

JAMES LANDING PROPERTY OWNERS' ASSOCIATION INC.

POLICIES AND PROCEDURES

Policy No: 007-7 **Monthly Board Meeting**

Policy: It is the policy and responsibility of JLPOA Board of Directors to uphold the Covenants, Conditions and Restrictions (CC&R's), Design Standards, and the By-Laws as recorded in the State of Florida, County Court House of Brevard, on October 24, 1994. When a person purchases a home in James Landing, they in fact sign a contract to adhere to the CC&R's, Design Standards, and the By-Laws, part of which is payment of assessments annually. The Board of Directors is responsible for the maintenance of association property.

Procedure:

1. Forty-eight hours before the MONTHLY board meeting, send a notice to the JLPOA web site.
2. Print out copies of the previous month's minutes for the board members.
3. Using the previous month's minutes prepare an agenda for the current meeting, and include any incoming or outgoing mail that has come in during the month (See attachment A).
4. Prepare a Sign In sheet, which will become part of the official records.
5. Have available at the meetings copies of CC&R's, By-Laws, Design Standards, and binder containing news articles regarding homeowner associations.
6. Log in any Design Standards Change Requests, or any Complaints (See Attachments B & C).
7. If possible secure a tape recorder to record the meeting. From the recording, type up the minutes as in Attachment D. The minutes should first be approved by the board, after which a copy is placed on the bulletin board and a copy in the official secretary's book.
8. If applications for change requests or complaints are reviewed, make a copy and send back to the originator appropriately marked approved/disapproved.

James Landing Home Owners' Association Inc.

MEETING AGENDA

Date of meeting: April 7, 2008

Meeting called to order by: LEE JONES at 7pm.

Minutes of the Previous Meeting: APPROVED

1. President's Report

- Trees were trimmed.
- Special Thank You to Sharlene Lee and her team of helpers for work on Parkway Entrance.

2. Secretary's Report

- Code Enforcement Contacts. Code Enforcement notified us that they would be checking on three residents regarding possible infractions to the City Code.
- Legal Counsel being pursued to retain for the purpose of enforcing Design Standards and resolving complaints.

3. Treasurer's Report

- Balance in checking account.

4. Unfinished Business

- Liens, Still have three liens in effect this year, and one from last year.
- Savannah's Letter sent out.
- Oleanders at rear of 2470 Alicia Lane
- Complaint regarding edging - response letter sent
- Letter sent regarding disfigured tree
- Tree on Longview next to 3010 St. James trimmed per request.

5. Architectural Review Requests

- 2846 Sebastian Lane, Mrs Cooper, replacement windows.
- 2448 Coral Ridge Circle, Mr Paschette, Painting exterior

6. New Business

- Retaining legal assistance
- Retaining property management company

7. Residents' Concerns:

A

JAMES LANDING PROPERTY OWNERS' ASSOCIATION ARCHITECTURAL REVIEW

3682 N. Wickham Rd, B1-327
Melbourne, FL 32935

APPLICATION FOR ADDITIONS AND ALTERATIONS TO EXISTING HOUSE

To: Architectural Review Board Date Received: _____
From: Property Owner _____ Phone No: _____
Property Address: _____
Mailing Address: _____

APPROVAL REQUESTED FOR:

____ Landscaping Modifications/Enhancements	____ Exterior Painting (see Note 3)
____ Fence Installation/Replacement (see Notes 1 & 2)	____ Construction of Screen Room or Addition (see Notes 1, 2, and 3)
____ Pool/Spa Installation (see Notes 1 & 2)	____ Other _____

NOTES: 1. Submit Plot Plan. 2. Submit Construction Plan. 3. Submit Color Sample(s).

SPECIFIC DESCRIPTION OF MODIFICATION, INSTALLATION, ENHANCEMENT, OR CONSTRUCTION:

Signature of Home Owner: _____ Date: _____

TO: Property Owner cc: File
FROM: Architectural Review Board Date: _____

Your application is APPROVED/DISAPPROVED subject to the following conditions, if any:

Signature: _____ Date: _____

NOTE: These plans have been reviewed for the limited purpose of determining the aesthetic compatibility of the plans with the community in general in the subjective opinion of the approving authority. These plans are approved on a limited basis. No review has been made with respect to functionality, safety, compliance with governmental regulations, or otherwise and no reliance on this approval should be made by any party with respect to such matters. The approving authority expressly disclaims liability of any kind with respect to these plans, the review hereof, or any structures built pursuant hereto, including, but not limited to, liability for negligence or breach of express or implied warranty.

(This Architectural Review Form is dated September 2007. Previous versions are obsolete.)

B

JAMES LANDING PROPERTY OWNERS' ASSOCIATION ARCHITECTURAL REVIEW

3682 N. Wickham Rd, B1-327
Melbourne, FL 32935

COMPLAINT FORM

Residents of James Landing have the right to file a complaint, without divulging their name to anyone other than the Secretary of the Board. The Secretary is responsible for withholding the name of the complainant while presenting the complaint to the Board for investigation and action (if required). No complaint will be investigated or acted upon without this form being filed and signed by the person submitting such complaint.

Name of person submitting complaint: _____ Date: _____
Address: _____ Phone: _____

Address of Violation or Complaint: _____
Deed Restriction(s) related to the violation: _____
(example: Section 4.18, Vehicles and Repair)

Details of violation, please be specific:

Have you contacted the resident about this problem? Yes ____ No ____ Date contacted: _____

Result of contact:

Referred to Board at _____ meeting. Investigation to be done by: _____

Result/Action Taken: _____

Upon conclusion of an investigation, the committee will report the conclusions to the Board, and all parties will be notified of the official decision.

This Complaint form is dated September 2007. All previous versions are obsolete.

C

JAMES LANDING HOME OWNERS' ASSOCIATION
APRIL 2, 2007
BOARD MEETING

The Board Meeting was called to order by President Kim Singleton at 7:00 pm at the Crossroads Community Church in Melbourne, Florida.

Attendees

Kim Singleton, Maynard Robinson, Gloria Robinson, Lee Jones. Greg England arrived ten minutes late.

Residents in Attendance

Jane Baker, Irma Ingle, Vic Belmont, John Fanning, Gladdis Harris, J. S. Harris, and Ted Felber.

Minutes of the Previous Meeting

Lee Jones made a motion to accept the minutes as distributed, seconded by Kim Singleton, voted on and approved.

Treasurer's Report

Started the month with \$24,428.73, paid out \$2,200 to tree trimming, \$1,400 to lawn care, \$126 to pond maintenance, \$85.40 postage, \$10 filing for a lien, \$182.96 office supplies for three months, \$20 refund on overpayment, \$10.48 to Florida Power & Light, and \$30 for meeting room expense. This was an expenditure of \$4,064.83; income was \$1,465 and leaving a balance of \$21,828.90 as of April 2, 2007. Received 218 paid assessments, one lien has been placed, and one payment will be paid upon closing with Alliance Title. There are three other possible liens that have to be paid. Lee Jones made a motion to accept the treasurer's report as read, seconded by Kim Singleton, voted on and approved.

A homeowner left a message for Kim Singleton complaining he had not received any bills in five or six years, but strangely received the intent to lien notice. Kim will talk to him about the problem.

Secretary's report

Design Reviews

2846 Sebastian Lane, driveway resurface. Approved.

2996 Sebastian Lane, repaint damage to garage door, front door and side door, paint driveway and do landscaping at rear. Approved.

2560 Alicia Lane, install satellite dish. Approved.

2550 Alicia Lane, install satellite dish. Approved.

2800 St. James, driveway paved. Approved.

2429 Coral Ridge, painting exterior. Approved.

2990 St. James, paint house yellow. To be discussed with homeowner.

It was suggested that the yellow needed to be toned down because the regulations say earth tones, or muted tones. We had one yellow house that caused a multitude of problems, and now the realtor handling the sale of the house has been notified that it must be repainted when sold. We cannot deny one and then allow another one.

2871 St. James, dove white with major blue trim. Approval was given for dove white and bluebell blue trim.

D

Letters of Complaint

2470 Alicia Lane, shrubs are over the height restriction. Secretary was asked to send a letter because Lee Jones had tried three times to visit the homeowner and they will not answer the door.

2468 St. Johns Lane, sent in partial payment of \$50 along with complaint about raising the association assessments. Secretary was asked to respond to the letter returning the check and stating that we no longer accept partial payments. The board discussed this issue and decided that if we make exception for one person we have to allow others to do the same and it would be a bookkeeping nightmare. Bob Fairchild sent the notices out in October, the homeowner waited until four days ago to respond, and had plenty of time to get \$140 together. A reminder was sent at the beginning of February and she did not respond, but when we sent out a Intent to Lien she suddenly writes a letter. Greg England made a motion to send the letter and return the check, Lee Jones seconded, voted on and approved.

Eleven letters went out last month about the mail boxes, and several have since been replaced.

Unfinished Business

Bonding the Board

The secretary made a motion that we dispense with purchasing bonds for the Board. The Board has never been bonded, therefore it was decided it was not necessary. This was seconded by Greg England, voted on and approved.

Signs around Ponds

Greg England still has not contacted the sign maker, and has been asked to make an effort to do that since he agreed to do this in December.

James Landing Signs

The Savannahs will be repainting our signs so they will match the overall color scheme they choose for their repainting.

Abandoned House

The lien has been placed on Mobley's house on Alicia Lane on March 13, 2007. The grass has been cut, but is now brown because there has been no water on it. Mr. Darling cut the grass and we thank him for his help.

Temporary Roof Repair

No action.

Croton Road Reclaimed water

Melbourne Reclaimed Water supervisor states the JLH main meter was at the south end of the fences, so it will cost \$125 to get a new connection put on where we can connect and get an extension. The Treasurer was asked to go to the City of Melbourne Utilities office and pay the \$125 for this to be accomplished. The crew will make the connection as soon as the payment has been made, then we will need a sprinkler company to put the rest of it together. It was suggested that letters go out to the homeowners along Longview asking them if they will agree to have their sprinkler systems extended under the sidewalks to water along the roadway grass. We would pay for the hook-up if the homeowners will agree to it. If the homeowner's sprinkler system is on reclaimed water it costs \$4 a month regardless of how much water is used. After discussion it was decided to get three bids from a

sprinkler company to get the work done in addition to other areas along Longview where the Savannah's sprinklers are not working. The Secretary made a motion to pay the \$125 to have the new connection put in, and then letters go out inviting the homeowners involved along Longview attend the next Board meeting so that this issue can be discussed. Seconded by Greg England, voted on and approved. In addition there is a sprinkler control along the berm at Parkway that needs repair. So we need to get at least three bids on having the sprinkler systems worked on. Kim Singleton agreed to obtain bids on this work, and he will also discuss the sprinkler problem with the Savannah's yet again.

Neighborhood Watch

An email was sent to the Manager of the Savannah's to receive further information.

Sidewalks

The sidewalk repairs are complete, but if anyone sees any problems please notify the Board.

Residents Concerns

The Board was thanked for the cleanup along Croton Road.

A resident expressed concern about the lawn company breaking sprinklers. He was asked to report back to the Board if he sees that happening with the new lawn company because it is in their contract to repair any damage. The new lawn contract has notified to be sure to edge along the sidewalks. Also the top of the berm along the lake needs to be defined so the lawn mowers know where to cut.

Someone is parking a motor cycle on the grass on the island of Alicia lane.

Sign at the entrance to James Landing off Parkway needs painting, lights need replacing, and plants are hiding the signs. The Savannah's will be asked to clear off some of the plants and make the signs more visible. The Islands are the responsibility of the Savannahs and they are planning a big landscaping project.

There is a house at 2970 St. James Lane that is in disrepair, yard not taken care of, and walkway turning black. It was noted that assessments were paid up to date.

A resident asked when the next newsletter will go out because he wanted notice about rust from the sprinkler systems.

Interface with the Savannahs

Abandoned vehicles were discussed with the manager of the Savannah's, and we were informed that these vehicles do belong to residents.

Swimming pool – our residents who have signed up for access to their recreation facilities are asked NOT to take glass items into the pool area. They had to shut the pool down again to clean up broken glass in the area.

They will have an open house on March 21, with door prizes.

On 9 June they will be having a Hawaiian Luau.

There being no further business to discuss the meeting adjourned at 7:55 pm.

Respectfully submitted by

Gloria K. Robinson, Secretary