

Board of Directors Meeting
Willowcroft Owners Association, Inc.

Unapproved Minutes

November 20, 2019

Offices of Cornerstone Property Solutions
3700 NW 91st Street, Suite A-100
Gainesville, FL 32606

Attending: Eric Beshore
Tom Herman (Proxy To Sally Ryden)
Richard (Dick) Hord
Andy Howell
Kathleen Morrison
Larry Rooks
Sally Ryden

Others Present: Eugene Haufler, CAM Cornerstone Property Solutions of North-Central Florida, LLC.

WHEREUPON, Sally Ryden, acting on behalf of the Association, noting that a quorum of the membership was present, and the meeting was properly noticed, called the meeting to order at 6:00pm.

- I. Minutes of Previous Board of Directors Meetings May 22, 2019 & January 15, 2019: Eric Beshore made a motion to approve the minutes of both of these meetings, with the inclusion of Mr. Beshore's analysis and explanation of Board members – see below. Dick Hord seconded this motion. All were in favor.
- II. President's Report: None
- III. Mr. Beshore's Analysis of Board Members: Eric Beshore submitted the following data based upon his analysis of the Board's constitution going back to

History of Board of Directors

This history was constructed from the minutes of Annual Meetings and Board Meetings posted on the WOA website. There a a number of factors that make this analysis difficult. Nowhere was there a list of who was on the board with their three year terms. So for each year a table of board members with their position and terms was developed from the minutes. Some board members just seem to disappear.

January 17, 2013 - Annual Membership Meeting

Election of Directors:

i. Jerry Stein made a motion to retain the same slate of Directors for 2013 as in 2012. Bobby Hall seconded this motion. All were in favor. Dick Hord made a motion to appoint John Cousins to the 2013 Board of Directors. Andy Howell seconded this motion. All were in favor.

ii. Dick Hord made a motion to add John Cousins to the 2013 Board of Directors. Andy Howell seconded this motion. All were in favor. The Membership Meeting was adjourned at 7:31pm.

I. Board of Directors Meeting: WHEREUPON, Sally Ryden, acting on behalf of the Board, noting that a quorum of the Board of Directors was present, and the meeting was properly noticed, called the meeting to order at 7:30pm, at which time Ms. Ryden dispensed with the reading of the minutes from the last Board meeting.

ii. Election of Officers: The following slate of officers were appointed by unanimous affirmation. Myrna Gray, President; Andy Howell, Vice President; John Cousins, Treasurer; Dick Hord, Secretary – All were in favor.

2013 Board - 2012 board retained to 2013

Position		Term
President	Myra Gray	Unknown
Vice President	Andy Howell	Unknown
Treasurer	John Cousins	2013 to 2016
Secretary	Dick Hord	Unknown
Unknown	Sally Ryden	Unknown

January 16, 2014 - Membership Meeting

III. New Business:

- a. The membership voted Mrs. Sharon Miller to the board.
- b. Dick Hord made a motion to ratify the 2014 budget Sally Ryden seconded the motion. All were in favor.
- c. **The 2014 Board:**
- d. **President:** Myrna Gray
- e. **Vice President:** Sally Ryden
- f. **Secretary:** Dick Hord
- g. **Treasure:** Evangelos Christou
- h. **Director:** Sharon Miller

2014 Board

President	Myra Gray	Unknown
Vice President	Sally Ryden	Unknown
Treasurer	Evangelos Christou	2014-2017 Fill Vacancy?
Secretary	Dick Hord	Unknown
Director	Sharon Miller	2014-2017

Annual Membership Meeting
January 14, 2015

i. 2015 Board of Directors: There was one Board position open for the 2015 Board of Directors. There were no volunteers to take the position. Sally Ryden said that she would approach **Venita Sposetti** about serving on the Board. (She later accepted the appointment). Management was asked to put this on the agenda for the next meeting to make it official.

Board of Directors Meeting

February 24, 2015

I. New Business:

a. Appointment of New Director: Dick made a motion to accept **Venita** to the Board of Directors. Charles seconded this motion. All were in favor.

b. Election of Officers: The slate of officers was proposed as follows:

President: **Sally Ryden**

Vice President: **Dick Hord**

Secretary/Treasurer: **Charles McDonald**

Charles made a motion to accept the slate of Officers as presented. Venita seconded this motion. All were in favor

2015 Board

President	Sally Ryden	Unknown	since 2013
Vice President	Dick Hord	Unknown	since 2013
Treasurer /Secretary	Charles McDonald	2015-2018	Appointed?
Director	Venita Sposetti	2015 -2018	
Director	Sharon Miller	2014-2017	

January 12, 2016 Board of Directors/Annual Meeting

I. New Business:

c. Election of Directors for 2016: The Board from 2015 will roll over for 2016.

2016 Board - rolled over from 2015

President	Sally Ryden	Unknown	since 2013
Vice President	Dick Hord	Unknown	since 2013
Treasurer /Secretary	Charles McDonald	2015-2018	
Secretary	Venita Sposetti	2015 -2018	
Director	Sharon Miller	2014-2017	

January 10, 2017 Membership Meeting

III. New Business:

a. 2017 Board of Directors: Nominations were taken from the floor and the following were established as the 2017 Board of Directors: Sally Ryden, Andy Howell, Richard Hord, Sharon Miller and Tom Herman. Jane Feldman made a motion to adopt this slate of Directors. Marty Clendenin seconded this motion. All were in favor and the motion carried.

2017 Board

President	Sally Ryden	Unknown	since 2013
Vice President	Tom Herman	2017- 2020	added 2017
Treasurer	Andy Howell	2017- 2020	added 2017
Secretary	Dick Hord	2015 -2018	
Director	Sharon Miller	2014-2017	

January 23, 2018 Membership Meeting

V. 2018 Nominations for the Board of Directors: Sharon Miller nominated Eric Beshore. Allyson Adams nominated Sally Ryden. Katie Floyd nominated Dick Hord. Katie Floyd made a motion to affirm the slate via voice vote. Dennis Wyant seconded the motion. All were in favor.

2018 Board - note that now three board member have the same terms

President	Sally Ryden	2018-2021	added 2018
Vice President	Tom Herman	2017-2020	
Treasurer	Andy Howell	2017-2020	
Secretary	Dick Hord	2018-2021	added 2018
Director	Eric Beshore	2018-2021	added 2018

January 15, 2019 Annual Meeting Draft

I. 2019 Board of Directors: There being two vacancies this year, specifically Sally Ryden and Dick Hord), and no nominations, Tom Herman made a motion that the Board members remain the same, and therefore Sally Ryden And Dick Hord continue for another three-year term. Andy Howell seconded this motion. All were in favor by a voice vote.

It appears that there were not two vacancy to be filled at the 2019 Meeting. So the actions at the annual meeting were in appropriate.

2019 Board - same as 2018

President	Sally Ryden	2018-2021	
Vice President	Tom Herman	2017-2020	
Treasurer	Andy Howell	2017-2020	

Secretary
Director

Dick Hord
Eric Beshore

2018-2021
2018-2021

Gene Haufler and Mr. Beshore went over the analysis in detail.

- IV. Proxy Revision: Mr. Beshore stated that most owners agree to most all issues involving the removal of the Declarant, so this is what has been left in as amendments, etc. He went over his explanation page in detail. The attorney sent the "Kauffman language" which was incorporated on 11-20-2019. This language is scanned into these minutes and are officially a part of them.
- V. Concerns about Proposed Cover Letter To The Limited Proxy Prepared By Andy Howell 20-Nov 2019: Mr. Howell submitted a document to the Board that read as follows:
1. This statement requires revision. "The Board reviewed the 21 ballots item by item." REASON: Although a member of the Board, Andy Howell was not involved in this review. Replace the word "Board" by the name of the person or committee who conducted the review.
 2. Eliminate the statement that "One proxy voted against all items." REASON: Irrelevant. The only relevant point is that less than 2/3 of membership cast their votes.
 3. Eliminate the statement "Board members will contact owners with outstanding proxies." REASON: May be perceived as coercion.
 4. Change target date to 15 Dec 2019. REASON: Article XII of the Declarations requires at least 30 days notice prior to voting on amendments.
- VI. Mr. Beshore Document entitled "Willowcroft Owners Association Proxy Campaign": Mr. Beshore distributed this document to the Board. It is scanned into and is part and part of these minutes. Mr. Beshore made a motion to incorporate Mr. Howell's items 1 & 2 respectfully into the final document as well as the three recommendations from the Attorney. Mr. Hord seconded this motion. All were in favor.
- VII. Nominating Committee: Members of this standing committee are Rick Smith, Dennis Wyant and Tom Herman. This report was tabled until the next meeting.
- VIII. Paving: Concern was put forth regarding the reputed carcinogenic properties in coal tar products. Mrs. Ryden distributed a document from the National Cancer Institute regarding this. This document is scanned into these minutes and is officially a part of them. The Board wants clarification on this matter. Management was directed to email the representative of the paving company who provided the quotation the information and questions.
- IX. 2020 Proposed Budget: The 2020 proposed budget was reviewed by the Board. Mr. Hord made a motion to approve the budget as submitted. Mr. Beshore seconded this motion. All were in favor except Mr. Howell who voted against the motion. Mr. Howell submitted a

document showing the increases of expenses year over year. This document is scanned into these minutes and is considered an official part of them.

- X. ARB Reports: Mr. Beshore made a motion to ratify the ARB reports recently submitted. Mr. Hord seconded this motion. All were in favor. Mr. Howell stated that the ARB is required by law to provide the same notice to owners as Board meetings for their meetings. There needs to be a sign made up for the ARB meetings and posted 48 hours in advance , etc.
- XI. Local Community Association Management Attorneys: Mr. Howell distributed a list of local community association management attorneys. This list has been scanned into and is officially a part of these minutes.
- XII. Letters To Owners: Letters will be sent to the following lots: Lot 13 & 14 – Dead Tree, Painting, Wood Work Needed, Restoration of Exterior.

XIII. Attachments:

1. Willowcroft Proxy Campaign Document Prepared & Submitted By Mr. Beshore.
2. Concerns about the proposed cover letter to the Limited Proxy Prepared by Andy Howell, 20-Nov 2019
3. National Carver Institute Document about Coal Tar & Coal Tar Pitch Submitted By Sally Ryden.
4. Alachua County Homeowners Association Law Firms Prepared by Andy Howell, 20 Nov 2019.
5. Willowcroft Budget History submitted by Andy Howell.
6. "Kauffman Language" from Attorney.

XIV. Adjournment: The meeting was adjourned at 7:25PM by unanimous consent.

Minutes taken and respectfully submitted by Gene Haufler
Review by Mr. Hord is completed.

Willowcroft Owners Association Proxy Campaign

11/20/2019

Objective: To achieve 100% return of Proxies for the January 7, 2020 Annual WOA Meeting by Board members taking an active role communicating with all owners.

The Process:

1. Cornerstone distributes proxies as soon as possible after 11/20/2019 Board Meeting
2. 7 days after proxy distribution - Board members contact their geographically assigned neighbors (see attached map)
 - Confirm that owners received the proxy. If not provide them one.
 - Answer any questions
 - Explain goal of returning proxy by 15 December and Why
 - Explain that for the proxy to pass 22 of the 33 owners must approve - every proxy is needed.
3. 16 December - Cornerstone notifies Board Members of proxy status of all owners
4. 16 Dec to 1 Jan
 - Board Members contact their assigned members who have not returned a proxy.
 - Offer any clarification on the process
 - Reiterate the importance of submitting a proxy even if planning to attend the meeting
 - Cornerstone keeps all Board member informed on the status of proxies for further follow up
5. 2 Jan – Cornerstone provides final status of proxies to the Board
 - Board takes follow up action if required

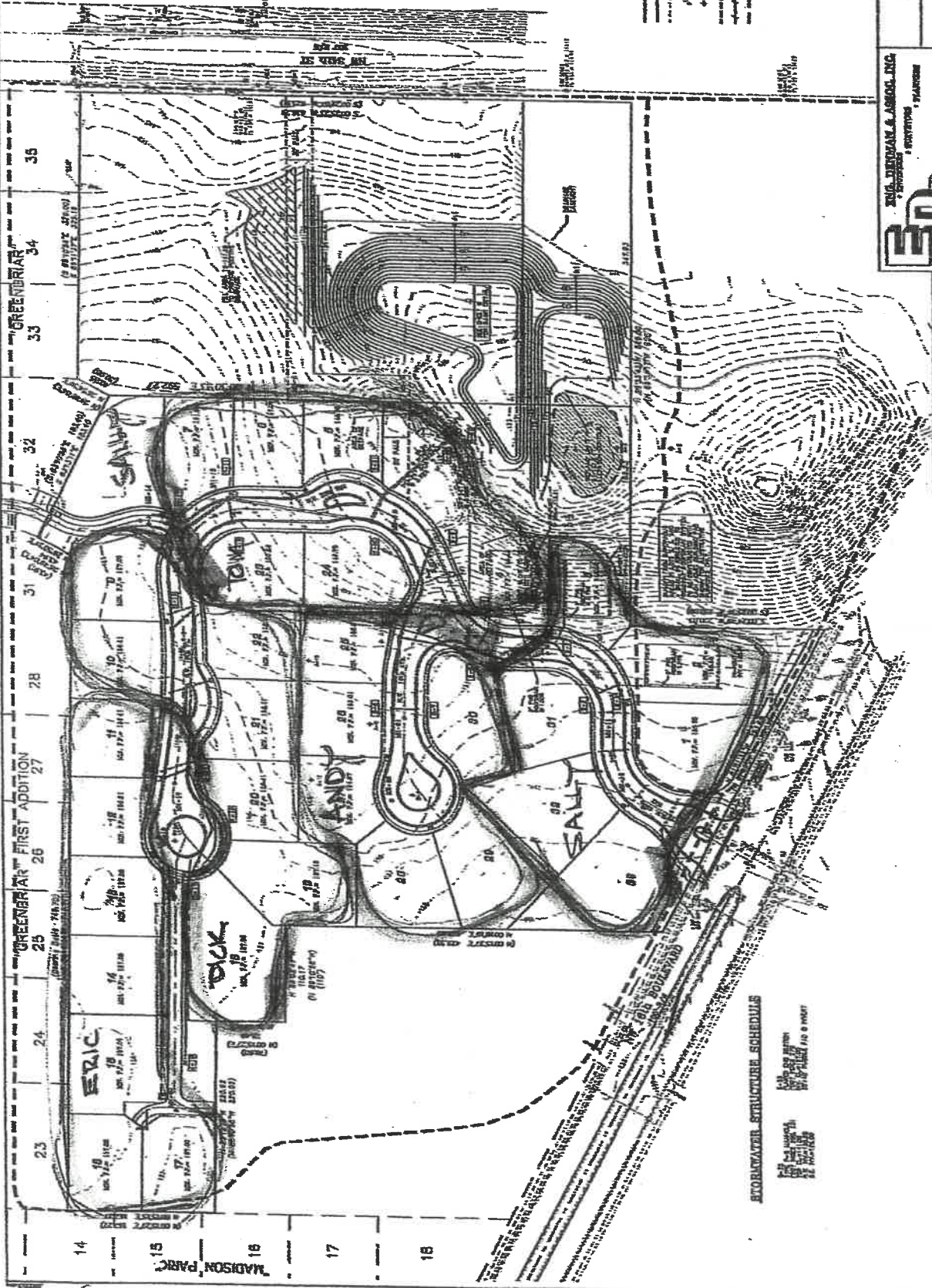


- LEGEND**
- SERVICE AREA
 - PROPERTY BOUNDARY
 - CENTER LINE
 - FLOOD PROOFING
 - APPROXIMATE SOIL BOUNDARY
 - 100 YEAR FLOOD ELEVATION
 - DRAINAGE CANALS
 - PROPOSED DRAINAGE

**WILLOWCROFT
CLUSTER SUBDIVISION
GAINESVILLE, FLORIDA**

EDDA ENGINEERING & ARCHITECTS, INC.
1000 N. UNIVERSITY AVENUE
SUITE 100
GAINESVILLE, FLORIDA 32601
PHONE: 352-371-1111
FAX: 352-371-1112

DRAINAGE PLAN



NO.	DESCRIPTION	DATE	BY
1	PRELIMINARY DRAINAGE PLAN	10/1/00	J. J. JONES
2	REVISED DRAINAGE PLAN	10/15/00	J. J. JONES
3	FINAL DRAINAGE PLAN	10/20/00	J. J. JONES

STORAGE STRUCTURE SCHEDULE

1. 1000 GALLON STORAGE TANK
2. 1000 GALLON STORAGE TANK
3. 1000 GALLON STORAGE TANK

Concerns about the proposed cover letter to the Limited Proxy
Prepared by Andy Howell, 20 Nov 2019

1. This statement requires revision: "The Board reviewed the 21 ballots item by item."
REASON: Although a member of the board, A. Howell was not involved in this review. Replace the word "Board" by the name of the person or committee who conducted the review.
2. Eliminate the statement that "One proxy voted against all items." REASON: Irrelevant. The only relevant point is that less than 2/3 of membership cast their votes.
3. Eliminate the statement "Board members will contact owners with outstanding proxies."
REASON: May be perceived as coercion.
4. Change target date 15 Dec 2019. REASON: Article XII of the Declarations requires at least 30 days notice prior to voting on amendments.



Coal Tar and Coal-Tar Pitch

What is coal tar?

Coal tar is derived from coal. It is a byproduct of the production of coke, a solid fuel that contains mostly carbon, and coal gas. Coal tar is used primarily for the production of refined chemicals and coal-tar products, such as creosote and coal-tar pitch. Certain preparations of coal tar have long been used to treat various skin conditions, such as eczema, psoriasis, and dandruff.



Coal-tar pitch is found in some types of asphalt and other coal-tar products.

What is coal-tar pitch?

Coal-tar pitch is a thick black liquid that remains after the distillation of coal tar. It is used as a base for coatings and paint, in roofing and paving, and as a binder in asphalt products. Both coal tar and coal-tar pitch contain many chemical compounds, including carcinogens such as benzene.

How are people exposed to coal tar and coal-tar pitch?

The primary routes of human exposure to coal tars and coal-tar products are inhalation, ingestion, and absorption through the skin. Exposure to coal tars and coal-tar pitches may occur at foundries and during coke production, coal gasification, and aluminum production. Other workers who may be exposed to coal-tar pitches include those who produce or use pavement tar, roofing tar, coal-tar paints, coal-tar enamels, other coal-tar coatings, or refractory bricks.

The general population may be exposed to coal tars in environmental contaminants and through the use of coal tar preparations to treat skin disorders such as eczema, psoriasis, and dandruff.

Which cancers are associated with exposure to coal tar and coal-tar pitch?

Occupational exposure to coal tar or coal-tar pitch increases the risk of skin cancer. Other types of cancer, including lung, bladder, kidney, and digestive tract cancer, have also been linked to occupational exposure to coal tar and coal-tar pitch.

How can exposures be reduced?

Exposures to coal tar and coal-tar pitch are regulated under the U.S. Occupational Safety and Health Administration's (OSHA) Air Contaminants Standard for general industry, shipyard employment, and the construction industry. OSHA provides detailed safety and health information about coal-tar pitch to the public.

Selected References:

- National Toxicology Program. Coal Tars and Coal-Tar Pitches, Report on Carcinogens, Fourteenth Edition. Triangle Park, NC: National Institute of Environmental Health and Safety, 2016. Also available online. Last accessed December 28, 2018.
- National Water-Quality Assessment Program. Frequently Asked Questions—Parking-Lot Sealcoat: A Major Source of PAHs in Urban and Suburban Environments. Reston, VA: U.S. Geological Survey, 2014. Available online. Last accessed December 28, 2018.
- Occupational Safety and Health Administration. Coal Tar Pitch Volatiles, Safety and Health Topics. Washington, DC: U.S. Department of Labor. Available online. Last accessed December 28, 2018.
- Office of Water. Stormwater Best Management Practice: Coal-Tar Sealcoat, Polycyclic Aromatic Hydrocarbons, and Stormwater Pollution. Washington, DC: U.S. Environmental Protection Agency, 2012. Also available online. Last accessed December 28, 2018.

Updated: December 28, 2018

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Alachua County Homeowners Association Law Firms
Prepared by Andy Howell, 20 Nov 2019

Bogin, Munns, & Munns
2700 NW 43rd St, Suite C
Gainesville, Florida 32606
Tel: 352-332-7688
Web: <https://www.boginmunns.com/practice-areas/homeowner-association-attorneys/>

Jose Moreno & Associates
240 NW 76 Drive
Gainesville, FL 32607
Tel: 352-332-4422
Web: <https://joseimorenolaw.wordpress.com/>

Scruggs, Carmichael & Wershow, P.A.
1 Southeast First Avenue, Gainesville, FL 32601
Tel: 352-376-5242
Web: <https://www.scruggs-carmichael.com>

Salter Feiber, P.A.
3940 NW 16th Blvd, Suite B
Gainesville, FL 32605
Tel: 352-376-8201
Web: <http://www.salterlaw.net>

ADMINISTRATIVE		2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020 (P)
4100	Management Fees	6000.00	6000.00	6000.00	6000.00	6200.00	6386.00	6578.00	6775.00	6775.00	6775.00	6775.00	6775.00
4108	Collections Expense	-	-	-	-	-	-	130.00	100.00	100.00	100.00	100.00	100.00
4110	Office Expenses	580.00	580.00	580.00	966.00	966.00	1000.00	1000.00	1400.00	1600.00	2000.00	3000.00	4000.00
4111	Operating Bank Charges	25.00	25.00	25.00	25.00	49.34	49.34	62.00	62.00	62.00	-	-	-
4115	Telephone	515.00	515.00	700.00	649.63	649.63	649.63	823.00	720.00	720.00	1363.62	1508.89	1508.89
4120	Tax Preparation Fee	325.00	325.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00
4125	Legal Fees	500.00	500.00	500.00	500.00	500.00	500.00	300.00	200.00	100.00	100.00	100.00	1000.00
4129	Taxes	50.00	50.00	-	-	-	-	-	-	-	-	-	-
4130	Utilities	6300.00	6300.00	6300.00	8282.14	6897.86	7000.00	7000.00	7000.00	9000.00	9000.00	10000.00	10000.00
4132	Beulahland Drainage Assn	-	-	-	-	-	-	-	-	200.00	200.00	200.00	200.00
4135	Insurance	331.00	331.00	331.00	331.00	331.00	600.00	600.00	500.00	500.00	500.00	500.00	800.00
4190	Annual Report	61.25	61.25	61.25	61.25	61.25	61.25	61.25	61.25	61.25	61.25	61.25	61.25
TOTAL ADMINISTRATIVE EXPENSES		14687.25	14687.25	14847.25	17165.02	16005.08	16596.22	16904.25	17168.25	19468.25	20449.87	22595.14	24795.14

MAINTENANCE		2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020 (P)
4147	Pest Control - Exterior	865.00	865.00	865.00	865.00	865.00	865.00	865.00	8400.00	8400.00	1624.80	1624.80	1624.80
4150	Lawn Maintenance	12600.00	12600.00	8190.00	8400.00	8400.00	8400.00	8400.00	8400.00	8400.00	8400.00	8400.00	8400.00
4153	Irrigation Maintenance	740.00	740.00	400.00	440.00	440.00	750.00	750.00	750.00	1200.00	1200.00	1200.00	1200.00
4165	General Maintenance	1190.00	1190.00	1000.00	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00
4170	Gate Maintenance	1400.00	1400.00	1400.00	1000.00	1000.00	1000.00	1000.00	1250.00	1000.00	1000.00	1000.00	1000.00
4175	Tree Maintenance & Trimming	875.00	875.00	875.00	875.00	875.00	875.00	875.00	875.00	875.00	1000.00	875.00	875.00
4180	Lawn Supplies (Mulch, Entrance, Up	1050.00	1050.00	1050.00	1600.00	1600.00	2000.00	2000.00	1750.00	1750.00	1750.00	1750.00	1750.00
4185	Pressure Cleaning	1150.00	1150.00	1150.00	500.00	500.00	1500.00	2425.00	2000.00	2000.00	2000.00	2000.00	2000.00
4190	Licenses & Fees	-	-	-	-	-	-	-	-	-	-	-	-
4195	Contingency Funds	262.75	262.75	723.00	723.00	723.00	723.00	723.00	700.00	500.00	875.00	875.00	875.00
4200	Entry Lighting	-	-	-	-	-	-	-	-	-	-	-	-
4801	Reserve Expense - General	-	-	-	-	-	-	-	-	-	-	-	-
4804	Reserve Expense - Gate	-	-	-	-	-	-	-	-	-	-	-	-
4999	Transfer to Reserve	2800.00	2800.00	2800.00	2800.00	2800.00	2800.00	2800.00	2800.00	2800.00	2800.00	2800.00	2800.00
5000	Paving Reserves	-	-	1000.00	1000.00	1000.00	1000.00	1000.00	1000.00	1000.00	1000.00	1000.00	1000.00
5100	Reserves - General Maintenance	-	-	-	-	-	-	-	-	-	-	-	-
5300	Reserves - Entrance Lighting	-	-	-	-	-	-	-	-	-	-	-	-
5400	Reserves - Paving	-	-	-	-	-	-	-	-	-	-	-	-
5500	Reserves - Gate	-	-	2000.00	2000.00	2000.00	2000.00	1500.00	1500.00	1500.00	1500.00	1500.00	1500.00
TOTAL MAINTENANCE EXPENSES		22932.75	22932.75	21453.00	22203.00	22203.00	23913.00	24338.00	24025.00	24025.00	25149.80	25024.80	25024.80
TOTAL EXPENSES		37620.00	37620.00	36300.25	39368.02	38208.08	40509.22	41242.25	41193.25	43493.25	45599.67	47619.94	49819.94

ASSESSMENT		2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020 (P)
Calculated Annual Assessment (divisor = 33)		1140.00	1140.00	1100.01	1192.97	1157.82	1227.55	1249.77	1248.28	1317.98	1381.81	1443.03	1509.70
Calculated Semi-annual Assessment (divisor = 33)		570.00	570.00	550.00	596.49	578.91	613.78	624.88	624.14	658.99	690.90	721.51	754.85
Actual Semi-annual Assessment		570.00	570.00	550.00	589.00	579.00	631.00	625.00	625.00	655.00	691.00	722.00	755.00

Thomas S. Herman M.D., F.A.C.S.
3505 N.W 18th Place
Gainesville, Florida 32605

7 Nov 2019

Sally,

I am unable to attend 1/4ly
meeting on 20 November 2019.

I am giving you, Sally Ryden, my proxy
vote for all issues that may require
a vote.

Thank you for representing me
at this meeting.

Tom Herman

Rec'd
20 Nov 19

Kauffman Language From Attorney

Item 1, Section 3(e):

e. The right of the Association to suspend the voting rights of an Owner for the nonpayment of regular assessments that are delinquent in excess of ninety (90) days as provided for in Fla. Stat. §720.305(4), as the same may be amended or renumbered from time to time.

Item 5, Section 1 Article VI, Section 3, last sentence add :

or as otherwise provided under the Homeowners Association Act, Chapter 720, Fla. Stat., et. seq. as the same may be amended or renumbered from time to time.

Item 4. Change the last sentence to read as follows:

The first mortgagee, or its successor or assignee as a subsequent holder of the first mortgage who acquires title to a parcel by foreclosure or by deed in lieu of foreclosure shall be liable for the unpaid assessments that became due before the mortgagee's acquisition of title shall be liable to the maximum extent permitted ~~by law~~ Fla. Stat. §720.3085, as the same may be amended from time to time.