



Hidden Lakes of St. Augustine Homeowners Association, Inc.
PO Box 860013, St. Augustine, FL 32086

Date of Notice: August 23, 2014

Meeting announcement to all owners in the Hidden Lakes Community:

Subject: General meeting of owners and HOA board
Date: Thursday, August 28, 2014
Time: ARB meeting starts 6:30pm. General Meeting starts 6:45pm
At: **The Record Building**
One News Place
St. Augustine, FL 32086
(904) 829-6562

AGENDA

Approve minutes from July 24, 2014 Meeting

Opening statement

May Management Report and Q&A - Our property manager – Sheila Johnston
Collections, C&R enforcement, quotes for projects, School bus pick-up

Common Grounds

Options to replace the entranceway post
Access clearings on ponds #1 and #4

ARB report

Fine Committee Report

C&R Fine procedure presentation and discussion. There will be a Board vote on this procedure and to select Fine Committee members.

Project Committee Report

Roads:

Road inspection, August 4: County Road Engineer, Tommy Mashburn

Marsh Creek tour, August 14: Sheila Johnston

Update on status of road maintenance project for 2015

Ponds:

Pond Inspection, August 11: Aquatic Systems Biologist., Leslie Pragasam

Need to select a pond maintenance company for a 1 year contract.

New Business

Closing

Next meeting: Thursday, September 25, 2014, 6:45pm at the Record Building.

**Hidden Lakes of St. of St. Augustine
Board Meeting Minutes
August 28, 2014**

Board Members

Ross Arrowood
Judy Ashley
Paul Hayward
Barbara Lankford
Jim Lorentson

Officers

Bob Nawrocki

Homeowners

11

The meeting was called to order at 7:00 PM

Mr. Arrowood moved the approval of the minutes and Ms. Lankford seconded.
The minutes were approved on a voice vote.

President's Message

I want to thank you all for attending.

This is the 7th meeting of the year. We are holding another meeting because we have 3 items ready for a board vote today.

1. We have a procedure for C&R violation fines from the committee to approve as is or with modifications. If approved the board will appoint the members of the Fine Review Committee as required by the state.
 2. We need to approve a Pond Management Company Contract for a one year term beginning October 1., along with the authorization to clear landing areas for 2 of the ponds.
 3. Finally we need to select an option for replacing the entranceway post.
- The meeting agenda will be the normal format of committee reports, discussions and votes as needed.

We ask you to keep your questions related to the subject matter at hand. There will be an opportunity to ask questions or propose new items in the new business section at the end of the meeting.

Now I'd like to turn over the meeting to Sheila Johnston of May Management for her report.

May Management Report – Sheila Johnston

Ms. Johnston reported that she had spoken to the School system to have middle school students picked up in the development rather than at the entrance. The school district agreed to do so.

Ms Johnston reported on new renters in the neighborhood at 168 N. Churchill Dr. She will send them HOA information.

Total Operating Fund Balance - \$53,901
Assessments Receivable - \$31,987

Common Grounds

Mr. Nawrocki reported that at the ARB meeting there was a discussion about the HOA having to ask ARB permission just the same as any homeowner would. The ARB that the HOA did and the HOA board agreed as well.

Mr. Lorentson reported on the 4 options for replacing the post at the entrance.

- Landscape rock or boulder
- Split rail fence
- Cut existing post in half and paint it white
- White PVC posts and chain.

The board agreed that the boulder was the best option. Mr. Lorentson will submit to the ARB.

There was then a discussion about the 5 ponds that need maintenance. The first item of discussion was the need for access pints cut to several of the ponds. Once the new pond maintenance contract is awarded the size of the openings will be determined. Mr. Lorentson moved that the discussion of pond access be tabled to the next meeting and Mr. Arrowood seconded.

Vote

Mr. Arrowood – Yes
Ms. Ashley – Yes
Mr. Haywood - Yes
Ms. Lankford – Yes
Mr. Lorentson – Yes

Motion passes

ARB

The ARB approved submissions at 172 N. Churchill, 269 N. Churchill, 220 N. Churchill and tabled the submission from 331 S. Churchill.

Report of the Fine and Hearing Committee

Carol Pershing presented the report and stated that the committee had met several times. The committee reviewed the C&Rs as well as the ARB regulations and organized all the possible violations into a simple process. The possible violations are divided into 2 Tiers. Tier 1 involves parking, boat and trailer violations and these receive an immediate penalty. Tier 2 involves property issues and fines are only assessed after 2 warnings.

There was a question about Tier 1 violations, specifically how will these be identified. This involves homeowners notifying Ms. Johnston of the violation, preferably with a picture and she will issue the fine notice. Violations are against the owner of the car not a specific homeowner. For Tier 2 violations there is a first violation letter, if not corrected then a notice of intent to fine is issued and finally if not corrected a daily fine is assessed.

There was a question about how often the fine committee will meet. The committee will meet as needed and Ms. Johnston will be in contact with the committee.

There was a question about the wording and lack of specificity of items 6, 7, and 8. After some discussion a clearer wording for the items was established.

Ms. Lankford moved acceptance of the report and the fine procedure as amended and Mr. Lorentson seconded the motion.

Vote

Mr. Arrowood – Yes
Ms. Ashley – Yes with reservations
Mr. Haywood - Yes
Ms. Lankford – Yes
Mr. Lorentson – Yes

Motion passes

Establishment of the Hearing Committee

Mr. Hayward moved that Judy Hensley, Carol Pershing and Dave Ward as members with Corey Sackroyd and Gerald ? as alternates and Mr. Arrowood seconded.

Vote

Mr. Arrowood – Yes
Ms. Ashley – Yes
Mr. Haywood - Yes
Ms. Lankford – Yes
Mr. Lorentson – Yes

Motion passes

Project Committee Report – Paul Hayward

August 2014 activities:

Tour of roads with Tommy Mashburn, SJC Engineer, August 4, 2014

What we learned: Our roads are in good enough condition to benefit from the micro-surface treatment. Our quoted price is significantly higher than the county contract price for this work.

Micro-surface will protect our roads for at least 10 years. After 10 years we should be able to have the micro-surface done again for another 10 years of protection. This cost will be included in the reserve funding. The project has less urgency than previously thought. We can do this in 2-3 years.

Tour of ponds with Leslie Pragasam, Biologist, Sales Mgr., Aquatic Systems, August 11, 2014

What we learned: Our ponds need a combination of treatments and carp to control weeds and waste materials in ponds. There may also be a need for the installation of diffusers to move stagnant bottom water to the surface to improve aeration. Fountains do not provide any significant purpose other than aesthetics

Tour of Marsh Creek, Lionsgate, Commodore Club to inspect Micro-surface projects, August 14, 2014

What we learned: Micro-surface is a lower cost and effective method to preserve our roads. We viewed both older and newer installations that showed fewer cracks and a better appearance that protects the existing roadway from failing for at least 10 years. Commodore club had before pictures that looked worse than our current condition. This supports a 2-3 year window to implement.

Committee Meeting 8/14/14

What we decided: We will use a 7-year budget projection to determine funding requirements to pay for common ground maintenance and replacement. This covers the funding of current projects and accumulating reserves to cover future requirements for roads, gutters, sidewalks, lighting, ponds, fences, and signs that are owned by the HOA. Currently we are accumulating data. Based on very preliminary results we would need to add over \$10,000 to the annual budget to cover reserve requirements.

There was discussion on choosing between Lake Doctors and Aquatic Systems to maintain the 5 ponds. After discussion about the pros and cons of each company Mr. Lorentson moved and Mr. Arrowood moved that the Board members nominate the company they would choose and the one receiving a majority be awarded the contract.

Vote

Mr. Arrowood – Aquatic Systems
Ms. Ashley – Aquatic Systems
Mr. Haywood – Aquatic Systems
Ms. Lankford – Lake Doctors
Mr. Lorentson – Aquatic Systems

Aquatic Systems is awarded the contract to maintain the ponds for the next 12 months.

A motion to adjourn was approved by a voice vote. The meeting adjourned at 8:40 PM.

HIDDEN LAKES HOA USE RESTRICTIONS

The intent of this document is to serve as the governing standard of our Hidden Lakes neighborhood as stated in the C & R's in order to protect property values and maintain a cohesive community appearance.

Therefore, the Management Company/HOA will conduct regular walkthroughs and follow-ups as needed. Initial violations will result in a request to repair/remedy the issue. Lack of compliance and/or failure to cure problems may result in a fine. This process will be as follows:

TIER 1

Immediate Violations

Street Parking: There is no overnight parking of any vehicles allowed on the streets of the Hidden Lakes development. A short-term, dated street parking permit may be requested from and issued by the Management Company/HOA for guest parking if the property owner's driveway is at the capacity of four vehicles.

Vehicles that are parked on the development streets overnight will receive a warning. If not removed, the Management Company/HOA will issue the vehicle owner/property owner a daily fine of \$25.00 per 24 hour period until the vehicle is removed from the street

Boats, recreation vehicles, trailers, mobile homes and commercial vehicles may be stored on lots provided they are kept in a garage or in the rear of the lot screened from public view. A commercial vehicle is defined as meaning all vehicles of every kind whatsoever which, from viewing the exterior of such a vehicle or any portion thereof, shows or tends to show any commercial markings, signs, displays, equipment, or otherwise indicates a commercial use.

TIER 2

Maintenance & Use Violations

Step 1. Notice of violation will be mailed allowing 14 days for homeowner to contact the Management Company/HOA, or repair/remedy the violation.

Step 2. Second Notice will be mailed stating "notice of intent to fine" for lack of owner contact and/or repair/remedy, giving final 14 days with which to cure.

Step 3. If no resolution is achieved, the fining process begins at \$25.00 per day for each day until cured, up to \$1000.00, after which legal action begins.

Step 4. There will be an opportunity for the homeowner to appear before the Hearing Committee appointed by the board to address his/her notices & intent as per Florida Statute 720.305.

Violations currently subject to Tier 2 are as follows:

1. Every owner must keep and maintain his lot, including, but not limited to, the Dwelling Unit and other Improvements and all appurtenances, at his expense, in good order, condition and repair, and must promptly perform maintenance and repair work on his lot, Dwelling Unit and Improvements. This includes, but is not limited to:
 - a) Roof in good condition, no loose shingles, mold, etc.
 - b) Paint, stucco, or other exterior surfaces in good condition, not peeling, faded, chipped, rust stained, moldy, etc.
 - c) Fences in good, upright condition, no loose, warped or missing boards; decorative corner driveway fences painted
 - d) Broken windows, sagging gutters, etc., replaced/repared
 - e) Trash/recycling containers kept in an area not visible from street or other lot, placed out for pick-up not more than 24 hours prior to pick-up and retrieved within 24 hours
 - f) No clothes lines visible from street or other lot
2. No pumping of water or discharge of water is allowed in any lake or street drain.
3. No temporary or permanent utility or storage shed, building, tent or structure or improvement shall be constructed, erected or maintained such that it is visible from street without written approval of the ARB.
4. No permanent structures, modifications of existing homes or additions, swimming pools, enclosures, roof extensions, fences, outdoor fireplace or grill may be erected without written approval from the ARB.
5. No structure or plantings are permitted in any easement area. Rights of way must be open at all times for entitled persons.
6. Nothing shall be done or maintained on any lot which is a nuisance to any other party.
7. No unlawful use shall be conducted on any property. All laws, zoning ordinances and regulations of all governing bodies must be strictly observed.
8. Antennas are permitted subject to the approval of the ARB.
9. Owners of lots adjacent to lakes must maintain and trim the area to the lake edge. No discharge of cuttings into the lakes
10. No swimming, power boats, rafts are allowed in the lakes. No construction of docks or any other structures permitted. No refuse or rocks can be placed in the lakes or any dredging or change to the lake banks.
11. No signs may be displayed except for temporary "for sale" and "for rent" signs. One sign is permitted per property. Permitted signs shall be less than 4 square feet in size. Political signs may be displayed from 45 days prior to election & 7 days after.
12. No livestock or poultry may be kept on the property. However, dogs, cats and household pets may be kept on the property subject to the limitations of the C & R's. Owners must pick up waste from pets left on any area of the development. Pets must be leashed or caged when not on the property. Pets may not be used for commercial or breeding purposes. No waterfowl, turtles, or other animals will be released into the lakes.
13. Landscape shall be maintained in an attractive and orderly manner. Minimum maintenance requirements include watering, mowing, edging, blowing/sweeping grass clippings from paved

surfaces, pruning (any trees bordering walkways pruned at least 8 feet up from ground level) and removal and replacement of dead or dying lawn or plants, removal of weeds and noxious grasses, and removal of trash.

12. Unbuilt lots must be maintained by owners including grass/weed cutting and trimming as well as removal of any debris. Construction must be completed within 365 days after footings are poured.

13. No above-ground pool is allowed on any property.

Nuisances, etc., as addressed in Section 10.7 of the Hidden Lakes C & R's are under the jurisdiction of and need to be handled directly with appropriate governmental agencies which enforce laws, zoning ordinances, and regulations and will not fall under "Fines."