

**AMELIA PARK NEIGHBORHOOD ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
December 11, 2017**

A Board of Directors Meeting of the Amelia Park Neighborhood Association, Inc. (APNA) was held this day in The Social Hall, Holy Trinity Anglican Church, 1830 Lake Park Drive, Fernandina Beach, Florida.

BOARD MEMBERS PRESENT

Karl Ashley, President
Jack Stumpff, Secretary
Debra Connelly, Director
Paul Guyette, Treasurer
Robert St. John, Director
Jim Higginbotham, Director
Patti Clifford, Vice President

BOARD MEMBERS ABSENT

None

AMELIA ISLAND MANAGEMENT

Peter Mallory, Community Association Manager
Andrea Grossman, Administrative Assistant
Nick Lambiase Jr., AIM Director

OWNERS PRESENT

On file at Amelia Island Management

OPEN FORUM FOR RESIDENT Q&A

The board took questions and comments from owners.

CALL TO ORDER / ROLL CALL

Notice of the Board of Directors Meeting was posted on property on December 8, 2017, and emailed to the Board and Membership, which is in accordance with the Documents of the Association. There were seven (7) Board members present in person, which represented a quorum. President Ashley called the meeting to order at 4:00 p.m., and called the roll of the Board members.

APPROVAL OF MINUTES – JACK STUMPF, SECRETARY

Jack Stumpff moved to approve the minutes as amended from the November 20, 2017 Board of Director's meeting; Debra Connelly seconded and the motion passed unanimously.

BUDGET AND FINANCE – PAUL GUYETTE, TREASURER

Paul Guyette gave a financial report (attached).

November 2017 Treasurer's financial report

Paul Guyette gave the Treasurer's report. (attached)

Review of AIM's November financial report

Paul Guyette reviewed the AIM financial report. (attached)

CAM REPORT - PETER MALLORY, ASSOCIATION MANAGER

Monthly CAM Report

Peter Mallory gave the monthly CAM report. (attached)

CCR

Peter Mallory gave the CCR report.

COMMITTEE REPORTS

ARB Report - Rusty Footlik, Chair

Rusty Footlik gave the ARB report (attached)

Presentation by Church on Revised Plan for Entrance/Exit Church School Site

John Cotner presented the revised plan for vehicle ingress and egress to the church school site property. This issue has been the main concern during the ARB meetings. Mr. Cotner has been working with county to get an entrance and exit on Citrona, minimizing traffic in Amelia Park. Mr. Cotner also took questions from owners.

PARB – Rusty Footlik, acting (chair vacant)

The PARB has not met since the last meeting, so there is no updated report.

Outreach Committee –Debra Connelly

Debra Connelly reported that the holiday party had 44 members in attendance and information about upcoming events are posted in the mailbox kiosk.

Safety & Traffic – Update – George Haffey, Chair & Jack Stumpff, Member

Jack Stumpff reported that the cross hatching for the cross walk on has been installed. He also stated that the from the last study everything has been either accomplished by the HOA or rejected by city. No further study status reports will be made.

GREEN SPACE/LANDSAPE – Robert St. John, Chair, Director

Robert St. John gave the green space report (attached)

GSA for Trim All 2018

Karl Ashley stated that the wording in the Trim All GSA will now include any subsequent work is under our terms and conditions under our GSA to avoid any conflict. To change the wording, the board is awaiting a current insurance certificate.

Status: Replacement of Downed Street Trees in Late Winter/ Early Spring 2018

Not discussed at this time.

Other

None at this time.

HARDSCAPE – Jim Higginbotham, Director

Status of Repairs to Alleyways; City Repairs to Driveway Entrances

Jim Higginbotham stated that the alleyway project is complete for this year. Some areas have been addressed by the city to the sidewalks and driveways. Jim asked Paul if there is money in the budget for a fountain in the lake. Paul stated that there are evolving updates with the budget, and that there could be a possibility. Jim reported that there are owners still requesting a three way stop at Field and Lake Park.

Street Light Update – Jack Stumpff; contact with city attorney

Karl Ashley stated that the Attorney is checking with Rex Lester to see if there are any other communities paying for street lights that light city streets. Mr. Ashley has requested a timeline from the attorney.

OLD BUSINESS

APNA Expenditure Policy for BOD Members and Property Manager

Jack Stumpff presented the expenditure policy and discussion ensued among the board of the pros and cons of the policy. What would change is that there will be fewer items would be coming to the board for small expenses from board members.

Paul Guyette motioned to table the item; Debra Connelly seconded and the motion passed with Jack Stumpff opposing.

Other

None at this time.

NEW BUSINESS

Board Vacancies January 2018/ Recruitment – Karl Ashley

Karl Ashley reported that there are two members interested in running for the board.

Annual Meeting Preparations – Karl Ashley

Karl Ashley and Amelia Island Management will be working together to complete the annual meeting package to be sent to all owners in December.

Contents of packet to Lot owners and schedule

The amendment for 9.6 language was discussed by the board.

Patti Clifford motioned to approve the language for the annual meeting package; Paul Guyette seconded and the motion passed unanimously.

Other

None at this time.

NEXT MEETING

The next Board meeting is scheduled for Monday, January 15, 2018, 4:00 p.m.

ADJOURNMENT

Jack Stumpff moved to adjourn the meeting; Robert St. John seconded and the motion passed unanimously. The meeting adjourned at 5:52p.m.

Respectfully Submitted,



Jack Stumpff, Secretary
JS/ag

Attachments:

- Paul Guyette's Finance Report
- Treasurer's Report
- AIM Financial Report
- CAM Report
- Green space Update
- ARB Report
- APNA Expenditure Policy

Amelia Park Neighborhood Association, Inc.
Monthly Treasurers Report & Amelia Island Management Financial Summary
Submitted 12/11/17 by Paul Guyette: Reporting As of November 30, 2017

Balance Sheet/ Cash Flow Report

- From a Balance Sheet view, as of 11/30/17, The Association had Totals of \$185,898 in Current Assets, \$47,000 in Liabilities, and \$138,897 in Equity. This represents a decrease in Assets of \$44,543; a decrease of \$28,346 in Liabilities; and a decrease of \$16,198 in Equity compared with the prior month.
- The total Cash balance including FFSB Checking Account (#1002) and FFSB Operating Contingency (#1091) was \$123,563 compared with \$138,323 the previous month. This represents a reduction of \$14,760 in Cash for the month.
- The decrease in Assets and Cash coupled with the increase in liabilities reflects monthly operating expenses of \$17,151.
- The Maintenance & Capital Accounts totaled \$65,131 compared with \$93,380 the previous month. The reduction of \$28,249 was associated with capital improvements associated with alleyway repaving and concrete repairs; Aged Account Receivables at \$00; Bad Debt Allowance at negative \$4,743; and Prepaid Insurance is \$1,947 which is evenly amortized over a 12-month period.
- Liabilities were comprised of Accounts Payable Clearing (\$784), ARB Construction Deposits (\$44,000), and Prepaid Assessments (\$216).
- On the Equity side, the Fund balance was \$112,781 (unchanged from prior month), the current year income was \$25,444 and Capital Contribution Interest was \$671. All assessments are invoiced and recorded as Revenue when billed (January Accrual). The Net Income amount will be reported as a continually shrinking amount each month as the year progresses.

Income Statement

- November Income was \$954 comprised of ARB Review Fees \$850, Pavilion Rental \$50, and Interest \$54.
- Expenses in total for the month were \$17,151, which was \$3,389 under budget. The breakdown is as follows: Maintenance \$8,208; Utilities \$3,435; General and Administrative \$3,947; Miscellaneous \$20; and Contingent/ Discretionary Capital \$1,539.
- Maintenance costs for the month were \$2,092 over budget and on a year to date basis, costs are \$1,561 over budget. The overages were due to booking irrigation and landscape improvements in the wrong accounts. The charges will be re-categorized in December into accounts #6041 Irrigation repairs (\$482) and account #6010 Landscape Improvements (\$1970). Looking forward, maintenance costs on a full year basis are expected to remain within the full year budget parameters.
- Utilities expenses were essentially on budget for the month and on a year to date basis \$1,301 under budget. Looking forward, utilities costs on a full year basis are expected to remain within the full year budget parameters.

- Miscellaneous expenses for the month were \$20 and on a year to date basis \$6,204 over budget. The overage is due to using account #5996 Storm Damage IRMA (\$7101) within the Miscellaneous Category to track related expenses separately. Recognizing that the miscellaneous category is being used to track hurricane related clean up expense, the costs would be transferred to the Contingent Repairs and Discretionary Capital category in December.
- General and administrative expenses were \$1,006 under budget for the month. On a year to date basis, the expense are \$1,857 over budget. The overage is attributed to over spending our budgeted amount on legal fees in the amount of \$2,107. Same message as my November Board guidance: At this juncture we have completed our By-Law reviews and updates, and short of unforeseen events, I do not anticipate significant additional Legal expenses. I strongly urge the Board to take this into consideration when discussing whether or not to seek additional legal counsel during the remaining month in 2017.
- The Contingent Repairs and Discretionary Capital categories were \$4,268 under budget for the month and \$16,932 under budget on a year to date basis. There will be a re-booking of two transactions in the amount of \$2452 associated with Irrigation repairs and landscape improvements, which were booked in the wrong account in November. The restated Contingent Repairs and Discretionary Capital category amounts will be \$1,816 under budget for the month and \$14,480 under budget on a year to date basis.
- In November and December, we have several landscape improvements underway and ongoing post hurricane clean up activity. They include: Stump removal \$400; Azalea Street/ Kiosk plants and clean up \$900; Tree Trimming \$1400 & \$400; Field Street Maple Tree Trimming \$750; Pine Tree removal \$700; Publix Trail Clean up \$840; Pond Clean Up \$240; for a total of \$5630. In addition we will be transferring account #5996 Storm Damage IRMA in the amount of \$7101 into the Contingent Repairs and Discretionary Capital category in December.
- In summary I am estimating the following in December and the Full Year for Contingent Repairs and Discretionary Capital expenses:

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Nov 30 YTD	\$46,958	\$63,891	
Dec spend Projects	5,630		
Dec re-book IRMA	7,101		
Dec re-book Projects	2,452		
Dec Other spend Est	<u>1,500</u>		
Est'd Dec YTD	\$63,641	\$69,700	\$6,059 under

- Addressing a Full Year 2017 Estimate
 - On November year to date basis, Revenue of \$241,838 is \$3,923 over budget; Expenses of \$217,348 were \$8,610 under budget.
 - The December spend is estimated at \$22,000 with a full year spend of \$239,400.
 - If we can achieve this, we will not use the \$7,100 originally marked to spend from the General Fund and we will achieve a balanced 2017 budget.

Summary / Other

- In summary, the Association is essentially on budget and will continue to manage our expenses and assets to remain within our full year budget.
- A detailed Cash Flow Report, Balance Sheet, Income Statement and General Ledger has been provided to the Board as part of the monthly AIM Financial Reporting Package.
- No significant financial, contractual, or regulatory events to report for the month
- The 2018 Budget has been completed, submitted, reviewed and approved at the November 20th Board meeting.
- The 2018 Budget has been prepared monthly and submitted to the BOD and AIM for inclusion into the AIM Managed TOPS accounting system.
- Instructions have been sent to the AIM Controller for various re-booking adjustments in December
- Key financial initiatives underway include cost savings associated with a revised street light agreement and the introduction of a new Capital Contribution Declaration being presented the member community for adoption.

AMELIA PARK NEIGHBORHOOD ASSN INC

Balance Sheet
As of 11/30/17

ASSETS

CURRENT ASSETS:

1002	CHECKING - FFSB	\$ 5,246.17	
1091	OPERATING CONTINGENCY FFSB	118,316.91	
1095	MAINT FUND FFSB	14,946.56	
1097	CAP CONTRIBUTION - FFSB	50,184.75	
1184	BAD DEBT ALLOWANCE	(4,743.51)	
1411	PREPAID INSURANCE	1,947.51	
	TOTAL CURRENT ASSETS		\$ 185,898.39

LIABILITIES & EQUITY

CURRENT LIABILITIES:

2109	ACCOUNTS PAYABLE CLEARING	\$ 784.42	
2114	ARB CONSTRUCTION DEP/REFUND	46,000.00	
2190	PREPAID ASSESSMENTS	216.53	
	SUBTOTAL LIABILITIES		\$ 47,000.95

EQUITY:

3582	CAPITAL CONTRIBUTION	\$ 671.60	
3996	FUND BALANCE	112,781.56	
	CURRENT YEAR NET INCOME/(LOSS)	25,444.28	
	SUBTOTAL EQUITY		\$ 138,897.44
	TOTAL LIABILITIES & EQUITY		\$ 185,898.39

AMELIA PARK NEIGHBORHOOD ASSN INC

STATEMENT OF INCOME/EXPENSES

Period: 11/01/17 to 11/30/17

Actual	Current Period		Account	Description	Actual	Year-To-Date		Yearly Budget
	Budget	Variance				Budget	Variance	
INCOME								
.00	.00	.00	04082	ASSESSMENT INCOME	231,666.10	230,488.50	1,177.60	230,488.50
850.00	500.00	350.00	04086	ARB REVIEW-BUILDER PLANS	7,550.00	5,500.00	2,050.00	6,000.00
.00	100.00	(100.00)	04087	TRANSFER FEES	1,550.00	1,100.00	450.00	1,200.00
50.00	.00	50.00	04334	PAVILION USAGE FEE	50.00	.00	50.00	.00
.00	33.33	(33.33)	04391	FINANCE CHARGES	599.87	366.63	233.24	400.00
54.10	33.33	20.77	04392	INTEREST CONTINGENCY FUND	477.87	366.63	111.04	400.00
.00	41.67	(41.67)	04393	COLLECTION FEES	349.03	458.37	(109.34)	500.00
.00	8.33	(8.33)	04395	TREE MITIGATION	550.00	91.63	458.37	100.00
.00	25.96	(25.96)	04399	MISC INCOME	.00	285.56	(285.56)	311.50
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954.10	742.62	211.48		SUB-TOTAL INCOME	242,792.67	238,657.32	4,135.35	239,400.00
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EXPENSES								
MAINTENANCE								
.00	187.50	187.50	05605	STREET TREE TRIMMING	2,450.00	2,062.50	(387.50)	2,250.00
2,452.75	300.00	(2,152.75)	05650	LANDSCAPE COMMITTEE PROJE	5,071.94	3,300.00	(1,771.94)	3,600.00
5,015.88	5,100.00	84.12	05651	LANDSCAPE CONTRACT	55,174.68	56,100.00	925.32	61,200.00
300.00	.00	(300.00)	05652	BASE LANDSCAPE ADDITIONS	300.00	.00	(300.00)	.00
340.00	316.67	(23.33)	05653	LAKE MAINT	3,740.00	3,483.37	(256.63)	3,800.00
.00	125.00	125.00	05654	PALM TREE TRIMMING	1,830.00	1,375.00	(455.00)	1,500.00
.00	70.50	70.50	05655	PUBLIX TRAIL MAINT	.00	775.50	775.50	846.00
100.00	16.67	(83.33)	05683	TERMITE/PEST CONTROL	275.00	183.37	(91.63)	200.00
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8,208.63	6,116.34	(2,092.29)		MAINTENANCE	68,841.62	67,279.74	(1,561.88)	73,396.00
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UTILITIES								
2,891.76	3,000.00	108.24	05801	STREET LIGHT RENTAL	31,809.35	33,000.00	1,190.65	36,000.00
387.08	416.67	29.59	05802	ELECTRICITY	4,487.99	4,583.37	95.38	5,000.00
156.56	145.83	(10.73)	05803	WATER EXP	1,772.53	1,604.13	(168.40)	1,750.00
.00	16.67	16.67	05968	CHURCH HALL UTILITY FEES	.00	183.37	183.37	200.00
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3,435.40	3,579.17	143.77		TOTAL UTILITIES	38,069.87	39,370.87	1,301.00	42,950.00
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GENERAL & ADMIN								
.00	250.00	250.00	05101	FRONT PORCH PRODUCTION	1,508.70	2,750.00	1,241.30	3,000.00
19.41	62.50	43.09	05102	WELCOME CMTE OUTREACH	539.48	687.50	148.02	750.00
332.33	416.67	84.34	05105	ARCHITECT REVIEW FEES	6,542.80	4,583.37	(1,959.43)	5,000.00
313.58	166.67	(146.91)	05130	EVENTS	1,420.57	1,833.37	412.80	2,000.00
.00	33.33	33.33	05901	DIRECTORS EXP	3.32	366.63	363.31	400.00
39.88	41.67	1.79	05903	WEBSITE/INTERNET	390.79	458.37	67.58	500.00
83.33	83.33	.00	05904	BAD DEBT EXP	916.63	916.63	.00	1,000.00

AMELIA PARK NEIGHBORHOOD ASSN INC

STATEMENT OF INCOME/EXPENSES

Period: 11/01/17 to 11/30/17

Actual	Current Period		Account	Description	Actual	Year-To-Date		Yearly Budget
	Budget	Variance				Budget	Variance	
18.29	83.33	65.04	05909	POSTAGE & OFFICE SUPPLIES	650.06	916.63	266.57	1,000.00
.00	8.33	8.33	05914	CORPORATE REPORT	61.25	91.63	30.38	100.00
138.58	500.00	361.42	05920	INSURANCE D&O	1,826.26	5,500.00	3,673.74	6,000.00
347.34	37.50	(309.84)	05921	INSURANCE - LIABILITY	4,625.88	412.50	(4,213.38)	450.00
163.25	166.67	3.42	05922	INSURANCE UMBRELLA	1,795.75	1,833.37	37.62	2,000.00
.00	25.00	25.00	05923	ACCOUNTING/TAX PREP	220.00	275.00	55.00	300.00
.00	4.17	4.17	05926	TAXES	.00	45.87	45.87	50.00
.00	166.67	166.67	05952	LEGAL FEES - T & P	8,059.51	1,833.37	(6,226.14)	2,000.00
.00	416.67	416.67	05953	LEGAL FEES - TOMASSETTI PRIN	383.38	4,583.37	4,199.99	5,000.00
2,492.00	2,492.00	.00	05954	MANAGEMENT FEES	27,412.00	27,412.00	.00	29,904.00
<u>3,947.99</u>	<u>4,954.51</u>	<u>1,006.52</u>		GENERAL & ADMIN	<u>56,356.38</u>	<u>54,499.61</u>	<u>(1,856.77)</u>	<u>59,454.00</u>
MISCELLANEOUS								
20.05	83.33	63.28	05969	MISCELLANEOUS	20.05	916.63	896.58	1,000.00
.00	.00	.00	05996	STORM DAMAGE IRMA	7,101.54	.00	(7,101.54)	.00
<u>20.05</u>	<u>83.33</u>	<u>63.28</u>		TOTAL MISCELLANEOUS	<u>7,121.59</u>	<u>916.63</u>	<u>(6,204.96)</u>	<u>1,000.00</u>
CONTINGENT REPRS/DISCRETIONARY CAPITAL EXP								
.00	1,666.67	1,666.67	06010	COMMON AREA LANDSCP IMPRV	8,123.62	18,333.37	10,209.75	20,000.00
666.90	3,333.33	2,666.43	06015	RPR/REPLC EXISTING CAP IMPRV	30,906.26	36,666.63	5,760.37	40,000.00
685.80	291.67	(394.13)	06040	MISC REPAIRS/REPLACEMENTS	3,463.14	3,208.37	(254.77)	3,500.00
187.00	500.00	313.00	06041	IRRIGATION IMPROVMNT/ REPAIR	4,465.91	5,500.00	1,034.09	6,000.00
.00	16.67	16.67	06049	TREE MITIGATION EXPENSES	.00	183.37	183.37	200.00
<u>1,539.70</u>	<u>5,808.34</u>	<u>4,268.64</u>		TOTAL CONTINGENT/ DISCRETN.	<u>46,958.93</u>	<u>63,891.74</u>	<u>16,932.81</u>	<u>69,700.00</u>
<u>17,151.77</u>	<u>20,541.69</u>	<u>3,389.92</u>		TOTAL EXPENSES	<u>217,348.39</u>	<u>225,958.59</u>	<u>8,610.20</u>	<u>246,500.00</u>
<u>(16,197.67)</u>	<u>(19,799.07)</u>	<u>3,601.40</u>		CURRENT NET INCOME/(LOSS)	<u>25,444.28</u>	<u>12,698.73</u>	<u>12,745.55</u>	<u>(7,100.00)</u>

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TO: AMELIA PARK NEIGHBORHOOD ASSOCIATION

From: Peter Mallory, Community Association Manager

MONTHLY REPORT

DATE: December 2017

Amelia Park Neighborhood Association	G	F	P	REMARKS OR ACTION TAKEN
CONDITION:				
Common Area Buildings:				
SIGNAGE	X			
EXTERIOR PAINT / WATERPROOFING	X			
PARK PAVILION	X			Park Square in good shape.
ROOFS	X			Park Pavilion Roof showing its age.
COMMON AREA MAIL KIOSKS	X			Cobwebs cleaned monthly
STORAGE ROOM	X			
LIGHTS & ELECTRICAL				Garden path lights repaired, but some storm damage spotted at pergola still to be fixed.
OUTDOOR LIGHTING	X			
ENTRANCE SIGNS	X			
LANDSCAPING & IRRIGATION	X			
TURF/ PLANTS & TREES	X			Still Need "per -tree" cost figure in order to send a "bill" to owners that must replace street trees lost during the hurricane. Crepe Myrtle replacement trees. Preliminary message /letter sent to affected owners. City to finish up stump grinding in ROW
PONDS	X			
SIDEWALKS	X			
PAVER WALKWAYS	X			Brick walk at Perimeter Park playground area cleaned to remove slip hazards
ALLEYWAYS	X			

Amelia Park Neighborhood Association	G	F	P	REMARKS OR ACTION TAKEN
CONDITION:				
PARKING AREAS	X			
Garden District Paths PEST CONTROL	X	X		2 broken benches to be removed still
WATER & SEWER STORM DRAINAGE	X			
Publix Trail Area	X			
CITY TRASH PICK UP ISSUES	X			
PLAYGROUND	X	X		Contacted the manufacturer of the fence we have. "Forster" is made in south Florida. They no longer make this three rail, 4 foot, aluminum fence any longer Looking to other options.
Covenant Enforcement				Working through the list and adding to it each week for letters and follow up. Issues being resolved. Separate report to detail activities to date updated monthly. Generally owner responding favorably. Walked neighborhood with PARB for additional input.

MONTHLY INSPECTION REPORT

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December 2017

ADDITIONAL COMMENTS: G=GOOD, F = FAIR, P = POOR

Green Space/Landscape – DECEMBER 2017

Current projects:

1. Mail kiosk on Perimeter. Planting is finished.
2. Area 8 in the Garden District. Tree removal and pruning is scheduled for December 28. Beverly Combs and Pat Kenney of the Landscape Committee have created a plan for landscaping upgrades (subject to modification), which has been approved by the Committee. The final plan and the installation costs will be brought to the Board for approval by February 2018. Installation will take place in the spring of 2018.
3. Area 37 (Azalea at North Park) and the mail kiosk at Park Ave. Plants have been selected and a plan drawn up. Once it receives approval by the PARB, Trim All will complete installation.
4. Pine Tree in Area 36 on Northpark. We have a quote of \$700.00 to remove this tree. The work will be done on December 22.
5. Field Street maples. We have a quote of \$750.00 for structural pruning of these trees. This work will also be done on December 22.

Hurricane Cleanup:

1. Lakeside. The work along the Lake is essentially complete. We may need to do some cleanup of branches that have fallen into the water and along the edge. That could be done in the winter.
2. Area 19 (pond along Park at entrance). The work there has been done.
3. Publix Trail. We approved an amount of \$840.00 to do the most immediate work. This should remove trees and

branches that pose a hazard to people using the trail. More work will probably have to be done next year.

4. Area 6 (Geddes Lane). We are still waiting for an estimate on removal or grinding of several stumps.
5. Street trees damaged by Matthew and Irma. There are still stumps to be removed or ground and several trees need to be cut down. We are waiting for the city to return and finish the work.

ARB Report

December 11, 2017

Last ARB Meeting: November 30, 2017

Next ARB Meeting: January 4, 2017 YMCA Meeting Room 9:00am

NEW HOMES RECENTLY COMPLETED

None

NEW HOMES UNDER CONSTRUCTION

- 1) Block 2 Lot 10 (Northpark Drive) – Camera / Call Construction
- 2) Block 5 Lots 1, 2, 3 (Northpark Drive) – Pattillo / Pickett Construction
- 3) Town Center Block 1 Lot 5 (Azalea Street) – Amelia Park TND/Riverside Homes
- 4) Town Center Block 1 Lot 3 (15th Street) – Amelia Park TND/Riverside Homes
- 5) Town Center Block 1 Lot 6 (Azalea Street) – Amelia Park TND/Riverside Homes

NEW HOMES UNDER REVIEW OR APPROVED

- 1) Block 1 Lot 13 (Northpark Drive) – Raab (Final Plans approved)
- 2) Town Center Block 1 Lot 4 (15th Street) – Amelia Park TND/Riverside Homes (Final Plans approved)

OTHER

- 1) 1773 School Street – Garage Addition (Final Plans approved)
- 2) 1854 & 1860 Carnation St. – Garage Unit Modification (Final Plans approved)
- 3) Holy Trinity Anglican Church School Site (Under review) – Preliminary plans presented by John Cotner, Cotner Associates. Summary of ARB comments:
 - Vehicular ingress-egress to school site off of School Street to be eliminated. Full primary vehicular access to be from Citrona Ave with secondary access proposed (shell surface material) at Hometown Drive / Neighbor Street intersection.
 - Pedestrian walkway along School Street to enter school site at north side of classroom buildings and extend south along pond to Park Ave. / Lake Park Dr. intersection.
 - Show onsite location for trash dumpster enclosure.
 - Submit entire property tree survey with next submittal and identify existing trees to be saved / removed.
 - Note that per the Amelia Park PUD Code Regulation Plan the zoning for the property is Civic Building Reservation.
- 4) 1897 Lake Park Dr. – Louver Breezeway (Approved with comments)
- 5) 1567 Olmsted Lane – Rear Porch Addition (Under review)

Rules and Regulations

Noticed _____ and Board adopted on _____



A Good Place to Live

APPROVAL OF EXPENDITURES

All Amelia Park Neighborhood Association (APNA) expenditures shall comply with the applicable requirements for contracting contained in Chapter 720, The Florida Statutes. In addition, the following approval authority and limits shall apply to all APNA expenditures:

a. If the proposed expenditure is included in the approved Association budget or if the proposed expenditure is not in the approved budget but an equal offset is identified by the requester from a budget line item submitted or administered by the requester and contained in the approved budget, then the following approval authority applies:

<u>Amount</u>	<u>APNA Approval authority</u>
Less than \$2,500	Treasurer
\$2,500 to \$9,999	Treasurer and two other directors
\$10,000 or greater	Board of Directors

b. For items that do not meet any of the above criteria, approval shall be obtained from the Board of Directors unless the expenditure is for an unforeseen, emergency situation. In emergent situations such as clearing debris from the lanes after a storm, the Community Association Manager may make expenditures as outlined in the current Agreement between the management company and the Association. In addition, the Community Association Manager is authorized to spend for any immediate need or unanticipated repair, replacement or maintenance item without prior Board approval up to \$500 as delineated in the current Agreement.

c. Unless Board of Directors' approval is obtained, no expenditures shall be made that result in improvements to any property or physical asset other than Association common area or asset and no services shall be rendered to any entity other than for the direct benefit of the Association.