

***Approved by the RU1NA Board of Directors on 12/17/20***

Rivendell Unit 1 Neighborhood Association, Inc.

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591 Meadow Sweet Circle

Osprey, FL 34229

Minutes of the Board of Directors Meeting

November 30, 2020

7:00 p.m. EST

(Conducted via Teleconference)

<b>Call to Order</b>	President John Martin called the meeting to order at 7:00 p.m. EST.
<b>Confirm Quorum</b>	John Martin, Robert Metelko, Marilee Casale, and Kathi Webber were in attendance via teleconference call. Ten homeowners also joined the call.
<b>Proper Notice</b>	A proper Notice and Agenda was sent to all homeowners via email on 11/17/20 at 3:04 p.m. EST and 11/25/20 at 2:09 p.m.
<b>Adopt Agenda <i>Motion</i></b>	Upon a motion by Kathi Webber and seconded by Marilee Casale, the Agenda was unanimously approved.
<b>Approve Minutes <i>Motion</i></b>	Upon a motion by Kathi Webber and seconded by Bob Metelko, the minutes of the October 22, 2020 BOD meeting were unanimously approved.
<b>Opening Comments Welcome</b>	President Martin welcomed everyone and thanked our host Bob Metelko for organizing the Board meeting call on Zoom. John thanked our neighbors Debbie Craddock, Dorie Bourke, Kathi Webber and Carole Myles for decorating our Christmas tree and Clubhouse porch so beautifully for the holidays. He hoped everyone had a great Thanksgiving and noted we all have lots to be grateful.
<b>Treasurer's Report October 2020</b>	Bob Metelko provided highlights of the current month and YTD financials. See attached Treasurer's Financial report for October.
<b>Committee Reports Finance and Budget</b>	The Treasurer's Financial Report attached represents this Committee Report. Currently, the Chair position is vacant for Finance & Budget Committee.
Landscape	Carole Myles presented the Landscape Committee report (see attached).
Facilities Management	Robert Metelko provided the Facilities Committee report (see attached).

Communications	Marilee Casale reported on behalf of the Welcome Committee, Social Committee and general correspondence. Her report is attached.
<b>Old Business</b>	None
<b>New Business</b>	
Hurricane Shutter Removal	One owner wrote the Board asking for consideration of extending the deadline to remove hurricane shutters this year, considering the active weather pattern and a number of residents not returning to Florida during the pandemic. Per Maureen Emmons, Big Rivendell ARC, she will speak to Lighthouse but owners should not be concerned.
Reserve Landscape Account Changes	Bob Metelko reviewed the proposed Reserve Budget and the need to address wind damage clean-up. He researched a potential Line of Credit option for storm clean-up and concluded it was not cost effective. Carole Myles discussed the difficulty of estimating clean-up costs since the degree of damage will impact the cost. She advised the Cottages are first on Wilhelm's client list for storm clean-up. Kathi Webber stated the one major storm clean-up in the past was approx. \$12,000. Following further discussion, a motion was made by Marilee Casale, seconded by Kathi Webber, to change the description of line 3670: Reserve Landscaping to include "Clean-up" and increase the contribution from \$1200 to \$2400 going forward. Motion was unanimously approved.
Late Receivables Collection Policy/Procedure	Kathi Webber has been asked to work on clarifying the RU1NA Assessment Collection process, looking at our current process and making recommendations for any changes. Factors she should consider are new owners vs. habitual late payers, consistency of application and Big Rivendell's collection policy/process. She will bring a report and recommendation to the December Board meeting.
Increase Insurance Coverage	Bob Metelko provided an overview of our Association Insurance Coverage and the bill for this year. The new policy includes coverage for solar panels and he's working on increasing liability insurance for the Board members. Board agreed to pay the bill.
Proposed 2021 Operations & Reserve Budget	Bob Metelko presented an overview of the 2021 Operations & Reserve Budget. The 2021 Ordinary Income required to cover expenses will increase the HOA fee to \$740.48 per quarter (or \$25.73 per month). Following a detailed discussion covering all Expense categories and addressing owner's questions and input during the review, a motion to adopt the adjusted 2021 RU1NA

Operations & Reserve Budget (with increase of \$1200 to Landscape Reserves) was made by Marilee Casale; seconded by Kathi Webber, was passed unanimously.

**Board of Directors Comments**

John announced one new owner who has moved into the neighborhood, with two other homes under contract. Kathi discussed the upcoming Election for Board of Directors. Candidates are needed for one open Board position as Kathi Webber has agreed to run for the second open position.

**Homeowners Comments**

An owner asked for confirmation of the new quarterly assessment fee which will be \$740. 48. John Martin provided the status on the efforts to define “matters of understanding” on common property and other items (pool, irrigation pump) between Cottages and the master association following a question from another owner.

**Next Board Meeting**

Thursday, December 17, 2020 at 7:00 p.m. (via Teleconference)

**Adjournment**

***Motion***

Upon motion by Bob Metelko, seconded by Kathi Webber, it was unanimously resolved to adjourn the meeting at 8:34 p.m. EST.

Marilee Casale, Secretary

November 30, 2020