

**Hidden Lakes of St. Augustine HOA  
Board Meeting  
3/26/2015**

**Board Members**

Judy Ashley  
Norwood Clark  
Paul Hayward – President  
Barbara Lankford  
Jim Lorentson – Vice President

Jane McDaniel – Took Minutes for Secretary Nawrocki who was unable to attend

Mr. Lorentson moved for approval of the minutes of February 26, 2015, Ms. Lankford seconded to be amended by stating that Judy Ashley would continue on the Board only if needed. The minutes were approved on a voice vote.

**President's Message**

Mr. Hayward thanked those in attendance and the members of the Board, officers and committees that served the community. He mentioned that only one person had submitted an application for Board membership. The election will be held May 22nd. The budget will be prepared by June 25<sup>th</sup>.

**May Management Report**

Ms. Sheila Johnston reported on the financials and that approximately \$60K was in the account, assessment receivables are down and expenses are under budget by \$1,800. Regarding lake issues, she reported that the fish permit is almost complete. There are three new owners in the subdivision. Regarding C&R Enforcement, there were 50+ violation letters sent out, mostly for rust and weeds. She will post the Minutes of the meetings to the website at no cost.

**Common Grounds**

Ms. Lorentson gave a presentation of her proposal to enhance the entrance of Hidden Lakes by extending the mulch, removing shrubs from in front of the signs, replacing with new bottlebrush bushes, a kangaroo paw plant and perennial plants. She will do the work and Lawn Tamers will take care of tree removal. The estimated cost would be approximately \$500 with labor. Mr. Clark moved for approval to give \$500 for upgrading the entrance landscape to improve the appearance, and Mr. Lorentson seconded.

**Votes**

Ashley – No  
Clark – Yes  
Hayward – Yes  
Lankford – Yes  
Lorentson – Yes

Mr. Lorentson commented that Landon Homes will have completed all the homes by June and reported that they would be asked to pay for the damages to the roads, alleys and the alley fence. The issue of the fence behind the new homes on the alleys will be tabled until the Board members and home owners can get together to review the situation.

### **ARB Report**

The Report was tabled due to time constraints.

### **Project Committee Report**

Mr. Hayward reported that eight homeowners met with a representative from St. Johns County who expressed that the County had no interest in taking over the community roads. Mr. Tommy Mashburn from the County did agree to oversee our road construction. Mr. Hayward stated that the Sheriff's Department speed limit signs are being reviewed.

### **2015 Election**

Mr. Hayward announced that the 2015 Candidate letter was sent out on March 1<sup>st</sup>. Only one application for the Board was received.

### **Proposed Asset Replacement Plan, Special Assessment**

A handout was provided to home owners in attendance that explained the projects and the various financing options for the roads and sidewalks for the next two years. Mr. Hayward led the discussion and answered the questions of owners. A motion was made by Mr. Lorentson to accept the Phase One of the Asset Replacement Plan, and was seconded by Ms. Ashley.

### **Votes**

Ashley – Yes

Clark – Yes

Hayward – Yes

Lankford – Yes

Lorentson – Yes

Motion passes.

### **New Business**

#### **Hearing Committee**

A motion was made by Mr. Clark to accept Mr. Annucci and Mr. Wallace as new members to the Hearing Committee which was seconded by Mr. Lorentson.

Votes

Ashley – Yes

Clark – Yes

Hayward – Yes

Lankford – Yes

Lorentson – Yes

Motion passes.

Ms. Pershing volunteered to meet with home owners that are in violation of the C&R to assist in the appeal process rather than fines.

The meeting adjourned at 8:15 p.m.

# Hidden Lakes of St Augustine Homeowners' Association, Inc.

c/o MAY Management  
5455 A1A South  
St Augustine, FL 32080

April 13, 2015

On Thursday, March 26<sup>th</sup>, 2015 The Board of Directors for Hidden Lakes voted to institute a Special Assessment of \$396 per owner, or \$52,000 in total, to re-surface the roads of Hidden Lakes.

The Assessment will be billed on Friday, May 1<sup>st</sup>, and is due on Sunday, May 31<sup>st</sup>, 2015. Other payments options may be arranged: monthly, quarterly, or in a single lump sum. All payments to be deposited to a separate account.

## **PAYMENT OPTIONS:**

**FULL:** 1 payment of **\$396.00** by check, due May 31, 2015

—OR—

1 payment of **\$396.00** by credit card, subject to processing fee of \$9.95 Via link <http://www.maymgt.com/Owners>. If you call there is an additional fee of \$5.00.

**QUARTERLY:** 8 payments over 2 years of \$52.00 due first day of each quarter.  
First payment due Monday June 1<sup>st</sup>, 2015.

**PYMT DATES:** 09/01/15, 12/01/15, 03/01/16, 06/01/16, 09/01/16, 12/01/16, 03/01/17, 06/01/17 for a Total **\$416.00**

**MONTHLY:** 24 payments over 2 years of \$18.00 last day of each month.  
First payment due Sunday June 1, 2015.

**PYMT DATES:** 07/01/15, 08/01/15, 09/01/15, 10/01/15, 11/01/15, 12/01/15, 01/01/16, 02/01/16, 03/01/16, 04/01/16, 05/01/16, 06/01/16, 07/01/16, 08/01/16, 09/01/16, 10/01/16, 11/01/16, 12/01/16, 01/01/17, 02/01/17, 03/01/17, 04/01/17, 05/01/17, for a total **\$432.00**

Collection charges will be added according to current practice. See Attachment A for schedule of collection charges.

Please indicate what payment plan you choose, and send a copy of this form back with your signature by Tuesday April 28<sup>th</sup>, 2015 by 5PM. Please mail to Hidden Lakes Homeowners Association c/o MAY Management 5455 A1A South St Augustine, FL 32080 in the provided envelope.

If we do not receive your form we will assume Quarterly Payments.

Plan: FULL/QUARTERLY/MONTHLY – Please circle one.

ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

# Attachment A

## Hidden Lakes of St Augustine Homeowners' Association, Inc.

c/o MAY Management  
5455 A1A South  
St Augustine, FL 32080

### **MAY Management Collection Process**

This is the standard practice that is applied to late payments of Annual Maintenance Fees and Special Assessments'.

#### **10 to 30 days past due**

A past due statement will be mailed. Interest will be applied at a rate of 1.5% per month of the unpaid assessment value.

#### **40 to 60 days past due**

Interest charges will continue. In addition, a notice of Intent to Lien will be mailed to the property owners. It will state that the balance is 60 days past due and the payment must be received within 45 days or a lien will be placed on the property. Florida Statue requires the owners be provided 45 days to dispute and/or pay the balance due. A Charge of \$50.00 will be added to the owner's balance.

#### **85 to 105 days past due**

Interest charges will continue. A statement will be mailed to the property owner, indicating that their property is being liened and an additional charge of \$125.00 is being added to the delinquent owner's account to cover the cost of processing the lien.

### **MAY Management Credit Card Payment Option**

Payments may be made by Credit Card. There is a \$9.95 charge per transaction for online payments, and a \$14.95 for credit card payments that are phoned in. Owners wishing to pay by credit card will need to go online to set-up an account. The link is at [MAYmgt.com/owners](http://MAYmgt.com/owners).