

SPRUCE CREEK PROPERTY OWNERS ASSOCIATION, INC.
212-1 Cessna Blvd, Port Orange, FL 32128

MINUTES
REGULAR BOARD OF DIRECTORS MEETING
August 14, 2007

1. **CALL TO ORDER.** President Dawn Sautter called the meeting to order at 7:08 p.m. Other directors present were Alan Baltz and Bert Love. Jack Kihm and Tim Plunkett were not available for this meeting. With three (3) board members present a quorum was declared.
2. **PROOF OF NOTICE.** David Slayback affirmed that this meeting had been properly noticed.
3. **COMMUNICATION.** Dawn Sautter announced three items of communication:
 - 1-A letter had been received in late July from John McCollister regarding his proposal to rename the bridge (main gate entryway) after William P. Lear, in recognition of his influence in transforming jet aviation from a strict commercial venture to the private sector. Dawn said that the request would be deferred to NEW BUSINESS later in this meeting.
 - 2- A resident of Spruce Creek has filed court papers against the POA in response to having a lien placed on their property to enforce collection of unpaid assessments and accrued interest. The matter has been referred to the Association attorney for handling.
 - 3-Association attorney, Becker and Poliakoff has sent a Certified Letter to Wally Ritchie, prior Secretary of the Association asking for return of any association documents remaining in his possession or to sign an enclosed affidavit certifying that he has no such records. Mr. Ritchie has said that he will check his home for association records and return what he finds and that he will furnish a letter stating he does not have any POA documents. He would not sign the affidavit. The letter and documents would be in the POA Office by Friday, August 17, 2007.
4. **MINUTES.** The minutes of the July 26, 2007 Workshop-Board Meeting and the minutes of the July 26, 2007 Special Board Meeting were presented. Without objection both minutes were approved.
5. **REPORTS -OFFICERS**
 - Alan Baltz – None
 - Bert Love –
 - 1-The 2005 Audit has been received and accepted.
 - 2-The 2006 Audit is completed with the exception of confirmation from two builders as to the amount of any deposits they have with the POA covering project they are working on.
 - 3-A new outside accounting firm has been hired to help perform certain accounting functions which should be performed by other than office personnel. The new accountant, Linda Watson, is a CPA, has her own accounting firm and has employees who can be assigned if the employee regularly assigned is not available.
 - 4-The Reserve Study has been contracted with Dreux Isaac and Association, Inc., and is scheduled for completion by the end of November, 2007.
 - Dawn Sautter – None

COMMITTEES

ARC – No Report.

Airport – No Report

Budget & Finance – No Report

Children’s Recreation – No Report

Public Works – Ray Gage said that he will make comments on Public Works projects to come before the board later in the meeting.

Security & Security – Mike Hay read from the Kiplinger Report, (late July 07 issue) which talked about the increasing use of cameras for surveillance in the United States and around the world.

He reported that

- (1) S&S has a proposal to add 3 Cameras to each of the gate exit lanes, at a cost of approximately \$3,000 to come from existing funds,
- (2) A plan for installation of cameras in and around the airport taxiways and hangar areas, at a cost of approximately \$15,000.00, to come from existing funds,
- (3) An agreement is presently being negotiated with the Volusia County Sheriff’s Office to provide limited traffic control services in Spruce Creek. When completed the proposal will be submitted to the board for review and approval,
- (4) The committee is consulting with the Children’s Recreation Committee to develop a safety education program relating to use of golf carts by children and concerning safety around the airport and on taxiways.
- (5) The committee made a recommendation that the RFID’s sold to owners can be deactivated on cars belonging to owners with unpaid annual assessments.

MANAGER – David Slayback reported that collections efforts continue. There is a total of \$37,500 plus accrued interest due from the years 2006 and prior. There is a total of \$209,500 plus accrued interest due from 2007 unpaid assessments. This represents 10.36% of what was invoiced. The POA has sent every owner a statement dated July 31, 2007 showing unpaid balance. This has prompted a number of owners to make their payments.

6. OLD BUSINESS

1. Debit and Credit Cards: Bert Love spoke of the problem we have in accounting with reconciling charges made on the POA debit cards to the monthly bank statements. We have tried with a number of Credit Card services to secure cards which do not require a personal guaranty by a director and have been unsuccessful, until now. Our bank has made arrangements for the POA to have 4 separate credit cards, 1 each of Administration, Airport, Public Works and Security. They will make purchases on the cards and the billing will identify the division responsible for the charges which will greatly ease the accounting for use of charge/debit cards.

2. Eagles Crest: Dawn Sautter reported that she has heard from the attorney on the request from Eagles Crest that their 20 annual assessments be reduced to 12 (this is the number of actual owners in Eagles Crest). The attorney has advised that Eagles Crest is required to pay the 20 assessments. Any change in this requirement would have to be approved by Eagles Crest owners and by the POA Membership at a special vote on the question. The matter has been tabled until the September Board Meeting.

3. Placement of Monuments along Roads: An owner has complained to the POA that the placement of the concrete pyramids (monuments) along the east side of County Club Drive (at its west end) just north of its intersection with Spruce Creek Boulevard creates a hazard to cars which drive off the road onto the swale and creates a potential liability to the POA. Safety and Security had been asked to review the problem. They reported that they did not view it as a safety issue. A **motion** was made by Dawn Sautter and seconded by Bert Love to remove the monuments from the grass swale areas along Spruce Creek roads. The motion was defeated 3-0.

4. 2006 Audit Management Presentation. Bert Love said that this matter would be discussed under NEW BUSINESS at the September Board Meeting.

7. NEW BUSINESS.

1. Missing Records: Bert Love pointed that that a number of records of the association may be missing and that an inventory should be compiled of what records we are required to maintain, against which we can compare our inventory of records we do have. Missing records can be identified and we can try to recover or replace the missing records. The condominium laws in Florida provide a good list of documents required to be maintained and we can adopt that list to our own usage. A **motion** was made by Bert Love, second by Dawn Sautter, to develop a list of the documents we should have and to then determine what is missing so we can reassemble what we need to have. Approved unanimously.

2. 2008 Budget: Bert Love reported that the 2008 budget process has been started. A letter will be sent next week to all committee chairpersons request them to develop their projects lists and budget requests and submit them to the Budget and Finance Committee by the end of September. The committee will review them and then discuss the requests with the chairpersons and a final proposed budget will be produced and submitted to the members for their information and to the Board for their approval.

3. September Board Meeting. Bert Love requested that an alternative date to the scheduled board meeting on September 11 be established. He will not be available on the 11th and suggested that September 5 would be a good date. The Board agreed to hold the September Board Meeting on September 5, 2007 at 7:00 p.m. Agenda items will include a presentation by the auditor of the 2006 audit, and the committee chairpersons will have opportunity to present requests for special projects to the Board: the purpose of this is to find out if the board has any interest in a project before the committee invests time and energy in planning a project which the board will not fund.

4. Donation of Land to the SCPOA. Pat Perrott has offered to donate a portion of his property on Beech Boulevard to the SCPOA. His property includes his FBO as well as a section of Beech Taxiway and some of the tie-down spots on the west side of Beech across from the FBO. Mr. Perrott would like to donate the Beech Taxiway and Tiedown areas to the POA. He would like to maintain his usage of a helicopter tie down which he currently uses at the NW corner of Beech where it meets the runway. A **motion** was made by Alan Baltz, seconded by Bert Love, to accept title to the property on the conditions that Mr. Perrott provide a complete legal description and all papers necessary to record this change of title to the Spruce Creek Property Owners Association and that a separate letter of agreement between Mr. Perrott and the POA that the helicopter tie down space is for use by Mr. Perrott until such time as he no longer needs it for his personal use, at which

time the right to use the tie down space would revert to the SCPOA. The motion was approved unanimously.

5. Approval of Firm to Provide Engineering Services: The Public Works Committee has interviewed 4 engineering firms in the central Florida area to provide road and water management engineering services to the POA. Two specific projects (damage to water management system at Taxiways Lima and Foxtrot, and road and drainage problem at Seclusion Drive at intersection with Taxiway Cessna) were identified to the applicant engineering firms. Each company sent representatives to look at our project and to submit proposals for the engineering work necessary to correct the problems. Four bids, in the amounts of \$4,900, \$9,450, \$11,200 and \$27,425 were received. All bids have add-on costs for test borings in the roads, etc. The Public Works Committee recommends that MBV Engineering, Inc., Melbourne, FL, which bid \$4,900 for the 2 projects, be awarded the contract to perform the engineering work. A **motion** was made by Dawn Sautter, seconded by Alan Baltz, to approve a contract with MBV Engineering Inc to work on the Lima/Foxtrot taxiway and Seclusion Drive projects. The motion was approved unanimously.

6. South Creek Boulevard and Springwater Lane sidewalk: Public Works has documented the displacement of a number of the sidewalk panels on South Creek Boulevard in the area of Springwater Lane. Roots of adjacent trees have grown over the years to the point that they are growing under the sidewalk and heaving up the panels. Public Works requested direction in whether to make indicated repairs. Following discussion, the board tabled this matter until the September Board Meeting.

7. Cleaning of Catch Basins and Culverts: A large number of catch basins and culvert in Spruce Creek are filled with dirt and debris and do not work effectively. Cleaning requires the use of pressurized water to dislodge the debris and a vacuum pump to pull it up and out of the catch basins and culverts. Public Works had gotten a quote of \$84,000 to clean everything in Spruce Creek. Due to this huge cost, additional contractors who own the necessary equipment were identified and contacted. 3 additional bids were received from contractors within some 50 miles or so. Three bids were received: \$1,300, \$1,600 and \$2,500 per day. A “day” is 10 hours and includes travel time estimated roughly at 2 hours and work time of the remainder, or about 8 hours. A company in Edgewater bid \$1,600 and is the recommended company because they are local and their travel time is much less than the others. Public Works requested this company be approved for a 2 day “test” so that we can determine how much work can be completed in a day in order to establish an idea of costs for a continuing project of cleaning basins and swales. A **motion** was made by Dawn Sautter, seconded by Bert Love, to approve the use of the Edgewater company for a 2 day trial project. The motion was approved unanimously.

8. ID Scanner for Security Program: Safety and Security Committee advised that the Integrated Card Reader portion of the Gate Assess System will cost about \$2,300 to install. This feature will enhance the ability to make copies of identification of persons entering the guest gate. A **motion** was made by Dawn Sautter, seconded by Bert Love, to approve the installation of the scanners at both gates. The motion was approved unanimously.

9. Plan for Camera Surveillance at Gates and Airport. Safety and Security Committee wants to add 3 cameras to each of the exit gates to complete the surveillance plans at the gates. S&S wants to purchase the same type cameras as used by the TEM Gate System so that they will be compatible with the existing camera system. TEM has quoted a cost of some \$8,000 to do the work

but we can do the installation “in-house” at a cost of approximately \$3,500. A **motion** was made by Dawn Sautter, seconded by Alan Baltz to approve the purchase and in-house installation of the additional camera system. The motion was approved unanimously.

Planning is in process for installation of a camera security system at the airport, specifically to cover the taxiways and hangars.

10. Installation of replacement and New Pavement Markers: Some years ago reflective markers were affixed to the roadways. They helped identify the traffic lanes, and the location of turns which are very hard to identify in the dark. Most of these markers have either broken or become non-reflective. Public Works proposes to replace current markers and to use additional markers to more clearly define locations of stop signs, etc. The reflectors cost about \$1.50 and are easily installed by our maintenance department. Public Works proposes a purchase of approximately 1,500 units at a cost of not more than \$2,500. A motion was made by Dawn Sautter, second by Alan Baltz, to approved the purchase of 1500 pavement markers for a cost not to exceed \$2,500. Approved unanimously.

11. Heavy Vehicles on Taxiways. The problem of damage to taxiways caused by heavy trucks and vehicles driving on them was discussed. There are current prohibitions against vehicles driving on taxiways and they are being enforced by the Association. Sometimes vehicles do get on taxiways and when the POA learns of this the offender is located and escorted off the taxiway.

The Board decided to have Tim Plunkett, and an ad-hoc committee he is authorized to appoint, review the documents as they pertain to use of taxiways and recommend enforcement procedures which are lacking from previous documents.

12. Vacation Time Off for Long Term Employees: A request was made by Administration to extend the vacation employee vacation schedule to add a 4th week of vacation for an employee with 10 or more years of service. The board asked for more information on this, including practices regarding vacation in the local market place and does this fit under the POA’s cap on wages. The matter was referred to Administration for further review.

13. Naming of North Gate Entry Bridge. Mr. McCollister’s letter was reintroduced. The board felt that the question of naming the bridge might be a matter for the membership to decide but Mr. McCollister said that the Board had the authority to make the decision. A **motion** was made by Bert Love, seconded by Dawn Sautter to accept the McCollister proposal to name the bridge the “Lear Bridge” in honor of William P. Lear. The motion was not approved, by a vote of 1 in favor and 2 opposed.

8. OPEN FORUM –

1) Scott Seagrave questioned why some of the signs in the community are different from other signs. David Slayback responded that we have secured a copy of the Florida Department of Transportation sign requirements and are using it as a guide to our signage.

9. ADJOURNMENT – with no further business to come before the board the meeting was adjourned at 9:17 p.m.

Dawn Sautter, President