

**Hammock Dunes Owners Association, Inc.
Board of Administrators Meeting Minutes
August 21, 2023**

Call to Order:

The duly noticed monthly Board Meeting was called to order by Greg Davis at 10:00 a.m., Via Zoom teleconferencing only.

Board Members Present: Greg Davis, Andy Tynes, George DeGovanni, Michael Heller, Mark Larmore, Jinny Crum-Jones

Hammock Dunes Club Present: John Langhauser

Community Management Present: Travis Houk and Brie Cunniff of Southern States Management Group (SSMG)

Hammock Dunes Legal Counsel: Robyn Severs

A quorum was established.

Opening Comments, Greg Davis

- Mr. Houk of SSMG was asked to assist in taking over the agenda and the management of the meeting since Mr. Davis was losing his voice.
- Mr. Houk created a significant event document that was included in the agenda package as a communication document only. It did not reflect daily or weekly items, only high-level priority items.

Appointments

- Mr. George DeGovanni resigned as Treasurer. Mr. Mark Larmore volunteered to take Mr. DeGovanni's place.

ON A MOTION BY MR. GEORGE DEGOVANNI, seconded by Mr. Andy Tynes, the Board voted on whether to approve Mr. Mark Larmore as HDOA Treasurer. On a call to vote, with all in favor, the motion carried unanimously.

- Ms. Jinny Crum-Jones volunteered to become the Assistant Treasurer. It is not required but would be a benefit to have an Assistant Treasurer.

ON A MOTION BY MR. MICHAEL HELLER, seconded by Mr. George DeGovanni the Board voted on whether to approve Ms. Jinny Crum-Jones as HDOA Assistant Treasurer. On a call to vote, with all in favor, the motion carried unanimously.

- Mr. Craig Kodish expressed interest in joining the Maintenance Committee after attending the August Maintenance Committee meeting on an invitation from Mr. DeGovanni.

ON A MOTION BY MR. GEORGE DEGOVANNI, seconded by Mr. Mark Larmore on whether to appoint Mr. Craig Kodish to the Maintenance Committee. On a call to vote, with all in favor, the motion carried unanimously.

- The FPL committee was formed after past hurricanes. Mr. David Yoder was a key Board member on the committee. The committee dissolved when FPL Executives retired and committee members moved away. The Maintenance committee would like to revive the FPL committee. The makeup of the committee had not yet been determined. The purpose would begin to form a relationship with the FPL staff. The Maintenance Chair would be a de facto member.

ON A MOTION BY MR. GEORGE DEGOVANNI, seconded by Mr. Mark Larmore the Board voted on whether to reinstate the FPL committee. On a call to vote, with all in favor, the motion carried unanimously.

Adoption of Rules Regarding Owners' Participation at Meetings and Recording of Meetings

HDOA general counsel, Ms. Robyn Severs, was present to answer any questions regarding the new rule. There was a question pertaining to the consideration of emails as written requests. Robyn responded that sending an email would be considered a written request.

ON A MOTION BY MR. MICHAEL HELLER, seconded by Mr. Andy Tynes, the Board voted on whether to adopt the rules as revised, presented in the monthly Board package. On a call to vote, with all in favor, the motion carried unanimously.

Two Camino Office

- Maintenance Proposals
 - Several concerns were raised by the master lessor after he had a building inspection completed. Pursuant to the inspection there were electrical and mechanical concerns along with a few roof leaks. Mr. Houk provided a maintenance report including quotes for the items pertaining to the roof leaks, exterior doors, exterior lighting, and electrical components. There are still maintenance items under consideration and bids have been solicited for painting the exterior of the building and HVAC work.
 - Mr. Larmore stated the items that were presented to the Board should be repaired/addressed to prevent more problems in the future.
 - Mr. Tynes inquired if there was money in the budget for the repairs. Mr. Houk replied that he identified the reserves where the money would be expensed.

ON A MOTION MADE BY MR. MICHAEL HELLER, seconded by Mr. George DeGovanni, the Board voted on whether the Board should approve the Two Camino Office bids including roofing, electrical, lighting, and doors that were in the prioritized section of the maintenance matrix and the funding identified with oversight by the Maintenance Committee. On a call to vote, with all in favor, the motion carried unanimously.

- Southern States Refundable Deposit Return Request
 - Southern States was the tenant from 2010 until June 30 2023. They had a \$10,000 refundable deposit with the HDOA and are requesting the return of that deposit.

ON A MOTION BY MR. MICHAEL HELLER, seconded by Mr. Mark Larmore the Board voted on whether to return Southern States Management Group's \$10,000 deposit. On a call to vote, with all were in favor, the motion carried unanimously.

Shoreline Management Committee Update

- **Deed Clean-Up Funding**

- To execute the Perpetual Easement with Flagler County, the HDOA would need to ensure the County that there would be no issues that would delay payment from FEMA to Flagler County.
- After research had been done, triggered by the Hammock Dunes Club croquet court dune erosion problem, it came to light that there needed to be language clean up in some of the deeds pertaining to HDOA parcels along the shoreline.
- Mr. Davis used his delegation to begin title search on the shoreline deeds at not-to-exceed \$2,500.
- From a funding perspective, the title search should not exceed \$20,000 with a more reasonable estimate at \$10,000.

ON A MOTION BY MR. MICHAEL HELLER, seconded by Mr. George DeGovanni, the Board voted on whether to approve the Shoreline Management Committee's request of funding not to exceed the amount of \$20,000K earmarked for the deed clean-up and other related expenses. On a call to vote, with all in favor, the motion carried unanimously.

- **Update, Mr. John Gass of Shoreline Management Committee**

- Flagler County's sand placement project had been progressing according to schedule. The first phase for funding was from the Florida Department of Environmental Protection (FDEP). Sand Placement from Pelican Dunes Walkover (formerly known as the San Gabriel Walkover), south to Varn Park was completed in early July.
- The second phase of the project would be using funding from FEMA category three, that Flagler County has already received. Sand placement began in the middle of August, beginning at the Pelican Dunes Walkover, (formerly known as the San Gabriel Walkover), being placed northward towards at an average of 400 to 500 feet a day, up to Jungle Hut. Sand placement for the HDOA dunes should be completed by the end of August or early September.
- In SMC's discussion with Flagler County and their coastal consultant, Olsen Associates, there is agreement that certain areas where the primary dune has been largely removed near Grand Mer should have sand placed starting further inland (westward) of the original dune crest and then built up back towards the beach.
- The goal is to begin a major beach restoration project by 2025.

Design Review Committee

- **Villas DRC Manual Change, Synthetic Roofs**

- An owner in the Villas requested permission to use synthetic tile for his roof which would be similar in color but more efficient and cost effective long-term without sacrificing the aesthetic look of the roofs in the Villas.
- HDOA's legal counsel reviewed and approved a new amendment regarding roofs in the Villas DRC manual. The DRC also recommends approval of the new amendment, which would be as follows:

- ROOFS:
 - “Flat roofs shall not be permitted on any portion of the structure. The composition of all pitched roofs is required to be terra cotta barrel, slate, or concrete tile. The DRC will consider approving synthetic barrel roof tile upon reviewing a physical sample of the roof tile and confirming the synthetic roof tile is a color, shape, and design match to the specific Villas community of submission so that the appearance of the synthetic tile is substantially similar in appearance to the required terra cotta barrel, slate or concrete tile. Synthetic roof tile requests must provide a separate DRC application for review. Roof pitches must be a minimum of 5/12 slope. FIGURE 6 lists the style/colors of the roof tiles required for each Villa neighborhood.”
- Notification on the potential change to the Villas DRC manual was sent out by US mail to the Villas Neighborhood, stating that the meeting would be August 21, 2023 and the amendment to the types of roofs would be on the agenda.
- **ON A MOTION BY GEORGE DEGOVANNI, seconded by Mr. Andy Tynes, the Board voted on whether to approve the amendment regarding synthetic roof tiles to the Villas DRC manual as presented in the Board package. With a call to vote, with all in favor, the motion carried unanimously.**

Maintenance Committee

- The Maintenance Committee had been working on a 10-year plan for maintenance enhancements based on the most recent Reserve study. This would be provided to the Finance Committee to assist in how to manage the HDOA budget and reserves.
- **Corey Landscape Service Contract Renewal Proposal for the HDOA, Granada Estates and Ocean Estates**
 - Mr. DeGiovanni reviewed the specifics of the contract renewal proposal which include:
 - 2024 rate increase at 3.5 percent
 - 2025 rate increase at 1.5 percent
 - 2026 rate increase at 3.5 percent
 - An additional two-year extension option was built in not to the CPI or 3%.
 - A \$5,000 credit in 2025 would be provided for the HDOA to use for landscaping enhancements.
 - An additional credit of \$2,500 in 2026 to be used for landscaping enhancements.
 - Also included in the renewal would be a 30-day termination anytime within the contract if the HDOA was not satisfied with Corey Landscaping’s service.
 - Maintenance Committee members discussed the possibility of going out for more bids.
 - Mr. Houk confirmed the landscape services contract is the largest contract for the HDOA.
 - Mr. DeGiovanni stated Corey Enterprises provided better financial incentives in an updated renewal proposal and it’s a Board decision.
 - Mr. Davis confirmed that Corey is one of the HDOA’s Emergency Response vendors and has provided timely responses under difficult emergency conditions.

- **ON A MOTION BY MR. GEORGE DEGOVANNI, seconded by Mr. Andy Tynes, the Board voted on whether to approve the Corey Landscape renewal proposal as described, 3-year contract with the option for a 2-year extension. On a call to vote, with all in favor, the motion carried unanimously.**

Oasis Update

- The development agreement was executed and communicated to the community. More documents are still being worked on.
- The HDOA legal counsel, Robyn Severs, has been helping with the agreements such as the Temporary Construction Easement, By-Laws, Construction Access agreement etc.

Consideration of Board Administrator Vacancies

- At the July 24, 2023 Board meeting the consideration of Board appointments for the Island Estates Community and Villas Community was tabled. A motion needed to be made to bring the agenda item off the table.

ON A MOTION BY MR. GEORGE DEGOVANNI, seconded by Ms. Jinny Crum-Jones, to move from the table the Board appointments of the Island Estates Community and Villas Community. On a call to vote, with all in favor, the motion carried unanimously.

- **Island Estates Community**

- Mr. Ron Foudray submitted a candidate sheet and provided a brief summary of his experiences and answered questions from the Board.
- Mr. Hamilton and Mr. Eckert were also candidates for consideration.

ON A MOTION MADE BY MR. GEORGE DEGOVANNI, seconded by Mr. Andy Tynes, Board voted on whether to elect Mr. Ron Foudray as the Island Estates Community Representative to the HDOA Board and upon his acceptance he would become a member of Board during the meeting. On a role call vote, Mr. DeGovanni, Mr. Tynes, Mr. Larmore, Ms. Crum-Jones, Mr. Heller and Mr. Davis voting yes, the motion carried unanimously.

- **Villas Community**

- Mr. David Eckert and Dr. Eric Lutker both submitted their names for the Villas Board vacancy.
 - Dr. Lutker provided a brief summary of his experiences and answered questions from the Board since he was unavailable in July.

ON A MOTION MADE BY MR. GEORGE DEGOVANNI, seconded by Mr. Ron Foudray, the Board voted on whether to elect Dr. Eric Lutker as the Villas Community Representative to the HDOA Board and upon his acceptance he would become a member of Board during the meeting. On a role call vote, Mr. DeGovanni, Mr. Foudray, Mr. Tynes, Mr. Larmore, Ms. Crum-Jones, Mr. Heller and Mr. Davis voting yes, the motion carried unanimously.

Communications

- **Holiday Chorale Email**

- In the absence of a Communication Committee, there was a request to send an email regarding the Hammock Dunes Club Holiday Choir. Rehearsals would begin on September 18, 2023.
- There was Board discussion this would set a precedent of the Board's communication system being used as a communication system for other Hammock Dunes Owners and their clubs/events that are not affiliated with the HDOA.
 - It was decided that a reminder of where to find information pertaining to upcoming events, such as the Hammock Dunes Choral be added to the August 17, 2023 HDOA Board summary.

Approval of Minutes: July 17, 2023 and July 24, 2023

ON A MOTION BY MR. MICHAEL HELLER, seconded by Mr. Andy Tynes, the Board voted on whether to approve the July 17, 2023 minutes as presented in the Board package. On a call to vote, with all in favor, the motion carried unanimously.

ON A MOTION BY MR. MARK LARMORE, seconded by Dr. Lutker, the Board voted on whether to approve the July 24, 2023 minutes as presented in the Board package. On a call to vote, the motion carried unanimously.

Audience Comments:

Adjournment:

ON MOTION MADE BY DR. ERIC LUTKER, seconded by Mr. Michael Heller, the Board voted to adjourn the meeting at 12:30pm. On a call to vote, with all in favor, the motion carried unanimously.