

# ALTERRA

HOMEOWNERS ASSOCIATION, INC.

**Board of Directors Meeting  
February 15, 2021  
First Baptist Church, South Campus  
3309 James Redman Parkway, Plant City, Florida**

## 1. Call to Order

The meeting was called to order by Director Adriana McDonald at 6:35 p.m. It was determined that timely notice of the meeting was posted on the community message board. Board members Joshua Hook and Joshua Lugo were also present therefore a quorum was established. Jeana Wynja represented McNeil Management.

**Approval of Minutes:** Board reviewed the prior board meeting minutes dated November 9, 2020 and Special Meeting Minutes dated September 21, November 9 and December 7, 2020.

**On Motion:** Duly made by Adriana McDonald, second by Joshua Hook and carried unanimously.

**Resolve:** To waive the reading of the minutes and approve as presented.

**2. Management Reports:** Manager presented financial reports and management reports. Manager discussed fining vs. injunctive relief. The Board decided to send a Final Notice to Unit ID #'s: 9907, 9921, 9952, 9985 and 10000.

Manager indicated that Amie Dunn submitted her resignation dated January 20, 2021. Adriana McDonald has volunteered to fill the position as president.

**On Motion:** Duly made by Joshua Hook, second by Joshua Lugo and carried forward.

**Resolve:** To approve Adriana McDonald as president of the Association.

Manager indicated that the 2021 Assessment Notice was mailed to all owners on November 30, 2020.

## 3. Old Business Items

**ADA sidewalk pads:** Adriana indicated that a couple of ADA pads still need to be bolted down to prevent a tripping hazard. Manager to direct concern to the City of Plant City to fix.

**Move fence away from ditch to prevent collapse near 608 Arbequina:** Three bids received. Board decided to move forward with the lowest bid, Reyes Fence, Inc. Josh Hook will oversee the project on behalf of the Board.

**On Motion:** Duly made by Adriana McDonald, second by Joshua Lugo, carried unanimously.

**Resolve:** To approve the fence proposal from Reyes Fence, Inc. as presented.

**Lights at mailbox area:** Manager will engage Bates Electric for proposal to change timers to photocells and repair lights as needed.

**Off-duty patrol:** Board wants to engage off-duty patrol to monitor wrong way drivers at both entrances and vehicles running stop signs.

**On Motion:** Duly made by Adriana McDonald, second by Joshua Lugo, carried unanimously.

**Resolve:** To approve engagement of off-duty patrol for various shifts.

**Camera surveillance:** The Board reviewed proposal from ISC and would like another vendor engaged. Manager to reach out to the Flying Locksmith for a proposal.

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## 5. New Business Items

**Assignment of developer's rights:** Attorney reviewed the Association's documents and the Association already has the powers needed and no assignment of rights is needed.

**Golf carts on road:** Per City of Plant City Code Enforcement, golf carts are prohibited on county right of way and public roads. The municipal code allows golf carts to be driven on selected roads as identified in municipal code, section 70-34. None of the roads listed in the municipal code are within Alterra, therefore golf carts are PROHIBITED on all of the Association's roads.

**Financial reporting:** Florida Statutes indicates that owners must be notified in writing within 120 days after the end of the fiscal year that a copy of the annual financial report is available upon request. A postcard will be mailed to each owner in the beginning of April, informing them about the process to which they can obtain the annual financial report. This reporting requirement will become an additional annual expense to the Association.

**Reserve study:** The Board would like a proposal from Florida Reserve Study to prepare a reserve study. Manager to obtain.

**Use of reserve funds:** Per Florida Statutes, reserve funds and any interest accruing thereon shall remain in the reserve account or accounts and shall be used only for authorized reserve expenditures unless their use for other purposes is approved in advance by a majority vote at a membership meeting at which a quorum is present.

**Insurance summary:** Manager informed Board that the insurance summary will be made available for viewing on the report's portal. Manager encourage board to review and if they have any questions, then to contact the Association's insurance broker.

**Committees/volunteers:** The Association only has 1 committee, the Architectural Committee. All board members are on the committee.

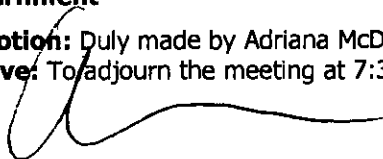
**Preservation of covenants and restrictions:** Per Florida Statutes, the Board is required to annually consider the filing of a notice to preserve the covenants / restrictions affecting the community from extinguishment under Marketable Record Title Act (MRTA) at the 30-year mark. Manager indicated that the Association is 4 years old so preservation is not a pressing concern at this time. The Board will need to have a meaningful conversation with the Association's attorney regarding preservation of the documents when the community comes closer to the 30-year mark.

**4. Owners Comments:** None.

## 5. Adjournment

**On Motion:** Duly made by Adriana McDonald, second by Joshua Hook and carried unanimously.

**Resolve:** To adjourn the meeting at 7:34 p.m.



Prepared by Manager on behalf of Secretary