

**WOODFIELD COMMUNITY ASSOCIATION
BOARD MEETING
September 20, 2022**

The Meeting of the Board of Directors for Woodfield Community Association held on September 20, 2022 via ZOOM.

The Meeting was called to order at 6:30 P.M. by Jorge Andino. Other Directors present were Veronica Moore and Aaron Bridgewater. David John was absent. James Manfred of Management & Associates was present and served as recording secretary. Three Board members were present and a quorum was met.

Approval of Prior Meeting minutes: Approved. Motion by Mr. Andino, second by Ms. Moore and approved unanimously.

Officers Reports: None

Manager's Report: James sent the Board members a sample violation policy. After discussion regarding how to vote approval of fines (**Mitch can they vote on the 4th Thursday via email to approve fines**) and the amounts and number of fines per year, Mr. Andino motion to accept the attached (**Appendix A**) policy. Mr. Bridgewater seconded the motion and it passed unanimously.

Committee Reports:

DRC: none

CRC: Mr. Andino made a motion to add Joseph Badalamenti to the CRC committee. Ms. Moore seconded the motion and it passed unanimously.

Old Business:

- Pressure Washing: Mr. Andino presented the 2022 bid from RipTide Pressure Washing. Due to inflation and the addition of cleaning the weir wall the price will be \$11,938.20. He then made a motion to accepting this bid. Mr. Bridgewater seconded the motion and it passed unanimously.
- Christmas Lighting: Mr. Andino presented the motion to have only 2 Christmas trees at the entrance this year and to balance both sides of the entrance. If this was accepted the budgeted cost would not increase. Ms. Moore seconded the motion and it passed unanimously.
- Ratify Weir Wall repair: Mr. Andino made a motion to approve the \$8400 weir wall repair and testing that has been completed. Ms. Moore seconded the motion and it passed unanimously.

New Business:

- Pathway lights: Mr. Andino presented the a motion to replace all 7 pathway lights in the community at a cost not to exceed \$1200. After discussion regarding how to pay and from what account. Mr. Bridgewater seconded the motion and it passed unanimously.
- No Trespassing and No fishing signs: Mr. Andino presented two bids for said signs. One with square aluminum posts and a second for standard green metal sign post seen on most signs in communities. After discussion the motion presented by Mr. Andino as for the square aluminum posts and signs. Mr. Bridgewater seconded the

- motion and it passed unanimously.
- Pine Tree removal on Forelock Road: The Board could take no action as they are still awaiting bids.
 - Pond Maintenance: The Board discussed the issues (heavy rain this year and peoples back yard grass cuttings) of keeping the ponds in clean condition. Mr. Andino will discuss this with the Associations pond maintenance company.

Adjournment: No other business was brought before the Board. The meeting was adjourned at 7:28 PM.

Accepted by:

Submitted by:

Jorge Andino, President
Woodfield Community Associaiton

Mitch Lucas, Property Manager
Management & Associates

APPENDIX A

A RESOLUTION OF THE BOARD OF DIRECTORS ESTABLISHING A FINING PROCEDURE

WHEREAS, the Declaration of Covenants, Conditions and Restrictions for Woodfield Community Association, grants the Association the authority to impose fines for violations of the Governing Documents or Rules;

WHEREAS, the Declaration, Bylaws, and other Governing Documents of Woodfield Community Association establish restrictions, obligations, and rules of ownership and residency.

WHEREAS, Woodfield Community Association was developed with the intent that its members abide by its Governing Documents, referenced herein.

WHEREAS, Section 720.305(2), *Florida Statutes*, currently states, in part, that: "The association may levy reasonable fines. A first fine may not exceed \$250 per violation against any member or any member's tenant, guest, or invitee for the failure of the owner of the parcel or its occupant, licensee, or invitee to comply with any provision of the declaration, the association bylaws, or reasonable rules of the association unless otherwise provided in the governing documents. A second fine of \$250 may be levied by the board for a continuing violation, with a single notice and opportunity for hearing. A final fine not to exceed \$500 will be imposed so that in the aggregate a violation fine does not exceed \$1000 per year unless otherwise provided for in Florida Statutes."

WHEREAS, Section 720.305(2)(b), *Florida Statutes*, currently states, in part, that a fine may not be imposed by the board of administration without at least 14 days' notice to the person sought to be fined and an opportunity for a hearing before a committee of at least three members appointed by the board who are not officers, directors, or employees of the association, or the spouse, parent, child, brother, or sister of an officer, director, or employee. If the committee, by majority vote, does not approve a proposed fine, it may not be imposed. The role of the committee is limited to determining whether to confirm or reject the fine levied by the board. If the proposed fine or suspension is approved by the committee, the Board shall meet the next business day to approve the fine payment and a due date of 5 days after notice of the approved fine is provided to the parcel owner and, if applicable, to any occupant, licensee, or invitee of the parcel owner. The association must provide written notice of such fine by mail or hand delivery to the parcel owner and, if applicable, to any tenant, licensee, or invitee of the parcel owner.

NOW, THEREFORE, BE IT:

RESOLVED, that the Board of Directors of Woodfield Community Association, Inc. adopts the following Fining Procedures which conform with the Declaration and Section 720.305(2), *Florida Statutes*:

Section 1. The Board of Directors shall appoint a Fining Committee (hereinafter "Committee") of at least three (3) members of the community who meet the requirements of the statute cited above. The Board may modify who sits on this Committee at any time.

Section 2. The Board may become aware of a violation via a property inspection performed by the Community Association Manager (CAM) and/or a Board member, a report by an owner or resident, or any other method.

Section 3. The Board issues violation notices based on the Declaration, Bylaws, Rules and other Governing Documents. The Board may delegate the task of issuing the violation notice to its CAM or other agent. A maximum of two notices of violation will be issued to member or any member's tenant, guest, or invitee per violation infraction. The notice shall include a description of the violation.

Section 4. If the violation is not cured within the deadline contained in the notice, or, if there is no deadline in the notice, if the violation is not cured within a reasonable time, the Board will issue a Notice of Intent to Fine. The Board may delegate the task of issuing this Notice to its CAM or other agent. The Notice shall include a date, time, and location

of a Fining Committee hearing where the matter is scheduled to be heard. Pursuant to Florida Statute, the Notice shall provide at least 14 days' notice of the hearing. The Notice shall also include the fine amount proposed by the Board.

Section 5. At the hearing, the member¹ shall have the right to be represented by legal counsel and an opportunity to produce any statement, evidence, and witnesses on his or her behalf. The member does not have to be present at the hearing for the Committee to hear the matter and issue a decision.

The term "member" shall include the member's tenant, guest, or invitee, if applicable, throughout this Resolution.

Section 7. A majority of the Committee must vote in favor of the proposed fine for it to be imposed. Fines can and will be assessed for each separate violation. If there are multiple violations, each violation is considered separately.

Section 8. Written minutes of the hearing shall be taken and shall include the results of the hearing and any fine that is imposed.

Section 9. The Fining Committee shall forward the minutes of the hearing to the CAM or other agent. If the Committee approves a proposed fine, the CAM or other agent will notify the Board of such approval. The Board shall then provide written notice of such fine by mail to the member. The Board may delegate the task of issuing the notice to its CAM or other agent. The notice shall provide a deadline for payment of the fine.

Section 10. If payment of the fine is not timely received, the Board shall take action to collect the fine, including referring the fine to legal counsel. Any fine that reaches \$1,000.00 may become a lien on the parcel. Such lien may be foreclosed in the same manner as assessments. Payment of any and all attorney's fees and legal costs incurred by the Association for the purpose or collection of the fine will be the responsibility of the member and will become a part of any lien on the parcel. Any fines incurred by a member's tenant, guest, or invitee are the responsibility of the member as well as the tenant, guest, or invitee.