

***Pending approval by the RU1NA Board of Directors***

Rivendell Unit 1 Neighborhood Association, Inc.

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591 Meadow Sweet Circle

Osprey, FL 34229

Minutes of the Board of Directors Meeting

December 17, 2020

7:00 p.m. EST

(Conducted via Teleconference)

**Call to Order** President John Martin called the meeting to order at 7:00 p.m. EST.

**Confirm Quorum** John Martin, Robert Metelko, and Marilee Casale were in attendance via teleconference call. Kathi Webber was unable to attend. Nine homeowners also joined the call.

**Proper Notice** A proper Notice and Agenda was sent to all homeowners via email on 12/12/20 at 4:15 p.m. EST.

**Adopt Agenda  
Motion** Upon a motion by Bob Metelko and seconded by Marilee Casale, the Agenda was unanimously approved.

**Approve Minutes  
Motion** Upon a motion by Marilee Casale and seconded by Bob Metelko, the minutes of the November 30, 2020 BOD meeting was unanimously approved.

**Opening Comments**  
Welcome President Martin welcomed everyone and thanked our host Bob Metelko for organizing the Board meeting call on Zoom. John explained homeowners will have 3 minutes to provide input on any motion made by the Board before a vote is taken.

**Treasurer's Report**  
November 2020 Bob Metelko provided highlights of the current month and YTD financials. See attached Treasurer's Financial report for October.

**Committee Reports**  
Finance and Budget 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.

Though there is no longer an ARC Committee for the Cottages, John Martin and Joe Casale discussed the process for homeowners to submit their ARC Request Forms for review/approval. Joe offered to review the form to ensure it supports our current process. Additionally, John asked Joe to follow up with Rivendell ARC to update the Lighthouse Property Management address on the form which has changed.

## Old Business

### Late Receivables Update

Bob Metelko reviewed the current HOA Collection Process that T&H Accounting administers for the Cottages. Currently, a late payment can exceed two quarter plus 30 days (or a total of 100 days) before it's referred to Attorney for Collection. T&H has recommended that the Cottages change to Coupon Books, which the Board agreed. The Board recognized the Collection Process needs to reflect our By-laws and should be shortened, possibly to 60 days before turning over to Attorney for action. Bob will work with Kathi to prepare a Board Resolution for discussion and vote at the January 2021 Board Meeting.

### Roll-out of the 2021 Budget/HOA Fee Increase

Bob Metelko and Marilee Casale explained the Operations & Reserve Budget increase and the communications to Homeowners, our Accounting firm and to Centennial Bank on the 2021 quarterly HOA fee increase. Homeowners on the call asked the Board to consider going out to bid on our Landscape contract next year to ensure we're paying competitive prices. Another suggestion was to reduce mulching requirements. Bob explained if we don't find new volunteers to help manage the landscape activities in 1<sup>st</sup> quarter, we may need another increase to replace current volunteers.

## New Business

### Call for Board Candidates

John Martin reviewed his efforts to identify new Board candidates for the two open positions in 2021. Kathi Webber has confirmed she will stay on as a permanent Board member, reducing our openings to one Director. A request for Board candidates will be sent out by Marilee Casale. Anyone interested can obtain the Information Sheet for New Board Candidates from John Martin.

### Annual Meeting Planning

Carole Costa, Debbie Craddock and Bob Axiom have agreed to be the RU1NA 2021 Election Nominating Committee. Kathi Webber is working with Carole and Debbie to prepare and

distribute the Annual meeting materials. Deb Holten-Smith has agreed to Chair the 2021 Annual Meeting scheduled to be held on Thursday, February 18, 2021.

**Landscape Volunteer  
Requirements**

Carole Myles and Marilee Casale outlined the major areas of volunteer tasks for the first half of the year. They will provide more details on the tasks and timing in a request to owners and residents in early January.

**Board of Directors Comments**

John welcomed six new homeowners who have moved into the Circle over the past 4 months. He also thanked all the neighbors who have decorated their homes over this holiday season, bringing cheerful lights and happiness to all.

**Homeowners Comments**

Carole Myles noted a neighbor has an issue with squirrels eating through her holiday lighting wire, a pattern that appears to be happening elsewhere this year.

**Next Board Meeting**

Thursday, January 21, 2021 at 7:00 p.m. (via Teleconference)

**Adjournment  
*Motion***

Upon motion by Marilee Casale, seconded by Bob Metelko, it was unanimously resolved to adjourn the meeting at 8:05 p.m. EST.

Marilee Casale, Secretary

December 17, 2020