

**AMELIA PARK NEIGHBORHOOD ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING  
April 10, 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.

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**BOARD MEMBERS PRESENT**

Ron Rasmussen, President  
David Britt, Vice President  
Hope Cannon, Director  
Jim Higginbotham, Director  
Paul Guyette, Treasurer

**AMELIA ISLAND MANAGEMENT**

Peter Mallory, Community Association Manager  
Leilani Whitley, Administrative Assistant

**BOARD MEMBERS ABSENT**

Jack Stumpff, Secretary

**OWNERS PRESENT**

On file at Amelia Island Management

**OPEN FORUM FOR RESIDENT Q&A**

Bob Duffy stated that there was a lot of noise and pounding coming from the Vystar construction site that shook his home. He also asked about the status of the Locals bar. Jim Higginbotham and President Rasmussen responded and said that the pounding from the Vystar construction should be over with as the machine that was creating the noise is gone. President Rasmussen added that it appears that construction is coming to an end so construction noise will be gone soon.

President Rasmussen spoke with the owner of Locals who told him that some of the bands that the Association was affected by were pre-booked to play at the bar, however these bands are now over. The music that will now be played will be a "Folk" type music which shouldn't produce the loud music that was previously heard throughout the Association.

**CALL TO ORDER / ROLL CALL**

Notice of the Board of Directors Meeting was posted on property on April 7, 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 STUMPPFF, SECRETARY**

Ron stated that the Board is currently trying to get the draft minutes on the website as soon as possible for owner review as opposed to previous practice of only posting approved meeting minutes. This experimental process will allow the homeowner to review the Board meeting minutes sooner than before. Please be advised, that these minutes will be DRAFT minutes and are subject to change until approved by the Board.

**David Britt moved to approve the minutes from the March 20, 2017 Board of Director's meeting; Jim Higginbotham seconded and the motion passed unanimously.**

**BUDGET AND FINANCE – PAUL GUYETTE, TREASURER**

Paul Guyette submitted a financial report (attached).

**Review of AIM's March 2017 Financial Report**

AIM submitted a financial report (attached)

## **CAM REPORT - PETER MALLORY, ASSOCIATION MANAGER**

### **Monthly CAM Report**

Peter Mallory gave his management report (attached).

### **CCR**

Peter reported that some of the old covenant violations have been resolved. He has received some phone calls with reports of other violations and will be following up on them.

As spring approaches, owners will begin to trim vegetation. Rusty Footlik added that **any significant tree trimming, as well as significant landscape/exterior changes, will need to be brought to the PARB for approval.** More information will be distributed via emailed to the membership.

### **Other**

Nothing at this time.

## **COMMITTEE REPORTS**

### **ARB Report - Rusty Footlik, Chair**

Rusty Footlik gave the ARB report (attached).

### **PARB – Rusty Footlik, acting (chair vacant)**

The PARB had not met for the month of April yet, therefore, no report was submitted.

Rusty Footlik stated that the PARB is currently going over a definition for “significant landscaping” for the Association. He also stated that the PARB would also like to reinstitute the “maintenance review program” which has the Committee walking the Association and citing Association maintenance issues. The Committee will then bring these issues to the Boards attention so that they can be resolved.

Rusty continued to report that a homeowner has requested fresh ground cover in the garden areas between Lakeside and Gardenia. Jim Higginbotham stated that the coquina also needs to be freshened up as well.

Discussion ensued regarding areas where owners have put large boulders and planter boxes in so that vehicles do not drive over their landscaping. These areas often are city rights of way or Association property easements, necessary to permit the flow of emergency vehicles and other traffic. Blocking these easements creates a substantial liability risk for all residents, relevant property owners, and the Association. The Board, PARB, AIM, and affected residents will need to cooperate on finding safe practical and legally protected solutions to this issue.

### **Outreach Committee, TBD**

No report submitted or discussed.

### **Safety & Traffic – Update – George Haffey, Chair**

No report at this time.

## **GREEN SPACE/LANDSAPE – HOPE CANNON, CHAIR, DIRECTOR**

### **Landscape Improvements Spring 2017 – Update**

Hope reported that Trim All continue to do well. Beverly and Committee continue with planned work throughout the common areas and everything is right on track.

Hope had a question about who should handle owner’s landscape that may not be up to the Association standard. These types of concerns should go to Peter at AIM.

Paul Guyette asked if there were any plans to add additional trees to 15<sup>th</sup> St. Rusty Footlik responded by stating that the trees that are there now are properly spaced and that there isn't any more room for more trees.

**Other**

Nothing at this time.

**HARDSCAPE – JIM HIGGINBOTHAM, DIRECTOR**

**Approval of Repairs to Alleyways; City Repairs to Driveway Entrances**

Jim Higginbotham presented a proposal to the Board to widen the alleyway entrances. The proposal is in the amount of \$22,200 and Jim is asking for a 10% contingency. If approved, work will begin in May.

**David Britt moved to approve \$24,500, which includes 10% contingency, for widening some alleyways; Hope Cannon seconded and the motion passed unanimously.**

Rusty Footlik reported some of the areas of alleyways, that were just poured, are now cracked. Jim responded by stating that these areas will be repaired or replaced, whichever is necessary so that the cracking doesn't happen again.

**Other**

Nothing at this time.

**OLD BUSINESS**

**PARB – Submission Requirement/Procedure**

President Rasmussen stressed the need for something to go onto the website with regards to owners landscape maintenance and when and how to request permission from the Association when performing landscape work to their property. The Board discussed having this type of information given to a homeowner when they first purchase their home. Some information is distributed through the Welcome Committee and AIM.

**Event Committee Positions – 4<sup>th</sup> of July, Pot Luck in the Park, Holiday Party**

There is still no chairperson for the 4<sup>th</sup> of July party, Potluck in the Park or Holiday Party. If the Board can not find a chairperson, these events will not happen.

**Other**

None at this time.

**NEW BUSINESS**

**Open Board Position/Appointment of New Board Member – Debra Connelly**

**Paul Guyette moved to install Debra Connelly to the board, to serve a 2 year term; David Britt seconded and the motion passed unanimously.**

Debra Connelly will replace Mary Jane Martinez, on the Board.

**Other**

A request was received from an Owner that was considered a "Public Service Announcement" This type of information can not sent through the AIM email system because all information sent through the AIM email system is considered Board official business. The request is better suited for the Amelia Park forum, where owners can alert each other of items they feel should be distributed to the rest of the membership.

**NEXT MEETING**

The next Board meeting is scheduled for Monday, May 15, 2017, 4:00 p.m.

**ADJOURNMENT**

**Paul Guyette adjourn the meeting; David Britt seconded and the motion passed unanimously. The meeting adjourned at 5:07 p.m.**

Respectfully Submitted,

*Jack Stumpff*

Jack Stumpff, Secretary  
JD/lm

Attachments: Paul Guyette's Finance Report  
AIM Financial Report  
CAM Report  
ARB 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.

Cash Flow Report  
As of 03/31/17

	Current Month	YTD
Cash Beginning Balance	\$130,900.10	\$132,622.80
Operations:		
Net Profit/(Loss)	(17,437.45)	\$177,183.79
Accumulated Depr/Amort	\$ .00	\$ .00
Total From Operations	(17,437.45)	\$177,183.79
Other Uses Funds:		
LATE FEES	\$200.00	(50.00)
FINANCE CHRG RECEIVABLE	\$94.34	(66.72)
A/R CLEARING	\$ .00	\$1,039.50
ACCTS RECEIVABLE - HOA	\$5,295.04	(1,342.23)
ACCOUNTS PAYABLE CLEARING	(4,523.05)	(5,551.19)
ARB CONSTRUCTION DEP/REFUND	\$5,000.00	\$10,000.00
PREPAID ASSESSMENTS	\$165.21	(131,069.57)
Total Uses of Funds	\$6,231.54	(127,040.21)
Net Incr/(Decr) in Cash	(11,205.91)	\$50,143.58
Cash Ending Balance	\$119,694.19	\$182,766.38
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**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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**TO: AMELIA PARK NEIGHBORHOOD ASSOCIATION**

**From: Peter Mallory, Community Association Manager**

**MONTHLY REPORT**

**DATE: April 2017**

Amelia Park Neighborhood Association	G	F	P	REMARKS OR ACTION TAKEN
<b>CONDITION:</b>				
<b>Common Area Buildings:</b>				
SIGNAGE	X			One " NO FISHING" sign added along lake path. Have extra post and signs when next best spot is determined for placement
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. New cover on order for underground box.
ENTRANCE SIGNS	X			Amelia Park Monument sign to be part of Wood Dev. Concept at Park Ave.
LANDSCAPING & IRRIGATION	X			Paver walk area added to common area next to Dr CU office. Met with Trim All to go over issues.
TURF/ PLANTS & TREES	X			
PONDS	X			
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



Amelia Park Neighborhood Association CONDITION:	G	F	P	REMARKS OR ACTION TAKEN
				office on Park Lane had trip hazards repaired
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 has compacted in high use area around equipment and probably need to add some more for 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

PAGE TWO  
April 2017

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



## **ARB Report**

April 10, 2017

### **ARB MEETINGS**

Last ARB Meeting: March 30, 2017

Next ARB Meeting: April 27, 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 (15<sup>th</sup> Street) – Spec Home - Howell Steurert / D.S. Ware
- 2) Block 4A Lot 1 (15<sup>th</sup> 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) 1854 Carnation St. – Garage Unit Modification (Final Plans approved)
- 2) 1860 Carnation St. – Garage Unit Modification (Final Plans approved)
- 3) Review of damage at private alleyways and rights-of-way property due to City trash and recycle trucks and other large commercial vehicles.

Respectfully submitted,  
Rusty Footlik, ARB Chairman