

# BOARD MEETING MINUTES FOR MOORE POND HOMEOWNER'S ASSOCIATION

---

## I. MEETING DETAILS

Chairperson: Rachel Bowden  
Secretary: Jennifer Edwards

Date: 10/24/23  
Time: 6:30PM

Location: Northside Community Center  
Street Address: 8005 Oak Grove Road  
City: Tallahassee  
State: FL Zip: 32312

## II. ROLL CALL.

Board Members: R. Bowden (President); S. Duncan (Vice-President); J. Edwards (Secretary/Treasurer).

Residents: TPAM provided a check-in/sign-in sheet (refer to TPAM record); however, absence of quorum noted.

## III. CALL TO ORDER.

Mrs. Bowden called the meeting to order at 6:33pm.

Meeting Minutes from Board Meeting held on 05/22/2023 approved. Available on Moore Pond website.

## IV. OPENING REMARKS/DISCUSSION.

Mrs. Bowden provided brief summary on Board's decision to terminate previous management company (Kirby Management). She introduced the new management company, Total Professional Association Management (TPAM) and Steve Latham (TPAM's Community Association Manager).

Mrs. Bowden mentioned that her position as President/Chair of the Board is up for election. Mrs. Bowden said she will not seek another term, and prefers to continue serving our community on the Architectural Control Committee (ACC). Steve provided options for a temporary extension of Mrs. Bowden's term. However, in the absence of a quorum, no action could be taken. Steve (TPAM) said he would send out a community-wide e-mail to solicit nominations for the Board President/Chairman position.

## V. NEW BUSINESS.

Mr. Meintjies addressed ongoing issues with east gate needing repair. Steve (TPAM) was under impression it was operating properly. Several residents also mentioned ongoing issues with east gate. The call-panel stand is damaged from a trailer or truck hitting the call-panel; however, the panel itself is functioning. Steve (TPAM) said he would seek quote to address and repair so gate/call-panel is fully functional.

Mrs. Edwards raised question regarding cameras ability to capture instances when vehicle hits gate/call-panel. Steve explained that motion cameras currently in place only pick up license plates, and do not capture vehicles at the call-panel/drive-thru before gate entrance. Steve (TPAM) mentioned that we could get cameras placed up high to capture entire gate driveway area (call-panel, drive-thru before entrance). Cost would be ~\$1000/camera.

Mr. Weaver made a motion to purchase surveillance cameras for both gates—arguing cost of cameras will pay for themselves versus cost to repair damage that often occurs from vehicles hitting call-panel stands/gate itself. Motion was seconded.

Mrs. Bowden raised issue with current operating budget in deficit with 3 months remaining in 2023. She explained that we are currently backfilling operating expenses with our reserve account. She provided background on ongoing issues with the City of Tallahassee, more specifically the exorbitant cost of cleaning and maintaining the spillways in the manner the City requires. Mrs. Bowden said that the spillways and drainage ditches throughout Moore Pond community (roughly 12) have not been adequately maintained for the last 15 years. At this point, the cost to adequately maintain in manner City requires exceeds how much our community collects in HOA dues. She concluded stating that our annual dues need to be raised—citing ongoing discussions with the City on what is now required and cost of work (mainly tree and vine clearing) is extremely costly.

While action could not be taken due to absence of a quorum, Mrs. Bowden explained that the amount needed to meet operating expenses for next year exceeds parameters allowed for Board to act alone and requires community-wide approval.

Mrs. Bowden asked Steve (TPAM) to go through budget threshold exercise providing for three scenarios: low, medium, and high. Steve explained that the “low” would only meet basic operating expenses but would not provide for any money to be put back into reserves; the “medium” would meet both operating expenses and include some contribution for reserves; the “high” would provide for an increase in operating expenses to further address spillway and drainage ditch maintenance and include some contribution for reserves. Nevertheless, all budgets exceed the 15% threshold allowing the Board to act without community-wide approval.

Decision was made to hold another board meeting to allow the Board to present 2024 budget to the community and approve (due to current absence of a quorum).

Dr. Duncan raised concern with the use of his electronic signature by Prime Meridian Bank on two checks included in the September Financial Statement; however, checks were not approved by him specifically as they were approved by Tom (TPAM President). Dr. Duncan requested that TPAM ensure the person who is requesting the check to be issued is the signature indicated on the check.

Mrs. Edwards raised issue with communication on TPAM's part with regard to her position as Treasurer. TPAM will communicate routinely with Treasurer.

Mrs. Hartley directed comments to Steve (TPAM)—stating that as we continue with the transition, Moore Pond is looking to the management company for advice on procedures and next steps for managing our community, especially with budget. She suggested a future budget workshop, inviting community participation.

Mrs. Bowden further discussed the exorbitant cost of getting into compliance with the City's maintenance requirements—adding that our community should explore all options and perhaps a committee should be formed to determine best course of action to further look into Moore Pond HOA's maintenance obligations—as they pose an undue burden to all residents.

Steve mentioned that All Pro (subcontractor, currently completing some maintenance) has been helping to mitigate code-violation fine. He said that once we get a grasp on what maintenance the HOA covers, then we can put together a quarterly and annual maintenance plan.

Dr. Duncan asked if there was any particular area of current expenses that could be cut. Steve (TPAM) replied: essentially, no.

The Board reiterated importance of TPAM maintaining all-inclusive communication as we continue through this transition and work through budget. Mrs. Bowden said that a budget meeting is necessary to explain budget situation, provide residents with background on budget, and include adequate community input.

Question asked regarding CC&R violation process—several residents suggested that protocol needs to be put in place moving forward with regard to CC&R so that all residents understand process moving forward.

## **VI. OTHER ITEMS.**

Rachel Bowden's term is up for election. She does not wish to seek another term. TPAM asked to send out community-wide interest e-mail to seek potential Board Members.

TPAM to send Mr. Meintjies link to Moore Pond website and help with signing on to portal.

## **VII. ADJOURNMENT.**

Motion to adjourn made at 8:07 PM. Seconded.

Minutes submitted by: Jennifer Edwards, *Secretary*

Approved by:  
Rachel Bowden, *President*  
Stephen Duncan, *Vice-President*