**Sienna Forest Homeowners Association**

01/30/2023

6:00pm - 8:00pm

St Mary’s Seafood, 11290 Old St Augustine Rd

**Meeting called by:** Kurt Ringo

**Type of meeting:** HOA Annual Meeting

**Board Attendees:** Treasurer Maxine Holcomb, President Kurt Ringo, Secretary Caroline Shank, Cheryl Dolinger

**Resident Attendees:** Margaret Anne Payne, Shaun Stimpert, Derrick and Lisa Jenkins, Jan and Ron Butner, Suzanne Voss, Mark and Doreen Abbott, Susan Setterlund, Martina and Erik Willadsen, Jacob Tomlinson, Aaron Flick, Gina Konwerski, Roy Holcomb

**Minutes**

**Agenda Item: Welcome and Meeting Agenda**

**Discussion:**

* The meeting was called to order at 6:30
* Kurt Ringo welcomed everyone and went over the agenda for the evening

**Agenda Item: Overview of 2022**

**Discussion:**

* Kurt reviewed the recent maintenance work on the sign and front entrance, and the timeline of the Swale work, from the beginning of 2021. The total expense of swale work to date is $28,801, which is less than the budgeted amount.
* Kurt discussed the decision by the board to assign C&R compliance to a neighborhood volunteer committee. This saves the neighborhood $220/mo. If a neighbor brings it to your attention that something on your property is not in line with the C&R, please be kind in your response!

**Agenda Item: Possible Future Needs**

**Discussion:**

* Kurt discussed potential upcoming expenses and actions, including dealing with drainage issues on the East side of Tanya Ter E; removing brush from around the retention pond; hiring a company to deal with C&R compliance issues if we are unable to deal with issues internally; and potential technology expenses.

**Agenda Item: Homeowner and HOA Responsibilities**

**Discussion:**

* Kurt briefly reviewed the responsibilities of the homeowners of Sienna Forest, including getting written approval from the ARC for any improvements to their property, not constructing any improvements that interfere with drainage flow or easement access, and allowing the HOA access to their property when needed to carry out HOA responsibilities.
* Every property has an easement along all lot lines, and the Board has the right to enter these areas to carry out its responsibilities
* Kurt also reviewed the responsibilities of the HOA board, which are maintaining the stormwater managements system, the retention pond, drainage, and the sign and landscaping in the front entrance

**Agenda Item: New Technologies**

**Discussion:**

* Aaron Flick presented the Sienna Forest website he has been constructing over the past few months, and invited neighborhood involvement in future content for the site. Please contact him with any feedback and ideas you may have, such as any contractors you would like to see added, or functionality suggestions.
* The website is currently hosted free of charge
* Website link: <https://siennaforestjax.azurewebsites.net/>
* Aaron also discussed the possibility of using a service like Zoom to make HOA meetings available to those who are unable to attend in person. More details will be coming soon.

**Agenda Item: Treasurer’s Report**

**Discussion:**

* Finances were presented by Maxine Holcomb
* Yearly dues owed by 2/15. Letters were sent out to all homeowners.
* Dues were raised by 15% this year
* Several categories in the estimated budget are slightly higher than 2022, due to rising costs. These include: Fence and Front Sign Maintenance, Insurance, Lake Doctor, Landscaping, and Pest Control, Postage, Sprinkler Repair, and Supplies
* Estimated budget total for 2023 is $21,680. Budget as presented at the meeting will need to be amended to show a higher contingency fund, to account for leftover amount from money budgeted for the meal at the annual meeting. The final budget is to be sent with annual meeting minutes.
* A motion was made and passed to approve the 2023 budget with the proposed amendment

**Agenda Item: Election of Board Members**

**Discussion:**

* Ballots were handed out to each resident as they entered, and Cheryl Dolinger tallied the ballots and presented the results. On the ballot were Kurt Ringo (President), Cheryl Dolinger (Vice President), Maxine Holcomb (Treasurer), and Caroline Shank (Secretary).
* All board members were re-elected unanimously.