

**Hickory Knolls Special Board of Directors Meeting
1008 Park Avenue, Orange Park, Florida
June 13, 2012 7:00 p.m.**

Present were: Al Atzert, President; Dan Peters, Vice President; Shannon Kolacz, Treasurer; Laura Monette, Secretary; Berni Tebo, Director; and Linda Woods representing The CAM Team, Inc.

The meeting was called to order at 7:08 p.m. by Al Atzert and a quorum was established with all Board members present.

The following agenda items were to be discussed:

1. Collection Tracker
2. Meetings per year
3. Date for 2013 Budget Meeting
4. Annual Meeting

Collection Tracker

The Board agreed to a Collection Policy as stated below: To permit The CAM Team to use their discretion to move forward with collection efforts on a timely basis in accordance with the Florida Statutes up the point of foreclosure. Foreclosure action requires a majority vote of the Board.

The Collection Tracker was presented by Linda Woods and the following actions were approved:

Al Atzert motioned to write off accounts with less than a \$20 balance (interest only). Laura Monette seconded, motion carried. Dan Peters disagreed.

Lines 1, 6 & 9: Send 15 Day Collection Letters

Line 1, 10, 16 & 17: Intent to Lien

Lines 3, 4 & 7: Substitution of Counsel, then move forward to the next step in the collection process.

Line 12: Intent to Foreclose

Lines 18 & 19: Hickory Knolls foreclosure action

Line 21: Take legal action to force mortgage company to complete the foreclosure

Al Atzert motioned to move forward with foreclosure action on Lines 18 and 19. Laura Monette seconded, none opposed and motion carried.

Al Atzert motioned to send a letter to 811 Hickory Knolls Drive regarding the overgrown hedges, fence and gate in disrepair, notifying homeowner that legal action will be taken at owner's expense if not completed. Shannon Kolacz seconded, none opposed and motion carried.

Management to have attorney send a letter regarding parking on the lawn at 3031 Majestic Oaks Lane and a three day notice to 2895 Majestic Oaks Lane regarding mowing.

Meeting Calendar

It was agreed that Board of Directors meetings will be held every four months. Tentative dates were presented as follows:

August 16, 2012, 7:00 p.m.	Annual Meeting
October 25, 2012	Budget Meeting
March 28, 2013	Annual Meeting of Members
June 27, 2013	Board of Directors Meeting
October 29, 2013	Budget Meeting

Locations to be announced.

National Night Out was discussed and will be researched.

Laura Monette discussed ideas for the website and the use of Resident Forum forms to be sent in to the Board prior to the the member meetings as a way to limit question and answer time and assist the Board in being prepared with their response. A quarterly Newsletter will be prepared in conjunction with meetings to inform homeowners of actions taken by the Board.

Management is to email the current contract and revised contract to all Board members for review.

The meeting was adjourned by Al Atzert at 8:18 p.m.