

**OX BOTTOM MANOR COMMUNITY ASSOCIATION, INC.**  
**MINUTES OF THE BOARD OF DIRECTORS MEETING**  
**December 11, 2007**

Meeting held at the SummerBrooke Clubhouse, 7505 Preservation Road. President, Robert Hicks called the meeting to order at 6:33 p.m.

Board members present: Robert Hicks, Steve Spook, Sharon Elsberry and Frank McClean representing a quorum. Bryan Seaquist was called out of town on a family emergency.

Approval of the minutes from the August 16, 2007 board meeting:

Motion to approve: Frank

Second: Steve

Vote: All in favor

Financial Report: Oct 2007

Motion to accept: Frank

Second: Steve

Vote: All in favor

Delinquent Dues: \$8,009.90

Mark Jones, CPA will assist with production of the 2008 budget. An increase to the legal fee line item will be considered.

ACC Report: Bryan Seaquist/Mark Ervin

Mark Ervin reported a few violations that will be included on an updated spread sheet for the office to send notices.

Due to the number of recent mailboxes destroyed, the board will consider recommending reflective stickers be applied to mailboxes for better visibility. Marie will speak with Classic Accents about stickers.

Legal: Strickland

The trailers in violation are currently removed from the property. The board will ask the attorney what action can be taken to prevent this issue again.

Agreement Renewals:

Association Management - Homeowners Association Management, Inc.

Agreement renewal at same rate approved unanimously.

Motion to approve 2 year contract: Steve

Second: Sharon

Vote: All in favor

Office Relocation: Marie Eddy announced that she will be relocating to Village Square Blvd, near Albertson's on Thomasville Road during the Holiday break. The address will be posted on the website.

Association Attorney - Legal Chris Lyons, Lewis, Longman & Walker, P.A.

Motion to approve attorney agreement: Sharon

Second: Frank

Vote: All in favor

Grounds Maintenance - Gaines Maintenance Service, LLC

Gaines submitted a request for renewal of the maintenance contract at the same rate:

Motion to approve contract: Steve

Second: Frank

Vote: All in favor

Maintenance:

Gaines reported that the irrigation system was under repair. Several common areas were reported as needing trimming and pruning. The Board Members will review each area and provide suggestions to Gaines for maintenance.

Deerwood Common Areas Maintenance: Common areas along Buck Run need to be added to the regular maintenance schedule, especially where there are no houses. Gaines will review these areas and start maintaining.

Gaines Proposal - tree trimming \$3,000.00

Gaines submitted a detailed listing of areas that need tree trimming. The board voted to approve the proposal. Large trucks are hitting the branches overhanging on the roads and sidewalks.

Motion to approve proposal: Steve

Second: Sharon

Vote: All in favor

Gaines will use his best judgment on the height of the trees to be trimmed back.

Illuminations Proposal:

Carlos submitted a landscape lighting proposal to enhance several islands and entrances. The board will table this issue until more funds are available in the budget.

Aloi Fire trucks at 5961 Ox Bottom Manor Drive:

The board voted to authorize the association attorney to draft a demand letter to the owners to remove the 3 unauthorized vehicles from the property by January 5, 2008.

Robert received an update from the City Park & Rec, Department that the Ox Bottom Manor Park is still funded for the year 2009 projects.

Speeding Issues: Residents should report speeders to the Tallahassee Police Department by contacting Sgt. Steve Gauding, Traffic Unit Supervisor.

All bills submitted were approved.

Meeting adjourned at 7:56 p.m.

Minutes are subject to board approval.