

ORANGE PARK COUNTRY CLUB OWNERS ASSOCIATION  
**REGULAR MEETING OF THE  
BOARD OF DIRECTORS  
ADMINISTRATION BUILDING  
December 15, 2009**

**MINUTES**

Tom Mackin called meeting to order at 6:30 PM. Quorum established.

**Board Members Present:** Tom Mackin, Frank Knafelc, Tom O'Brien, Bob Grandstaff

**Absent:** Todd Hite, Rick Loftis

**Guests:** Homeowners list attached, Susan Bailey from Marsh Landing Management Company.

**Minutes:** Frank Knafelc moved that the minutes be approved as amended. Seconded the motion. Motion carried.

**Treasurer's Report: Frank Knafelc**

Frank presented the Financial report stating OPCC is over budget for the month but \$13,420.00 under budget for the year.

Frank moved to take the drainage bill for Feather Oaks out of the Operations account instead of Reserves. Linda seconded the motion. Motion carried.

Linda Sparks moved to accept the Financial report as submitted, Tom O'Brien seconded the motion. Motion carried.

Frank reported the OPCC funds in Peoples Bank are being transferred to Compass Bank due to the banks closure. Frank stated he will research other banking institutions for consideration at the February 2010 Board meeting.

**Management Report – Susan Bailey**

1. Florida Pump and Martin Burke Construction completed the dismantling and cleanup of the old well and pump house on the Boulevard.
2. The assessment statements for the first half of 2010 have been mailed out and we are beginning to receive checks.
3. EWP has completed the repairs on Country Club Blvd. just past the wing walls on the right and to the storm drain on Feather Oaks Court.
4. Information as to pricing and product specifications for a proposed flagpole and flag are available for Board members at this meeting.

5. A Town Hall was held in lieu of an Annual Meeting on December 3<sup>rd</sup> when a quorum was not achieved. The results of the election were announced, and Tom Mackin and Bob Grandstaff were elected to the Board.
6. Violation letters continue to be sent for various violations of the documents, including some for parking trailers, boats, and RV's. If owners wish to have company who arrive in RV's park in the Club over Christmas, please notify the Management Company. There is a 24 hour limit for these vehicles to be parked in the Country Club, but for out of town family during this time of the year, the Association makes every attempt to be accommodating for a couple of days.
7. ARB met on December 10th. Three files were submitted for consideration, and final inspection was completed on one project.
8. Collections proceedings continue to produce revenue from past due accounts, and are continuing to the next steps as needed on behalf of the Association.
9. The light fixture at the roundabout was replaced and restored and is now in working order. Also, a new light fixture was installed at the reader board in front of the Administration building. Both of these are energy efficient fixtures with long life bulbs.
10. Landscape activities include installing snap dragons, applying pre-emergent to the turf, and continuation of trimming shrubs. Mowing season has ended, but visits for trash sweeps and light trimming have continued.
11. Matt Broadus Signs have repaired signage at two areas: Entry gate wing wall and the fountain wall. We are no longer the Orange Park Country "lub".
12. Luminary orders were taken by the block captains, and the **sand will be delivered this Friday the 18<sup>th</sup>** by Precision Turf at the same two locations as last year, including by the lift station in the back of the Club.
13. MLM will arrange for the fence at the end of Feather Oaks to be repaired again.

## **Committee Reports**

### **ARB – Tom Mackin**

Tom gave the report for Chuck Davis on inspections and three new submittals.

### **Rules – No Report**

### **Steering – Frank Knaflec**

Frank stated the meeting on Thursday night will be a general one and will review the budgets for approval.

### **Roads – Tom Mackin – No Report**

### **Ad Hoc Ponds and Land – Tom Mackin**

Tom reported the grass that was planted to stabilize the banks is coming in and pictures have been sent to the St. Johns River Water Management.

### **Communication - Harry Hausman No Report**

#### **Old Business:**

Linda Spark requested clarification and the anticipated next steps for the Grant of Easement.

#### **Quick Claim Deed/Taylor Woodrow:**

#### **New Business:**

Susan presented the proposal for a flag pole and flag after discussion the Board decided to take the proposal to the Steering Committee.

Susan presented the proposal for Crime Watch signs, after discussion Tom O'Brien moved the Board purchase five Crime Watch signs. Frank seconded the motion. Motion carried.

Susan presented the Dirt Plus proposal for inspections of the ponds and weirs. Frank moved to accept the proposal. Bob Grandstaff seconded the motion. Motion carried.

Tom Mackin inquired about the street sweepers in OPCC before the Holidays. After discussion it was decided that the streets would be cleaned in January.

Susan presented the Audit bids, after discussion Frank moved to accept Janice Lake's bid. Bob seconded the motion. Motion carried.

Tom reported on the email he received concerning the Association's liability in sponsoring events where alcohol is served, wine tastings etc. After researching the issue with the Insurance Company Tom stated the Association must **not** support any and all functions serving alcohol. Advertising of such events are not allowed on the message board but may advertise be in the newsletter.

#### **Open for Homeowner Questions:**

An owner inquired about getting a light on the board at Thornwood. Since there is no electricity at the area Frank suggested Susan research solar powered lights.

Kim Wiggins announced Bunko has been canceled for this month.

Tom Mackin announced the Steering Committee for 2010 will be comprised of Tom O'Brien, Frank Knafelc and himself.

Tom Mackin announced the new Board Officers, President, Tom Mackin, Vice President, Tom O'Brien, Treasurer, Frank Knafelc and Secretary, Linda Sparks.

**Meeting adjourned at 7:30 following a motion by Frank, seconded by Tom O'Brien.**

**Respectfully submitted, Linda Sparks, Board Secretary**