

**TURKEY CREEK FOREST OWNERS' ASSOCIATION**  
**ANNUAL TCFOA MEETING**  
**TCFOA Clubhouse**  
**November 12, 2016**

The President, Devon D, called the Annual meeting to order in the TCFOA Clubhouse. Notice of this meeting was in the November Gobbler & Calendar, mailed to all non-resident owners, and put on the TCFOA website. The agenda was also posted on the office bulletin board three days prior to the meeting.

In addition to the President, the following Board Members were present: Janet W, MaryLou K, Karen G, Seema K, Cathy P, Skip S, Rae W and Lynda W. Sharon A was not in attendance. Total voting rights, present at the meeting or by proxy, were 145. There were 75 owner proxies for owners who did not attend the meeting. There were 27 non-resident owner proxies. There were 43 owners of lots present for the Annual Meeting [includes the 9 Board members]. [There were approximately 21 residents whose voting rights were identified by the 43 owners present.]

The minutes of the November 14, 2015 Annual meeting were approved as posted.

**Treasurer's Report:** MaryLou K gave her annual report for 2016. *"I have been in the Treasurer's position for almost four years. Each and every day I learn something new about the procedures of a Homeowner's Association and the Quick Books program. My fellow board members have always been so helpful, cooperative and a pleasure to have on our team. Teamwork is what it is all about. I have one more year in my position and I am looking forward to it with our new and returning board members.*

*As I report each month, my duties are to receive all monthly invoices for purchases, repairs and services. They are paid with checks, signed by two board members as required and then the paid invoices are filed in a secure manner. I receive all Homeowners dues and process them to the owners' accounts on the computer and deposit them to our checking account. I reconcile our bank records with our bank statements each month and then generate a report that shows our income and expenses to date with a comparison to our yearly budget. This report keeps our board members advised as to their line balances for future spending. This report is posted monthly on the bulletin board by the office door for residents' review. At the end of each calendar year I prepare all the necessary computer records, deposit summaries, check stubs, etc. to present to our accountant for a compilation report. This report gives us the available yearly balance to be transferred to our Reserves Money Market account.*

*The proposed budget for 2017 was distributed with the November Gobbler along with a notice of the proposed increase in our 2017 dues. If approved we will increase our dues by the approved 5%. This amount comes to \$19.00 yearly but due to the odd number (\$19.00) we are suggesting \$18.00. This amount can be divided in half for those who prefer to make two payments. If approved our 2017 Association fees will be \$398.00 for the year with each half year payment of \$199.00 due January 1<sup>st</sup> and July 1<sup>st</sup>. As of October 31<sup>st</sup>, 2016 our budgeted balance for 2016 is \$55,530.46 and the amount on deposit in our reserves account is \$236,129.38.*

*I will receive your 2017 Association Fees at any time before the end of 2016 but will hold your check until January 1, 2017 to credit your account. I will close out our 2016 Budget on December 31, 2016. If you are paying early, please date your check for January 1, 2017. Your check will be kept in a secure place.*

*Our secretary has notified all non-resident owners, by mail, of the change in the Assessment amount. We do not send out individual statements to residents at the beginning of the*

year unless you have a negative or positive 2016 ending balance. These reminders will be sent out around December 15<sup>th</sup>. Notices for the new yearly amount will be posted in the club house and also on the Board at the entry to the Forest. A reminder will also be printed in the Gobbler. If dues are not received by February 1, 2017, then statements will be sent to all delinquent account holders and late fees will be added for non-payment as in the past.

If financial arrangements need to be made, please contact me for an appointment as soon as possible. We now have a payment contract for individuals to sign if you request to be on another payment plan. If this contract is not signed and approved by the board, your request will be denied.

Respectfully submitted, MaryLou K, Treasurer”

**Architecture Report:** Lynda W gave her annual report for 2016. “What a great year this was. There was a lot of much needed work done this past year to keep our buildings in tip top shape. Air conditioning units were given their yearly check and passed. Light fixtures were upgraded, and energy saving lamps were installed, saving on our utility bill. The Guard House got a makeover with the installation of a new floor, along with a new (used) air conditioning unit that was very kindly donated and much appreciated.

Our Janitor, Chris Patrick, keeps our Clubhouse and surrounding rooms clean and presentable, as well as making sure that our supply room stays stocked with cleaning necessities. He is very dependable.

Requests submitted from our residents to put up a fence, as well as other types of architectural requests, were promptly answered; and upon actual, visual inspection at the home, were approved. I looked forward to these inspections as it gave me a chance to get acquainted with the owners...especially if they were new to Turkey Creek Forest.

Looking ahead...re-doing our existing Clubhouse furniture is certainly on our "to do" list, as well as re-painting the interior with a brighter, fresher coat of color, which will be quite a challenge as there are a lot of beautiful colors to choose from. Replacing the carpet and installing new flooring in its place is also on the list. This should cut down on dust mites and allergens that seem to plague us all. Cleaning will be much easier.

Finally, I would like to mention that it has been a pleasure to work with such fine folks as our Board. We are so fortunate to have such smart, honest people whose only agenda is to give of themselves and serve this community unselfishly. It's always "others first" with each one.

Again, thank you for permitting me to be your Architectural Director.” [Thanks to Devon, Skip, Janet, MaryLou, Karen, Seema, Rae, Cathy. A big thanks to the Handy People whose volunteer work has saved us thousands of dollars.]

“Respectfully, Lynda W”

**Common Areas and Grounds Committee Report:** Karen G gave her annual report:

“For the 2016 period the following was done:

- Section B (the northwest quadrant) of the roads were seal-coated.
- The creek was cleared and sprayed by Kestrel Ecological Services.
- The pond has been treated each month by Applied Aquatics.
- In the pool area, we replaced the sump pump, pool grates, eyeballs, pool floats, handrail cover, and thermometer (again).
- Lawn Enforcement has been cutting, edging and blowing off the common areas.
- Several tree limbs were removed after breaking off, a couple trees were cut down (overhanging private property) and some trees were trimmed. We have spent 60% less this year than last year.
- The 3 fire extinguishers have been checked each month.

The Handymen did the following:

- Several sections of the perimeter fence were repaired or replaced and the fences over the bridges were repaired.
- Several mailboxes were replaced or repaired.
- The shelter by the tennis courts was repaired and also the electrical outlets in that area were repaired.

*Submitted by Karen G”*

Karen thanked everyone for re-electing her to the Board for next year.

**Rules and Regulations, Legal Committee Report:** Cathy P gave her annual report: *“I took over the job of Rules & Regulations in April from Sharon A. This is an interesting job with many twists and turns. I have found most of the folks in TCF to be reasonable and accommodating. Most individual concerns have been settled amicably. Thank you for your help with resident concerns.”*

Devon mentioned that we have changed the Citizen’s Complaint Form to Citizen’s Concern Form. If you see something, say something.

**Safety and Security Committee Report:** Seema K gave her annual report: *“We started off on a quiet note this year. I discussed bicycle and pedestrian safety as part of my goals for the coming year. In March the Knox-Lock was installed on the back gate. Fortunately it was done for a relatively small fee. Because Gainesville Fire-Rescue still has not used it. But, we're ready when they are. We now rotate the times we lock up the clubhouse and A/C room for obvious reasons. We have had several reports of solicitors in the last few months and I told you about a few scams that were going around.*

*I'm also co-chair of the Emergency Preparedness Committee. And as such, decided to have Mr. Ebbin Spellman of Alachua County Emergency Management come in and give us a seminar on Emergency Preparedness. This was in place of one of our Crime Prevention Meetings. It was well attended. Thank you all for that. Our second meeting was a traditional meeting given by Justin Torres, our Crime Prevention Officer from GPD.*

*In closing I would like to thank the members of my committee. We don't have regular meetings, but I know they are there. I know they keep their eyes and ears open and keep me informed if anything unusual seems to be happening in our Forest. If you are here please stand: Mable B, Susan M, Linda M, Eric W, Rae W and Lynda W. Thank you all so much. Respectfully submitted, Seema K”*

**Social Committee Report:** Rae W gave her annual report. *“It has been a pleasure to serve on the Turkey Creek Forest Board of Directors with the exception of a couple of months this past year when one board member became disruptive and negative. I only mention this because 90% of the time there was only POSITIVE interaction.*

*The Social Committee director position is unique to the Board of Directors because we operate pretty freely with regard to event planning and budget disbursement. Our budget was increased for 2017 slightly due to scheduling more events and providing additional snacks, etc.*

*The Social Committee is committed to TCF and will do our best to bring happy events your way. Everyone on the committee is positive and a joy to work with.*

*Rae W, May the Forest Be With You.”*

Information on the proposed 2017 Social calendar will be put on the bulletin board in the Arts & Crafts Room. The Social Committee strives to avoid conflicts with the use of the Clubhouse main room. She thanked all of the groups who have been flexible this year with any conflicts that did arise.

**Urban Affairs and Insurance Committee Report:** Cathy P gave her annual report:

**“Insurance--** *By keeping the same insurance company we started with in 2015, we were able to lower our insurance contract by \$500.*

**Urban Affairs--** *In September Andy Renshaw presented TCF with our revised Flood zone map. Fortunately for TCF, the new map dramatically shrank the size of our flood zone. This change shrinks the number of homeowners required to pay for flood insurance if they still have a mortgage.”*

**Notes from the Secretary:** Janet W gave her final annual report.

*“The secretary is the volunteer TCFOA office manager. The Clubhouse office is open six hours a week so that residents have time to: register as new owners or renters in TCF, register vehicles for parking decals, obtain visitor passes, pick up pool passes, report concerns, problems, or complaints, or just stop by to chat.*

*The office responsibilities include: maintenance of the office area, answering the phones and checking messages, writing minutes of all Board meetings, posting the minutes of the monthly Board Meetings in the Clubhouse and Arts & Crafts room, keeping associations records up to date, prepare TCF documents for printing, prepare mail outs and Gobbler information on the Annual Meeting in November, and anything else the Board members or residents need. Thank you all for your kind words of encouragement and assistance during my three and a half years as your elected secretary. I will continue to be involved and look forward to working on other committees in 2017. Thank you again.”*

**Report from the Vice-President:** Skip S gave his annual report.

*“Good Morning. What a Year it's been! I've been happy to work with the most enjoyable group of people both on and off the Board. We all have different personalities and one common goal is to get the job done right for the lowest reasonable cost. In doing this the volunteers have saved this community hundreds maybe thousands of dollars. This, of course, helps our budget as well as our Homeowners fees. Now I know there are some out there that have questioned our intent, but then again, I don't see them volunteering. As for me, I'm just happy to help and will continue to do so.*

*Again, thanks to the eight Board Members, my wife and friends who backed me, who helped pull me through the rough times and to you out there for having the faith in me to do this position.*

*See you around. Skip”*

**Report from the President:** Devon D presented her remarks.

*“2016 has been a very productive year in Turkey Creek Forest, as you have heard in the reports of my fellow Board members. I am proud of the accomplishments many have achieved this year.*

*The office has been capably staffed by Janet W, Secretary and Mary Lou K, Treasurer. Janet has been “the face” of TCF, welcoming and registering our new residents. She has put in place many office procedures that have re-organized, streamlined and generally improved the day-to-day operations in the office. Her contributions will be felt for years to come.*

*Mary Lou has kept our financial reports up-to-date and accurate. Due to her diligent follow-up efforts, the collections process has been very successful and receivables are way down. She even conducted a wedding ceremony this year, a first in the TCF office!*

*Lynda W, working with her committee, has literally “kept the lights on” for us. Our facility has been well maintained and repair projects taken care of expediently and efficiently.*

*Karen G has been amazing in carrying out her duties. As overseer of the largest chunk of our budget, she has worked with her committee to assure us that the infrastructure of our forest, roads, creeks, ponds and pool are well maintained. Karen also volunteered to work on the Reserve Study Committee, adding to her long list of tasks. Thanks for the extra effort, Karen*

*Sharon A began the year with responsibilities for Rules and Regulations and a reorganization of duties at mid-year transferred those responsibilities to Cathy P. Working with both individuals, I have strived to assure residents that our governing documents were adhered to and that we have been fair and even-handed in our oversight. Cathy also serves as our Insurance and Urban Affairs committee chair, keeps our front sign board up-to-date and is a guiding force behind the delivery of the print and email versions of the Gobbler. In her "spare" time, she assists in the office and library. Thank you Cathy.*

*Seema K takes her role as Security supervisor very seriously. We held a Security Town Meeting earlier this year and heard arguments on both sides of staffing levels to maintain security. We held two Neighborhood watch meetings and kept a strong liaison with the Gainesville Police Department. We also continued the work of the Emergency Preparedness Committee, Chaired by Seema and Janet. Certifying 22 individuals as Emergency Responders brings our total of certified members to over 30. Thank you Seema for bringing your vigilance and rapid response to matters of security.*

*Rae W and her very energetic and creative committee have kept us amused, fed and entertained all year long. So much planning goes into each event and the committee is to be commended for motivating us to get up and move away from our TV, Tablet and phone screens and out into rooms full of real, live people!*

*And then there's my capable and ever-ready Vice President, Skip S. Skip and I agreed early this year that our mutual goal was to steer TCF in a more positive direction. Using honest, friendly reinforcement, encouragement and voiced appreciation for jobs well done, I think we have made a welcome change. Coming off a year of negativity and discord, we felt that residents deserved to be free of acrimony and insult. That has not always been easy as we have both been targets of continuing, derogatory critique. But Skip has never wavered in his dedication to the community and continues to serve as a role model for volunteerism. He has pulled together a great group of eager folks to work with him and together they have saved TCF hundreds of dollars. Thank you*

*Perhaps the most important task I have is being supportive of my fellow Board members, encouraging them and assisting them to do their best for the community. I have served as a "sounding board" for each as the year has progressed. Additionally, I met my primary goal of completing the first, comprehensive Reserve Study for Turkey Creek Forest. I want to thank Sue B, Charlie and Martha T, Karen G and Jack S for devoting three months to the study and helping me to present a comprehensive recommendation to the Board that will, hopefully, serve as the foundation for effective Reserve Funding going forward.*

## **Unfinished Business**

**Budget Reserves Study-** Devon D explained the difference between our TCFOA Operating Budget and the Reserve Funds Budget. She then presented her remarks on the Reserve Study Budget. *"The Reserve Study Committee completed its work and presented findings at a workshop/presentation. You may recall that there are three (3) projects recommended for completion this year:*

*Replacing the non-efficient aluminum windows in the clubhouse with energy efficient, fully functioning windows. Estimated cost: \$5,000*

*Resurfacing the pool deck ... Estimated cost \$13,000*

*Repairing/rewiring the Guard House building ....Estimated cost: \$6,000*

*The total for these 3 projects is \$24,000*

*The study committee recommended that these projects be completed. The study committee also recommended that the amount of \$17,000 be invested in the reserve funds and that end-of-year spending be monitored with that in mind. We will know how much will be available for transfer to the reserve fund at the close of books, 12/31/16. It should be noted that there are no projects specifically listed as "year two" projects in the reserve study. However,*

*there are recommendations as to the amount to be transferred to the reserves during year two. As we draw down those funds, we must continue to reinvest each year to be sure that we maintain our infrastructure and avoid special assessments for catastrophic events (unplanned). Details on Reserve Fund spending and funding is available to all residents in the report located in the TCF office.*

*The recommended Operating Budget for 2017, based on a “capped” limit of 5% per annum increase, is \$173,250. Your Board anticipates that this amount will allow us to meet all operational demands and have sufficient monies remaining at the end of the year to transfer the recommended funds into the Reserve Fund. Until the governing documents are revised to allow “budgeting” for reserves, we will continue to operate this way, in compliance with our existing governing documents.*

*To fund the budget, we will assess dues of \$398.00 per lot next year.”*

**Devon entertained a motion that the Board approve the expenditure of funds from the reserve account for the bid amounts received for three projects in 2017. Up to but not to exceed \$5000 for replacement of the aluminum windows in the kitchen, bathrooms, and Arts & Crafts Room; Up to but not to exceed \$13,000 for resurfacing the pool deck; and up to but not exceeding \$6000 to complete renovations to the Guard House. Variances of bids shall not exceed three percent (3%) without additional review by the Board. Seema K so moved. Skip S seconded the motion. Discussion was opened. There being no discussion, the question was called. The motion passed unanimously.**

#### **New Business**

##### **\*Approval of the proposed 2017 Budget**

**MaryLou K moved that we accept the proposed 2017 Budget for \$177,110 and make our HOA dues \$398.00 per lot for the calendar year 2017. Cathy P seconded the motion. The floor was opened for discussion. Discussion was opened. Shirley B , asked if residents could make donations to the budget. No, this is not legal. The question was called. The motion passed unanimously.**

**Open Floor for comments/concerns – Discussion will be limited to three (3) minutes a person. Please provide your Lot # and Name.**

Eric W thanked the Board for their hard work.

The meeting adjourned at 12:00 p.m.

Janet W, Secretary