

**MABEL BRIDGE HOMEOWNERS' ASSOCIATION**  
**Board of Directors Meeting MINUTES**  
**8464 Winter Garden Vineland Rd.**  
**August 27, 2015**  
**7:00pm**

Location: First Baptist Church of Windermere  
8464 Winter Garden Vineland Road  
Orlando, FL 32836

- I. **Call to order:** 7:00pm
- II. **Establish Quorum:** Doug Morrill and Leah Emmanouilidis are present. Jill Rygh, Ryan Clifton, and Lisa Bosque from Leland Management are present as well. Quorum is established.
- III. **Proof of Notice:** Notice was posted at both entrances 48hrs in advance of the meeting. Required posting according to Florida Statutes is satisfied. Notice was also posted on the community website at [www.MabelBridgeHOA.com](http://www.MabelBridgeHOA.com)
- IV. **Re-ratification of February 2015 Minutes due to correction:** Doug **MOTIONS** to approve the February 2015 minutes with corrections, Leah seconds, unanimous.
- V. **Approval of June 30, 2015 Meeting Minutes:** Leah **MOTIONS** to approve the June 30, 2015 minutes with corrections, Doug seconds, unanimous. Jill will send the revised minutes to Leah to post on the website.-  
**JILL**
- VI. **Welcome and Introduction:** The board thanks everyone in attendance.
- VII. **Ratify removal of Don Demke from the landscape Committee and ARB:** Doug **MOTIONS** to remove Don Demke from the landscaping and ARB Committee, Leah seconds, unanimous.  
**Ratify resignation of Jeanne Bauer from the Board of Directors:** Doug **MOTIONS** to accept Jeanne Bauer's Board of Directors resignation, Leah seconds, unanimous. Jill will contact Jeanne Bauer regarding how to return board binder, keys, etc. - **JILL**  
**Ratify appointment of Jeanne Bauer to ARB:** Jeanne Bauer has volunteered to serve on the ARC Committee. Doug **MOTIONS** to appoint Jeanne Bauer to the Mabel Bridge ARC Committee, Leah seconds, unanimous.  
**Appointment to Fill Vacant Board Position:** Mel Vanaman has volunteered for the open board position. Doug **MOTIONS** to appoint Mel Vanaman to fill the open board position, Leah seconds, unanimous. Jill advises Mel of the Board Certification requirement and account to be in good standing. Jill will send Mel information regarding the next available Board Certification class. – **JILL**  
**Appoint Social Committee Members:** Leah **MOTIONS** to appoint Kimmie Haas as the social committee chair person, Doug seconds, unanimous.

**Reinstatement of all Boards and Committees for Mabel Bridge Homeowners Association:**

Board of Directors: Doug Morrill- President; Mel Vanaman- Vice President; Leah Emmanouilidis- Secretary/Treasurer

ARC Committee: Susan Vanaman- Chair; Jeanne Bauer; Kelsey Vigh

Social Committee: Kimmie Haas- Chair

Landscape Committee: Steve Facella- Chair; Mel Vanaman

- VIII. 2016 Budget Workshop:** Ryan Clifton and Lisa Bosques from Leland Management attend the meeting to review the proposed 2016 budget with the board.
- 1. Notice requirement for Budget Meeting:** Signs must be posted at entrance 14 days in advance of the budget meeting. Wording on sign must state "Budget Meeting for 2015. Assessments to be determined."- LEAH
- IX. Management Report:**
- a. ARB Report-** Jill provides a copy of the ARB report for the board to review.
  - b. Violations-** Jill has sent out board approved list of violations. Board to discuss how to proceed with violations past the final notice. Discuss fee for attorney demand letters and response received from collections manager.
- X. Committee Reports:**
- a. Landscape Committee:** Don Demke has resigned from the committee. Board discussion regarding landscape enhancements, committee, and reports. The board requests Jill to schedule a meeting with Ackman and the board to review the proposals.- JILL
  - b. Social Committee:** Community Garage Sale scheduled for September 26, 2015 from 8am to 5pm. Jill will post ad in Orlando Sentinel, Craig's List, and Orange County permit.- JILL Leah will post on community website and garagesales.com.- LEAH Mel will install signs the Monday before the sale.- MEL Jill will try to arrange a donation truck to pick up left over items in the community from homeowners.- JILL
- XI. Financials/Collections:**
- a. Financials-** Jill provides the board with a summary of the July 2015 financials.
    - 1. Letter of Engagement with CPA-** No action taken at this time.
    - 2. Ackman Brothers Invoice for irrigation-** The board instructs Leland to proceed with payment in the amount of \$1500.
  - b. Collections-** Jill discusses each delinquent account and the status for each.
    - 1. 11828 Chateaubriand Ave-** Jill provides the board with an update.
    - 2. Phase 6 (14 lots of KB Homes) and pond-** Jill to contact KB regarding fees and pond.- JILL
- XII. Old Business**
- a. Pool Security Cameras-** Have been installed. Leah is in process of creating instructions to access the video footage.
  - b. Putting Green Repairs-** Jill has sent response to the board regarding Ackman's response to damage.

Leland Management

- c. **Pool Furniture**- Jill has sent information to the board to review regarding the style of umbrellas to order and disposal of broken items. No further action taken at this time.
- d. **Landscaping/Irrigation Addendum for repair authorization:**
- e. **Estimate to install pavers in pool area**- Jill has previously obtained estimates. No action requested at this time.

**XIII. New Business**

- a. **Soccer Field Use**- Jill has confirmed with insurance agent carrier is not requiring additional signage at this time.
- b. **Neighborhood Pride Grant:** Mel **MOTIONS** to approve to add a line item to the 2016 Budget called Neighborhood Pride Grant and allocate the required 5% of neighborhood contribution in the amount of \$250, Doug seconds, unanimous.
- c. **Pool Area Repairs**
  - a. **Locks**- Jill provides the board with a set of all keys to the closets, cameras, and bathrooms. Board requests Jill to select a location and install the lockbox on the exterior of the building.- **JILL**
- d. **Hurricane Preparedness**- Jill has sent the draft to the board to review and make changes.- **TABLE**
- e. **ARC color book for Leland Management**- **TABLE**
- f. **Payment for Domain Name:** The board has approved Leah to renew the domain name.
- g. **Mulch for playground**- The board requests Jill to obtain an estimate.- **JILL**

**Adjournment: 9:42pm**

**Board Members- 1 year term**

Doug Morrill- President  
 Mel Vanaman- Vice President  
 Leah Emmanouilidis- Secretary/Treasurer

**ARB Members**

Jeanne Bauer  
 Susan Vanaman- Chair  
 Kelsey Vigh

**Landscape Committee**




Mel Vanaman  
 Steve Facella- Chair

**Upcoming Events**

October 15- Budget Meeting  
 November 19- Annual Meeting

**Website:** www. MabelBridgeHOA.com; Facebook

**Legend**

-  - Assigned Task in progress
-  - Task Completed (with date)
-  - Legal Action Taken(Motion, Table, etc.)