

**The Townhomes at Long Bay
Annual Meeting
March 1, 2025
Minutes**

CALL TO ORDER:

Pursuant to call, the Annual Members Meeting of The Townhomes at Long Bay Homeowners Association, Inc. was held on March 1, 2025 commencing at 9:30 AM in the Clubhouse of Long Bay Golf Club.

Alan Anthony, President, served as Chairperson and formally opened the meeting in accordance with the Declaration and By-Laws of the Association. Also present was Guy Cantalupo, Mike Fitzgerald was present by telephone. Freda Gore of Property & Association Management Co. was present and acted as Recording Secretary.

QUORUM:

The roll was taken at the door by Freda Gore of Property & Association Management Co, Inc. There were 7 homes represented, 29 owners represented by proxy, for a total of 34. A quorum was declared.

PROOF OF MAILING:

Freda Gore presented a notarized copy of the proof of mailing to Guy Cantalupo for examination, this document includes a copy of the formal notice and proxy that was mailed to each homeowner notifying each one of the annual meeting. It will be filed with all the other documents for this Annual Meeting. A handout was given to each homeowner when they arrived; it included a new emergency contact sheet, copies of the financial reports and an agenda.

Approval of Minutes

Mike Fitzgerald made a Motion to waive the reading of 2024 Minutes. Guy Cantalupo seconded, and it carried.

President's Report

President's Report March 1, 2025

New Townhomes

The Project Manager with Hunter Quinn gave me the following information:

- The units in two buildings that have been started are listed on MLS and are actively being marketed for sale. The homes range in listed price from \$379,900 to \$417,900.
- Building D, (the first building that they started to be build) is scheduled for completion around end of April.
- Building C (the second) is scheduled for completion by end of May.
 - a. One unit in Building C is currently under contract.
- Once 3 units are under contract Hunter Quin plans to start Building A, the one on the cul-de-sac.
- As more units are under contract, they plan to start the final two Buildings.



New Townhomes Information Insert

Your Board of Directors prepared an insert for Hunter Quinn to include with their sales packages for prospective homeowners explaining the existence of two Homeowners Associations and information regarding our HOA and the responsibilities of homeowners. This was sent to Hunter Quinn on February 19, 2025. A copy of this insert with the Annual Meeting minutes distributed to the homeowners for their information and convenience.

Aloysius Saukel noted that the POA 2 has a welcoming committee.

Pest Control

Wilkey Services is our 2025 pest control service and this service will occur on the 3rd Thursday of the month. I was home last week when the man from Wilkey's came to do the work. He was thorough and I was pleased with his work. Please contact Freda if there are any problems or questions with this service going forward.

Freda Gore brought to the Board's attention that Wilkey technician was spending more time on site than their standard. They were not sure if owners were asking the technician to spray areas other than what was expected. The Board asked Freda Gore to set up a conference call with Wilkey to review the scope of the work they bid on. An owner asked if Wilkey covered termites. Mike Fitzgerald stated termite coverage is different and two different companies handle the two services.

Projects scheduled this year.

Dryer Vent Cleaning

The Townhomes have dryer vents cleaned every three years. Dryer vent cleaning will be scheduled in September this year.

Easement Drain and Catch Basin Inspection

The easement drain pipe and manhole inspection will be scheduled in October.

Pond Maintenance

The retention pond east of Building 6 has several trees that have fallen into it and trees and brush on its shores that need to be removed. This maintenance will occur in November.

Treasurer/Secretary Report

I want to continue to thank all owners for paying their monthly assessments on time. Currently we have no delinquent accounts.

As of December 31, 2024, our reserve account balance was \$34,589 and our operating account balance was \$17,285, of which \$11,156 are prepaid assessments leaving \$6,129 as an available balance. I reviewed the bank statements and verified that the amounts stated match the line item amounts shown on the December 2024 balance sheet.



Our 2024 Operating net income was approximately \$2,000 behind budget. We had a budget of \$340 for net income for 2024 and actuals came in at -\$1,755. The main drivers to this were the irrigation startup and shutdown contract which we knew was going to be over due to the late cancellation of our previous year's contract and the additional landscape materials costs of the clover kill application.

We expended \$8,760 from the reserve account this year. These expenditures were for legal fees associated with an easement assignment and agreement that needed to be made of which the Board was unaware of. This easement was made by the developer before they went bankrupt and never communicated to the Association. This has been resolved at this time. Reserve funds were used to install 2 catch basins at the low points and install drain lines to the street between Buildings 3 & 4. Reserve funds were used to rebuild the 2 utility structures for Buildings 5 & 6 both of which were in need of repair.

An independent audit was performed on our 2024 finances as required by our by-laws. We have copies of the final report here on the table for any resident that wished to review the report. In summary, the auditor stated that our finances are in order and in accordance with GAAP guidelines and recommendations. He auditor also stated that our financial reports for 2024 are a truthful representation of the Association's financial status.

The Board approved the 2025 Operating Budget with an increase to \$210 for unit owners and \$40 for lot owners. The Board continues to monitor our expenditures closely.

The Board has 3 operating budget funded projects in 2025: dryer vent cleaning, retention pond clean out and maintenance and the easement drain pipe inspection. In order to ensure our operating cash stays above \$0 we are scheduling the dryer vent cleaning in September, the easement and catch Basin inspection in the month of October and the pond maintenance in November.

The Board has been and will continue to working with Hunter Quinn – who is the developer of the new townhomes, to ensure there is a seamless transfer of these units into the HOA. Hunter Quinn has been very responsive and we have a good working relationship with them.

Election

At this time, Alan Anthony opened the floor for nominations. John Esler and Mike Fitzgerald had submitted their names for consideration of the Board. Alan Anthony ran from the floor, Guy Cantalupo made a Motion that the nominations be closed, and Mike Fitzgerald seconded the Motion. The secretary cast a vote of acclamation to accept John Esler and Mike Fitzgerald to the Board of Directors.



Old Business

Drainage/ Easements

As reported at our Board last meeting, Alan Anthony signed an easement agreement prepared by our attorney. Only recently has Mr. Prince signed the easement document, The Townhomes were in a position where we could possibly incur additional legal expense if we did not agree to the assignment of the easement for a drain that is shown on our plat and states the HOA is responsible for maintenance of the drain.

Plat Issues

The Board met in executive session since our last quarterly Board meeting and discussed the need to have our Plat revised. The plat has many errors in the Board's opinion. It states that the Townhomes has responsibility for land we don't own so it benefits to all the two homeowner's associations as well as the golf course. The Board will continue work on these issues.

Hardie Board Painting

The Hardie board siding on the original six buildings will be painted in the order that they were built, one building per year to allow our reserve fund to cover the expense so the Board does not anticipate requiring a special assessment. Building 3 will be scheduled this year (2025). Building 1 will be scheduled next year (2026). Building 2 will be painted in 2027. Building 4 will be painted in 2028. Buildings 5 and 6 will be painted the next two consecutively years. Mike Fitzgerald has offered to will draw up a scope of work for painting.

Painting of the Hardie board is the responsibility of the HOA as identified in our covenants. All other maintenance of the siding boards is the responsibility of the homeowner. If siding needs to be replaced, or realigned and secured, that is the responsibility of the homeowner. If your home's siding needs this repair, it should be done prior to painting as the final appearance of the siding would then be more uniform once it is painted. Alan Anthony stated he has had conversations with Jack Poole in the past and know this is something he is familiar with but if you need this done, Alan recommended homeowners contact Poole or some other contractor directly. The PAM office can provide his contact information and that of other contractors they can recommend. No color or style changes will be approved.

Aloysius Saukel wanted to know if Jack Poole will give an estimate before any work is done. Yes, Jack Poole has given the Board a budgetary estimate. As stated above Mike will prepare a scope of work and bid package for the contractors to bid to for this work – price and schedule.

Roof Re-shingling

All units in Buildings 2 and 3 have been completed as are all of the units except one end unit in Building 1. Alan stated he wants to remind everyone of the approval process. Both the Townhome BOD and Long Bay 2 DRB are required before starting the project. The Townhome Board will not get involved outside the approval process unless there is a dispute between homeowners. Alan stated that he encourages all homeowners of a building to get together and talk about how each will address this upcoming project. The shingle color of the new roofs must be Oyster Gray. Guard of Honor & Linta Roofing have done the roofs that have been completed.



As a note to owners, there were units that required replacing sheathing due to rotting from leaks. It makes good sense to have the interior units done by the same contractor at the same time to ensure weather tightness.

New Business

Aloysius Saukel stated Building 4 has 4 trees in the front islands that need maintenance. Larry of the POA 2 ARB is aware of this. Per last Board meeting minutes, Tommy was asked to take care of this. Aloysius said he was under the impression that Tommy didn't feel comfortable doing it. Mike Fitzgerald spoke to Tommy and he said he would trim the trees. They were trimmed shortly after that meeting as requested and Tommy will continue trimming these trees until we're notified differently. The live oaks on Foxtail are getting old. Alan Anthony stated Tommy has told him that he has to get different equipment to trim them safely. Tommy also stated to Alan that as the trees continue to grow their roots will continue to expand and possibly affect the driveways of the units. John Esler said he has seen that damage happen.

Patricia Saukel stated she knows a person in POA 1 that would like to put in a bid for the new townhomes landscaping. He would like to know who he needs to speak to and the process. He is a retired police officer and is aware of the live oak trees. Aloysius added that he would like to put in a bid for the Long Bay townhomes common area landscaping as well. The Board stated that he needs to contact Freda at PAM to say he is interested and would like to be put on the bidders list. Freda will provide the commercial requirements to be put on the list.

Ann Marcello in Building 4 mentioned that her front glass door does not feel safe. She thinks the owners need solid doors. She had UPS person putting a package down and was just getting out of the shower and backed up. People had been coming up in the driveways of the owners and this makes her uncomfortable as they can see into the unit. She and asked the Board if owners can get a solid door for privacy and safety. The Board stated that if an owner wants to make any changes that they need to put a request in writing to Freda at Pam describing the details of the requested changes and the Board will review it at that time.

Aloysius asked if the Board was going to put mulch behind Building 6. The Board stated that no mulch was going to be placed behind Building 6 Hemingway did this once in error and has not done again. Mike Fitzgerald stated that owners are responsible for that area. An owner asked if this activity could be done the same way that we do the driveways and individual owners pay for it. The Board stated that it could be done if Tommy is willing and stated we will check with Tommy. If he is agreeable PAM send put out a notice to everyone about how payments should be made. Aloysius stated he feels Hemingway is not putting the same amount of mulch on all areas and in some areas maybe not putting down the proper amount. The Board stated they do not follow Tommy around but visually check to see if mulch has been placed.



Aloysius also stated that Hemingway's was contracted from November to April and wanted to know why he was still cutting the grass. The Mike Fitzgerald stated Tommy's contract is an annual contract and Mike stated that in the winter Tommy will come out a few times to do a cleanup. It does not cost us additional money.

Adjournment

There being no further business to discuss, a Motion to adjourn was made by Mike Fitzgerald. Guy Cantalupo seconded the Motion and it carried. Meeting was adjourned at approximately 10:45 am.

Respectfully submitted:

Freda Gore, Property & Association Management Co., Inc.

