

Oak Hollow Homeowners Association, Inc.  
Board of Directors Agenda

Date: 10 April 2016

1. Call to Order
2. Establish quorum
3. Proof of Notice
4. Approval of Prior Minutes
5. Old Business
  - a. 720.3033(1) Certifications
6. New Business
  - a. Parliamentary Procedure
  - b. Records Request Rules and Guidelines
  - c. Towers Property Management contract
  - d. Grounds maintenance specifications
  - e. Annual assessment increase
  - f. Special Assessment
  - g. Reimbursement criteria
  - h. Association dissolution
  - i. Rewrite Bylaws and Covenants
  - j. Electronic records
  - k. Roster correction
  - l. 8 September 2015 legal issue
  - m. Pending legal issue
7. Adjournment

Oak Hollow Homeowners Association, Inc.  
Proof of Notice

The undersigned agent of the Oak Hollow Homeowners Association, Inc. states that notice of the April 10, 2016 (date) meeting of the Oak Hollow HOA Board (members, BOD) was noticed by posting (posting, mailing, etc.).

Under the penalties of Perjury, I declare that I have read the foregoing and the facts stated in it are true.

 John Nasby  
Agent

4/10/16  
Date Signed

Oak Hollow Homeowners Association, Inc.  
Board of Directors Meeting Minutes

Date: 10 April 2016

Call to Order: 4:06 P.M., by: Craig Green, President

Board Members Present:     ☒ Craig Green, President  
                                     ☒ Bobby Kimrey, Vice-President  
                                     ☒ Andrew Hosler, Treasurer  
                                     ☒ Russell Case, Secretary  
                                     ☒ John Nasby, Director

Quorum: ☒ Yes, ☐ No (Majority = 3, Bylaws Article V, Section 3)

Proof of Notice: ☒ Yes, ☐ No

Approve the minutes of the 21 February 2016 Board of Directors meeting:

Approve	Reject	Abstain	Director
✓			Craig Green, President
✓			Bobby Kimrey, Vice-President
✓			Andrew Hosler, Treasurer
✓			Russell Case, Secretary
✓			John Nasby, Director

Old Business:

Florida Statutes 720.3033(1) Certification required from Craig Green, Bobby Kimrey, and Andrew Hosler. Russell Case and John Nasby have already completed and filed their certifications. Craig Green, Bobby Kimrey, and Andrew Hosler will provide their certifications on or before 21 May 2016.

New Business:

1. As a small HOA, it is proposed that as long as our intentions are recorded according to Florida Statutes, that we dispense with any formal parliamentary procedure.

Approve	Reject	Abstain	Director
✓			
✓			Craig Green, President
✓			Bobby Kimrey, Vice-President

✓			Andrew Hosler, Treasurer
✓			Russell Case, Secretary
✓			John Nasby, Director

2. Propose to repeal the Records Request Rules and Guidelines approved at the 22 January 2016 Board of Directors meeting.

Approve	Reject	Abstain	Director
	✓		Craig Green, President
	✓		Bobby Kimrey, Vice-President
	✓		Andrew Hosler, Treasurer
✓			Russell Case, Secretary
	✓		John Nasby, Director

3. It is proposed that the Secretary prepare and send a formal termination letter for Towers Property Management, Inc.

Notes: Towers Property Management has sent a certified letter terminating their services to Oak Hollow Homeowners Association, Inc. Therefore, no vote is required.

4. As the major recurring expense, the grounds maintenance should have a specification sheet developed outlining each task and acceptable criteria. This will include Tract A, Tract B, and the Common Lot. It is proposed that Bobby Kimrey develop this specification.

Notes: Bobby Kimrey has accepted this task.

Approve	Reject	Abstain	Director
✓			Craig Green, President
✓			Bobby Kimrey, Vice-President
✓			Andrew Hosler, Treasurer
✓			Russell Case, Secretary
✓			John Nasby, Director

5. It is proposed that we restore the OHHA Annual Assessment to \$250.

Notes: The Board will address raising the Annual Assessment, if appropriate, and follow proper procedures to execute the increase.

Approve	Reject	Abstain	Director
✓			Craig Green, President
	✓		Bobby Kimrey, Vice-President
✓			Andrew Hosler, Treasurer
✓			Russell Case, Secretary
	✓		John Nasby, Director

6. It is proposed that the 13 July 2014 Special Assessment be invalidated.

Notes: The Board will address this issue, if appropriate, and follow proper procedures to execute the increase.

Approve	Reject	Abstain	Director
✓			Craig Green, President
✓			Bobby Kimrey, Vice-President
✓			Andrew Hosler, Treasurer
✓			Russell Case, Secretary
	✓		John Nasby, Director

7. It is proposed that directors, officers, committee members, and even members, be required to submit a valid receipt with date, time, vendor, amount, and budget line category prior to receiving reimbursement. This does not give permission to expend funds, rather is simply the reimbursement criteria.

Notes: Andrew Hosler will prepare a reimbursement process.

Approve	Reject	Abstain	Director
✓			Craig Green, President
✓			Bobby Kimrey, Vice-President
✓			Andrew Hosler, Treasurer
✓			Russell Case, Secretary
✓			John Nasby, Director

8. One of the options to resolve the management of the OHHA is to dissolve the association. This will require unanimous approval of all homeowners as a practical matter as well as approximately \$4K in legal fees. In addition, it may require the sale of the Common Lot and the transfer of title to the City of Oviedo for Tract A and Tract B, if they will accept

the lots. It is proposed that a committee of directors and/or members be formed to research this issue.

Notes: Craig Green will research this issue and prepare a proposal to the membership.

Approve	Reject	Abstain	Director
✓			Craig Green, President
✓			Bobby Kimrey, Vice-President
✓			Andrew Hosler, Treasurer
✓			Russell Case, Secretary
✓			John Nasby, Director

9. Alternatively to dissolution, it is proposed to rewrite the Bylaws and Covenants and Restrictions to reflect the current state of the association. It is proposed that a committee of directors and/or members be formed to address this issue.

Notes: Russell Case will prepare a proposed set of governing documents.

Approve	Reject	Abstain	Director
✓			Craig Green, President
✓			Bobby Kimrey, Vice-President
✓			Andrew Hosler, Treasurer
✓			Russell Case, Secretary
✓			John Nasby, Director

10. Many of the OHHA records are scanned into electronic format. Eventually all records will be in electronic format. It is proposed that a committee of directors and/or members be formed to examine the current records, compare them to the paper records, and where a match exists eliminate the paper records. Discrepancies will be noted and documents provided to the Secretary for correction.

Notes: For now after the records are scanned Craig Green will take custody of the paper records. Therefore, no vote is necessary.

11. There are discrepancies and errors in the roster. Precise names, parcel IDs, addresses, phone numbers, and eMail addresses should be collected so that we can comply with Florida Statutes 720.303(4)(g). The "name" should be the legal name of the property owner, as it is important that we know for sure who has the right to vote on membership voting issues. There should also be a differentiator between property addresses and mailing addresses, so that we ensure that everyone gets mail properly. Additionally,

affirmative consent from each homeowner should be obtained to receive notices electronically. It is proposed that the Secretary prepare a form that can be hand delivered by John Nasby to every homeowner for this purpose.

Notes: John Nasby has accepted this task.

Approve	Reject	Abstain	Director
✓			Craig Green, President
✓			Bobby Kimrey, Vice-President
✓			Andrew Hosler, Treasurer
✓			Russell Case, Secretary
✓			John Nasby, Director

**Russell Case provided letter dated 7 April 2016 to all current board members.** A copy of the letter is attached.

12. Disposition of legal issue associated with 8 September 2015 mediation.

Notes: Craig Green will review the documentation to close this case and present the results to the Board.

Approve	Reject	Abstain	Director
✓			Craig Green, President
✓			Bobby Kimrey, Vice-President
✓			Andrew Hosler, Treasurer
		✓	Russell Case, Secretary
✓			John Nasby, Director

13. Disposition of legal issue associated with pending litigation.

Notes: Nothing has been presented, but when it is presented Craig Green will review the documentation and present the results to the Board.

Approve	Reject	Abstain	Director
✓			Craig Green, President
✓			Bobby Kimrey, Vice-President
✓			Andrew Hosler, Treasurer
		✓	Russell Case, Secretary
✓			John Nasby, Director

No new issues were discussed. The next Board meeting will be scheduled via eMail among the Board members and notice provided to the membership.

Adjournment: 5:08 P.M.

Respectfully Submitted,

Russell Case, Secretary  
Oak Hollow Homeowners Association, Inc.



**Russell & Dawna Case**

P.O. Box 621237  
Oviedo, FL 32762

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7 April 2015

Certified 7013 1090 0002 2518 3703  
Return Receipt Requested

Oak Hollow Homeowners Association, Inc.  
P.O. Box 620921  
Oviedo, FL 32762

RE: Case vs. Oak Hollow Homeowners Association, Inc.

Gentlemen,

As a newly elected board member I have a fiduciary duty to the Oak Hollow Homeowners Association, Inc. and its membership. Since my participation in decisions regarding the prior legal issue as well as the pending issue would present a conflict of interest, I will not be participating in any discussions regarding the issue nor will I vote on the issue. Since there are now 5 members of the board, there will still be a quorum available to address the issue.

As Secretary of the OHHA, when the issue is up for discussion I will leave the area so that the remaining board members may freely discuss the issue. Someone else will be needed to take minutes.

I have completed the entry of all the financial data into QuickBooks and have correlated all available receipts with expenditures. There are some discrepancies and there are some issues that I would suggest the board seek legal counsel.

Sincerely,

A handwritten signature in black ink, appearing to read 'Russell L. Case Jr.', written over a horizontal line.

Russell L. Case Jr.