98.96)	3,500.00
600.00	500.00	(100.00)	06041	IRRIGATION IMPROVMNT/ REPAIR	3,202.81	1,500.00	(1,702.81)	6,000.00
.00	16.67	16.67	06049	TREE MITIGATION EXPENSES	.00	50.01	50.01	200.00
<u>5,183.68</u>	<u>5,808.34</u>	<u>624.66</u>		TOTAL CONTINGENT/ DISCRETN	<u>9,611.48</u>	<u>17,425.02</u>	<u>7,813.54</u>	<u>69,700.00</u>
18,583.05	20,541.69	1,958.64		TOTAL EXPENSES	56,577.61	61,625.07	5,047.46	246,500.00
(17,437.45)	(19,799.07)	2,361.62		CURRENT NET INCOME/(LOSS)	177,183.79	171,091.29	6,092.50	(7,100.00)
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TO: AMELIA PARK NEIGHBORHOOD ASSOCIATION

From: Peter Mallory, Community Association Manager

MONTHLY REPORT

DATE: March 2017

Amelia Park Neighborhood Association	G	F	P	REMARKS OR ACTION TAKEN
CONDITION:				
Common Area Buildings:				
SIGNAGE	X			May want to add two more " NO FISHING" signs along lake path
EXTERIOR PAINT / WATERPROOFING	X			
PARK PAVILION	X			
ROOFS	X			
COMMON AREA MAIL KIOSKS	X			Cobwebs cleaned monthly
STORAGE ROOM	X			
LIGHTS & ELECTRICAL				
OUTDOOR LIGHTING	X			Garden path lighting repaired as needed
ENTRANCE SIGNS	X			Amelia Park Monument sign to be part of Wood Dev. Concept at Park Ave.
LANDSCAPING & IRRIGATION	X			
TURF/ PLANTS & TREES	X			
PONDS	X			

Amelia Park Neighborhood Association	G	F	P	REMARKS OR ACTION TAKEN
CONDITION:				
SIDEWALKS	X			Damaged sidewalk due to A,T&T project was re-done again properly with City involvement.(Lake Park Dr)
PAVER WALKWAYS	X			Paver walk at area of Wood development and Dr. CU office on Park Lane will need repair of trip hazards by someone prior to acceptance by APNA
ALLEYWAYS	X			Additional areas that need new concrete to be evaluated
PARKING AREAS	X			
PEST CONTROL	X			
WATER & SEWER STORM DRAINAGE	X			
Publix Trail Area	X			Mulch on trails to be allowed to build up (no leaf blowing by Trim All) this will cut down on mud during wet times.
CITY TRASH PICK UP ISSUES	X			
PLAYGROUND	X			Mulch depth needs to be measured to see if we need to add some more due to compaction. A minimum depth of 9 to 12 inches is required. A load of mulch costs \$1,500. Last done in June 2015.
Covenant Enforcement				Working through the list and adding to it each week for letters and follow up. Issues being resolved. Separate report to detail activities to date updated monthly. Generally owner responding favorably.

MONTHLY INSPECTION REPORT

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March 2017

ADDITIONAL COMMENTS: G=GOOD, F = FAIR, P = POOR



ARB Report

March 20, 2017

ARB MEETINGS

Last ARB Meeting: February 23, 2017

Next ARB Meeting: April 29, 2017 YMCA Meeting Room 9:00am

NEW HOMES RECENTLY COMPLETED

- 1) Block 1 Lot 13 (Northpark Dr.) - Buck / Coastal Oaks Construction
- 2) Lot 4 (Lake Park Drive) – Aitkens / Donna Lynne Custom Homes

NEW HOMES UNDER CONSTRUCTION

- 1) Block 2C Lot 1 (15th Street) – Spec Home - Howell Steurert / D.S. Ware
- 2) Block 4A Lot 1 (15th Street) – Spec Home - Howell Steurert / D.S. Ware
- 3) Block 2 Lot 10 (Northpark Drive) – Camera / Call Construction

NEW HOMES UNDER REVIEW OR APPROVED

- 1) Block 5 Lots 1, 2, 3 (Northpark Drive) – Pattillo Residence / Pickett Construction (Final Plans approved)
- 2) Town Center Block 1 Lot 5 – Spec Home – Amelia Park TND/Riverside Homes (Final Plans approved)

OTHER

- 1) 1860 Carnation St. – Garage Unit Modification (Schematic Plans under review)

Respectfully submitted,
Rusty Footlik, ARB Chairman

PARB Report

March 20, 2017

PARB MEETINGS

Last PARB Meeting: March 18, 2017

Next PARB Meeting: April 15, 2017 YMCA Conference Room 9:00am

HOMEOWNER MODIFICATION REQUESTS - OLD

- 1) 1785 Howard lane – Front gate location conditionally approved. Review with Board President/APNA attorney documentation necessary to ensure conditions of approval are enforced.
- 2) 1740 S. 15th Street – Request to remove tree on south side of home causing damage to roof on hold pending review by arborist.
- 3) 1716 Ruskin Lane – Request for pool addition approved pending tree replacement in accordance with Amelia Park Tree Replacement Policy. Landscape plan on hold pending review with owner.
- 4) 1603 Geddes Lane – Stair handrail installed without approval. Written correspondence sent to resident with timeframe for replacement of handrail.
- 5) 1515 Gardenia St. – Request to remove Shumard Oak tree in front yard due to disease approved with condition that tree be replaced with ornamental tree. Request to replace fence on hold pending submittal of fence design.
- 6) 1767 Gardenia Street – Stair handrail installed without approval. Acceptable design option presented to resident. Written correspondence sent with timeframe for replacement.
- 7) 1551 Olmsted Lane – Removal of Oak tree due to damage to neighbor's roof approved.
- 8) 1785 Howard lane – Freestanding pole light installed without approval. Light pole to be permanently installed or removed.

HOMEOWNER MODIFICATION REQUESTS - NEW

- 1) 1743 S. 15th Street – Owner request for repaint of front porch floor and stairs approved.
- 2) 1770 15th Street – Owner request for previously installed fence enclosure of trash can approved.
- 3) 1889 Floyd Street – Owner request for planter box previously installed in alley right-of-way without approval tabled for further review at next PARB meeting.
- 4) 1603 Geddes Lane - Owner request for installation of gutters on two sides of house approved.
- 5) 1773 School Street – Owner request of solar heating panels for pool approved.
- 6) 1769 S. 15th Street - Owner request of arbor, gate and shrub hedge approved.
- 7) 1501 Lake Park Drive - Owner request of removal of existing vegetation and replacement of new landscaping conditionally approved.
- 8) 1631 Olmsted Lane - Owner request of fencing in conjunction with installation of adjacent neighbor's fence approved.
- 9) 1609 Lake Park Drive – Owner request of replacement planting of front yard landscaping approved.
- 10) 1787 Heather Street – Owner request for repaint of home and porch floor, porch light and address number replacement approved. Request for replacement of front and rear landscaping on hold due to lack of information provided.

OTHER BUSINESS / DISCUSSION

- 1) 1755 Burnham Lane – Notice sent to owner for removal of plastic material installed without approval. Alternative options to be reviewed with Owner.
- 2) Amelia Park Common Areas
 - Landscape Committee - Perimeter Park Rd. mail kiosk area landscape plan approved.
 - Garden District side pathways – Request by adjacent homeowners for refurbishment of gravel pathway to be referred to BOD for consideration.
- 3) Proposed changes to existing PARB Guidelines, Procedures and Application under review by PARB.
- 4) Spring/summer property maintenance walk-through process under review by PARB.

Respectfully submitted,
Rusty Footlik, Acting PARB Chairman