

**Buckhead of Tallahassee – Homeowners Association
Board Meeting Minutes
September 11, 2019**

Call to Order – Shirley Kerns, President

Shirley called the meeting to order at 6:37 p.m. Board members present included Jan Porter, Jennifer Prather, and Mary Woody.

Certification of Proxies – Jennifer Prather, Secretary

Proxies were certified for Sue Niewenhous and Allison Harrell.

Budget/Financial Review – Shirley Kerns

Shirley provided a year-to-date update on the budget and expenditures, and it was agreed that no changes to the budget are necessary. Expenditures to date have been more favorable due to a reduction, for the time being, in active Welaunee lobbyist activity and ACC enforcement activity.

Outstanding Liens: Records reflect that two property owners have outstanding dues for multiple years. HOA Treasurer Stafford at the time has filed liens in some instances. He has advised recently that he is checking records to determine if all liens are current or if any additional liens are needed. He will report his findings back to Shirley. A motion was made by Jan, and seconded by Mary, to ensure that all liens are reported as up to date, and Shirley will draft a teller to these property owners to ensure they are aware of their past due bills and liens. The motion was passed unanimously.

Vacant Board of Directors Position and Appointment – Shirley Kerns

Shirley reported that Ken Stafford recently resigned his position as Board Member and has since rescinded his resignation. On the basis that no action has yet been taken to fill this position, Shirley made a motion to accept his rescinded resignation and Mary seconded the motion. Discussion took place regarding his role in assisting Allison Harrell in her Treasurer duties and bank statements. The motion was passed unanimously, and Ken will continue to assist Allison in her duties as Treasurer.

Northeast Gateway and Auxiliary Noise Study Update – Shirley Kerns

Shirley reported that, according to the Blueprint IA Project Manager, noise receptors were placed in lots most affected by traffic during July and August. The study is complete, and the report is in draft form. The city will schedule a public meeting to share the report and explain the results of the study. The Board will advise the entire Buckhead community when this meeting is scheduled.

Front Entrance Cleanup – Jan Porter

Discussion of maintenance/mowing of common areas. A motion was made by Shirley and seconded by Mary, stating that Mary and Jan will collectively identify 2-3 landscaping resources and obtain estimates to reset (thin the foliage, etc.) the rear portion of the front entrance area from the curb to the water pipes. They will present the information to the Board for evaluation. The motion was passed unanimously.

Other Matters

Jan brought to the Board's attention, as an FYI, that she was aware that some City of Tallahassee meters being incorrectly read, resulting in incorrect billing for water and sewage use. No action was required of the Board and none was taken.

Next Meeting Date

The Board will meet again in early 2020 to begin planning for Dues mailings and the Annual Meeting.

Adjourn

The meeting was adjourned at 7:39 p.m.