

**BULL RUN UNIT II HOMEOWNERS ASSOCIATION**  
**POST OFFICE BOX 3621**  
**TALLAHASSEE, FL 32315**  
**(850) 528-5043**     [BullRunUnit2@gmail.com](mailto:BullRunUnit2@gmail.com)

ANNUAL MEMBERS MEETING MINUTES  
SEPTEMBER 20, 2022 – 6:00 P.M.  
LEON COUNTY LIBRARY – NORTHEAST BRANCH

1. Call to Order at 6:05 p.m. and quorum was established
2. Notices were mailed August 21, 2022
3. Welcome and Introduction of Current Board Members
  - a. Management introduced herself, Melisa “Lisa” Smith and each of the Board members present introduced themselves:
    - i. Ted Nation, President
    - ii. Deborah Barnes, Secretary
    - iii. Janice Lyon, Director
4. Motion to approve the minutes of the last annual meeting, December 8, 2020, by Dana Barnes and second by Glenn Awong. Minutes were unanimously approved.
5. Management reviewed the financials for the current fiscal year and presented a spreadsheet showing a history since 2019 of expenditures. A proposed budget was included for future action by the Board.
6. Management Report
  - a. The following homes were purchased or had ownership updates in 2022:
    - i. 5659 Tecumseh Dr – Elizabeth Jackson
    - ii. 5655 Tecumseh Dr – Marta Sheppard and Clifford Williams
    - iii. 5698 Burnside Circle – Brian and Karen Wheeler
    - iv. 5686 Burnside Circle – Rita Horn
    - v. 5648 Burnside Circle – David and Penny Rowlands
    - vi. 5653 Burnside Circle – Loren Marie and Lesley De Mey
    - vii. 2501 Ulysses Rd – Persica Homes
    - viii. 2503 Ulysses Rd – Persica Homes
    - ix. 2545 Ulysses Rd – Harsha Panasa and Nara Anusha
7. Election of Board of Directors (5 to 9 directors)
  - a. Members who serve on the Board are volunteers and must be current on their dues, have no felony criminal and have a willingness to participate in projects and attend Board meetings. The Bylaws require at least 5 board members and no more than 9.
  - b. Intent to Run forms were received from the following members:
    - i. Ted Nation
    - ii. Deborah Barnes
    - iii. Brian Wheeler
    - iv. Janice Lyon
    - v. Glenn Awong
  - c. As there were five forms received, these members were automatically appointed to the Board.

8. Architectural Control Committee

- a. The Architectural Control Committee is responsible for reviewing all exterior modification requests and insuring they are in compliance with the governing documents as well as harmonious with the neighborhood standards. This would include paint colors, installation of trees, mailboxes, etc. The following members volunteered to service on the Committee:
  - i. Janice Lyon
  - ii. Teri Cleeland
  - iii. Elizabeth Murray

9. Compliance Inspections and Grievance Committee

- a. This committee would be responsible for hearing a member's grievance if they are being fined. As the Board finds that a homeowner should be fined for non-compliance, the member would be given an opportunity, if requested, to grieve the penalty. This Committee would be given the documentation from the Board and from the homeowner to review and would vote on whether then fine/penalty was in compliance with the governing documents and neighborhood standards. These compliance issues would include, but not be limited to, yard maintenance, home maintenance, boats/trailers/RV's in the neighborhood, correct mailboxes, etc.
  - i. The Association needs volunteers to serve on this committee. These members should be non-board members.

10. New business

a. Mailboxes

- i. Discussion regarding the box numbers are becoming faded and hard to see. Management will obtain a quote for bulk purchase of numbers and a vendor to install the numbers for the board's review. It is important that the style and color of the numbers are the same on all mailboxes. Some mailboxes need to be repainted.
- ii. Management is also trying to locate a vendor for mailbox replacement for the current mailboxes.

b. Common Area Maintenance

- i. Discussion regarding concerns with areas of the common area. Ted explained that each unit is responsible for portions of the common area. Heinz is the vendor for all areas and All Around the Garden handles some of the beautification responsibilities. Ted Nation is Unit 2's representative on the Master Association who oversees the common area maintenance.
- ii. Glenn Awong inquired about a large fir tree behind his house that is of concern. Management will have an arborist review the tree.
- iii. 2553 Ulysses, Ramesh Perumal, explained that trees and bushes along Kerry Forest are intruding in his yard. Management explained that he owns his air space and that he can cut limbs over his yard and trim all bushes/vines intruding on his fence.
- iv. 2623 Ulysses, Beth Murray, indicated there are trees in the common area that need to be evaluation. There was a report done previously but no action was taken. This area belongs to Unit 4 and Management will reach out to Marie.

c. Irrigation Backflows

- i. Dana Barnes asked if anyone else was having trouble with rusting galvanized pipes. There were some other repairs issues with the backflows. This is a homeowner issue and not an association issue.

- d. Pet Waste
    - i. Glenn Awong inquired if the Association could consider install dog bag stations. Management will research the costs of these stations and finding a company to maintain them. Marie may have a company managing stations in Unit 4. Management will reach out to her.
  - e. Solicitation Issues
    - i. Companies are soliciting in the neighborhood and the “No Solicitation” signs may be missing.
    - ii. Management advised that if a company is soliciting to send an email and let her know what the name of the company is and she will contact their office and tell them not to come to our neighborhood anymore.
  - f. City Lighting
    - i. Rob Marcinowski asked if the City could be contacted to update the lighting in the neighborhood to all LED lights. Management will check on this. Management encouraged everyone to report issues to the City using the Digitally app including lightings, broken sidewalk and other city issues.
  - g. Association CD
    - i. Management will obtain information on the Association CD and provide to the owner.
11. Adjournment – Janice motioned to adjourn at 7:24 pm

# BULL RUN UNIT II HOMEOWNERS ASSOCIATION

## BOARD OF DIRECTORS MEETING MINUTES

1. Call to Order AT 7:24 PM
2. Election of Officer-- Motion by Brian to accept the officers as indicated below; seconded by Glenn. Officers unanimously elected.
  - a. President – Ted Nation
  - b. Vice President – Deborah Barnes
  - c. Secretary/Treasurer – Janice Lyon
  - d. Brian Wheeler – Director
  - e. Glenn Awong – Director
3. Management advised that she would like to change the bank to a local bank, Capital City Bank. The Board unanimously agreed.
4. Collections procedure – Management reviewed the collection procedure for delinquent homeowners. Homeowners will receive the following for dues:
  - a. Original statement
  - b. Delinquent Statement
  - c. 30-day warning for turnover to Attorney
  - d. Turnover to Attorney – Collections fees assessed at this time
  - e. Attorney will send Lien Notice and placed lien, if not paid. Lien Fees assessed at this time.
  - f. Attorney will move to court proceedings including small claims court or foreclosure proceedings
  - g. 30-day warning notices were sent to everyone two years or more behind on August 10<sup>th</sup>. Only one person responded and paid. Management requested permission to turn over to attorney everyone who was two years behind to move forward with the lien process. Motion by Brian to move forward with this process; seconded by Glenn. Unanimously agreed.
  - h. Justin is current over \$7000 behind is assessment and fees. Management requested permission to update the lien and to proceed with court action as recommended by attorney. Motion by Glenn to move forward with this process; seconded by Deborah. Management will refer this action to Michael Raybourn.
5. Future Projects
  - a. Website Proposal
    - i. Management brought a proposal from Alex Lovern, an FSU Masters Degree graduate to setup an Association Website. This website would include the governing documents, community notices, minutes, etc., for the Association. This is the same company which has set up several websites for other associations.
    - ii. AOsociations for Management. Motion by Janice to approve the website proposal; seconded by Deborah. Website unanimously approved.
6. Community Holiday Activities
  - a. At this time there are no community events planned. The Board will discuss this further at the next meeting.
7. Adjournment – Ted motion to adjourn at 7:45 p.m.