

**Williamsburg Plantation Homeowners Association (HOA) Board of
Directors (BOD) Minutes of the Monthly Meeting
June 15, 2022
6:00 PM**

Location of Meeting:

The Pavilion, Williamsburg Plantation

Present at Meeting: Greg Engler, Carol Banks, Gwendolyn Slade, John Jacobs, Kimberly Walrod, Victor Longoria

Not Present: Kathy Gee

The regular meeting of the Williamsburg Plantation HOA Board of Directors was called to order at 6:02 PM on June 15, 2022, by Greg Engler.

I. Agenda

The agenda for the meeting is to discuss contracts and any new business brought up by the board members.

II. Review of Previous Minutes

Minutes from previous monthly meetings on May 12, 2022, were approved by the board.

III. Consideration of Old Business

1. No changes from last month meeting on fence repair. It will continue to be repaired on a case-by-case bases due to cost. A board member will go around the neighborhood and access the fence and take photos of damaged areas to help the board prioritize the work.
2. The board is still looking at the best way to open the bathrooms at the Pavilion to allow the homeowners access. More to follow.

IV. Consideration of New Business

1. The board reviewed contracts which led to a robust discussion about content and detailed billings. There were still questions that need to be addressed. Contract will be reviewed again, as necessary. Board members would like all contracts to have a signature block that has a printed name and the signature.
2. A+ Maintenance has the contract for fence repair, and they have a contract for maintenance which covers the dog waste stations, the trash cans at the pavilion, and the bathrooms and kitchen at the pavilion. Board members wanted to ensure that the bills are itemized and breakdown the material cost and the labor cost. They want this to be part of the contract or see the itemized quote before work is approved by the board. Board members would also like to ensure that the contracts are clearly defined on when maintenance is to be done and when the payment is made and for what work.

3. Jackson's Lawn and Landscaping has the contract for lawn care and landscaping. They cut the grass, edge, and remove the grass of the sidewalks and curbs; and weed along Williamsburg Parkway and Western Blvd Extension and other areas as designated in the contract. They also remove grass and weeds from the flower beds at the park signs. The contract board members have expired in February 2022. We will get with Charity to see if there is another contract or if it was auto-renewed. The board is looking into adding trimming the trees back off the sidewalks along Williamsburg Parkway into the contract once or twice a year.

4. Board members wanted more time to read the AGR contract.

5. 3sixteen Consulting has the website contract. The board will look at this contract closer to the expiration date. Contract requires 60 day written notice to cancel before the automatic renewal goes into effect.

6. Board members are also interested in having other vendors submit bids for the contracts when they are up for renewal if other businesses are interested.

7. The board is also looking at the contract/agreement with the lawyer. Board members are interested into looking at another firm; but would like to meet with a firm in person or virtual to ask and answer questions.

8. There were discussions about looking at banks. Board members would like to receive detailed bank statements without having to pay extra for them. This would be an inquiry to see if it would make sense.

9. The budget is another topic that was discussed. Members will start working on the framework for the next budget. They will consider the increased cost of lumber and other products that are purchased such as the waste bags for the dog waste stations.

10. The City of Jacksonville approved in their end of the year budget to install light poles on the Western Blvd side of the community. This is being done at no cost to the HOA.

V. Agenda and Time of Next Meeting

The next meeting is scheduled for July 12, 2022, at 6:00 PM at the Pavilion.

The meeting was adjourned at 7:34 PM by Greg Engler.

Minutes submitted by Carol Banks.