

3rd Quarterly Board Meeting Minutes for Melwood Oaks Homeowners Association

Wednesday, September 24, 2025 – 6:00pm

Palm View Baptist Church, 415 49th St E. Palmetto, FL 34221

Call to Order: 6:04 pm

Determination of Quorum of the Board: Quorum Met – All 3 Board Members Present

Board Members Present:

Susan Barker – President, Carla Lesar – Vice-President, and Andy Variell – Board at Large

Board Members Not Present:

Melissa Anderson – Secretary – Resigned July 10, 2025, at 11:48pm – Effective Immediately

Others in Attendance:

James Ro – Property Manager (SunVast Properties, Inc.)

Homeowners: Sally LeLand and Jeff Massey

Meeting Notice Posted: Confirmed and 48 Hour Requirement Met

Notice for the Location and Time of the HOA 3rd Quarterly Board Meeting was sent to James at SunVast on Thursday, September 18, 2025, at 6:37pm to be posted on the Melwood Oaks website. Additionally, posted on the Community Board at the Pool.

Reading and Approval of the Minutes: Susan read the 2nd Quarterly Board Meeting Minutes from May 7, 2025

Andy – Moved to Accept

Carla – 2nd

Minutes Approved: Unanimously

Opening Comments: President's Report

President's Community Concern

Susan commented about the concerning fact and implications (short and long-term) that residents are taking it upon themselves to take up "community projects" that alter common property without Board approval and/or after Board has denied proposals when they have been asked. Perfect example is the altering of the upfront ditch that could/can have further liability implications. More on this specific topic to be discussed in Old Business.

Guardian Angels

Guardian Angels' proposal to request an easement/ingress from our entrance for a proposed development project they are designing for 4 villas (8 homes) for single mothers has officially been declined. The Board chose to go with the recommendation from the HOA's lawyer, which there was no financial benefit from this proposal, but rather would cause more financial and other burdens on the community.

Digital Communication Plans – Yielded to Andy

Andy has expressed interest in finding ways to digitize our communication within the HOA members. Examples of things to test and try first would be a digital newsletter sent to residents by email instead of mailing them out. The advantages of this would save HOA money on postage and allow for more frequent newsletters/communication. Disadvantage as of now, we would need to have residents opt in at Annual Meeting to receive digital communication per 2024 updated Florida HOA Laws (Statute 720).

Old Business:

Speedbumps

At May 7th meeting, Melissa, requested a discussion about adding speedbumps or additional stop signs to slow traffic down within the community. Discussion resulted in topic being tabled to next meeting.

Update: This discussion was revisited addressing current concern, possibly alternatives, financial/long-term obligations, and the history of previous speedbumps.

Result: Board unanimously voted to pass on this request due to past precedence of previous speedbumps in the community.

Ditch Upfront

At May 7th meeting, Melissa, requested a discussion about cleaning up the ditch upfront for better water flow as residents are complaining of flooding in that area. Discussion resulted in topic being tabled to next meeting in order to revisit previously engineered studies from Swift Mud and inquire for an update on that area.

Update: Carla reached out to SW Florida Water Management about the concerns with this ditch and its drainage and current foliage growth. It was their suggestion, based on a provided thermal-topographical map that the ditch is operating properly and no flood risk was present. They also stated any improvements or structural changes to the ditch needs to be engineered and permitted as self-improvement could result in flooding downstream, in which the HOA would be liable. However, before topic could be revisited this meeting, dissenting Board Member, Melissa (and other community residents) decided to take it upon themselves to “clean up and dig out” the “blockage” of the ditch. They altered the ditch’s structure by lining it with the retaining blocks from around the Melwood Oaks sign. And personally reached out to the County to assess alterations – resulting in further clearing of the area.

Result: For the stormwater drainage from US-19, the County took it upon themselves to re-dig the ditch portion east of 3rd Ave W, but acknowledged that was the DOT, State of Florida's, responsibility. The State and other hired engineers had not recommended messing with the ditch east of our property. The County advised there are no plans to assist further and until The Guardian Angels develop their property. **No further action needed.**

Roof Project 2025 – Completed

CFS did a great job with reroofing all the units upfront that were scheduled to be replaced this round. Despite extra charges for replacement of some many extra sheets of the roof decking, we came in a bit under the allotted budget. Board inquired about quotes/retaining them for next year’s round of roofs. James suggested it was too early to quote due to uncertainty of supply cost. Inquiry about at least getting on their schedule for next year was also made. James suggested to wait as getting the job scheduled was easy and quick to get on their calendar.

Road Repair 2025 – Completed

Damaged concrete at the pool, across from 331 and 442 40th Ct. West – totaling 245 sq. ft. have been repaired.

Fire Hydrant Replacement – Completed

Piper completed the work as they had detailed in their February 6, 2025, quote that was approved at the May 7th meeting.

New Business:

Application to Join the Board

Jeff Massey applied to join the Board after the resignation of Laurie Edwards (Former Treasurer) back in May. Then after Melissa’s resignation in July, the Board decided to evoke Article 4, Section 4, power to appoint a replacement to a vacant board seat due to a resignation.

Andy – Moved to Appoint Jeff	Carla – 2 nd	Motion Passed: Unanimously
A secondary motion was made to appoint Jeff to the vacant Treasurer's position.		
Carla – Moved	Andy – 2 nd	Motion Passed: Unanimously

Congratulations and Welcome to the Board, Jeff!

Late Payments

Discussion was had regarding residents that are delinquent in their HOA payments and what we could do about getting them to pay off their outstanding balance – especially those in extreme delinquency. Ideas discussed included but not limited to, possibly revoking HOA amenities (i.e. pool access, free tv/internet, etc.) and/or lien on property.

Immediate Action to be Taken: Send out letters of delinquency.
Follow up at next meeting.

Annual Palm tree Trimming – Currently scheduled for October this year.

Neighborhood Enhancement Grant

Manatee County offers a Neighborhood Enhancement Grant Program that provides matching grants of up to \$10,000 to neighborhoods. Grants awarded on a rolling basis as long as funds last. Projects must be complete within 12 months of receiving funding. More information can be found on mymanatee.org

Immediate Action to be Taken: Board is seeking a community volunteer to complete the lengthy application process working with James on the collection of any data needed. Alan G, who found the grant, has offered to do the application for this upcoming budget cycle.

Annual Meeting – Set Date and Time

The Board proposed two potential dates: Either Wednesday, November 12th or Thursday, November 18th. The Board all agreed the meeting will be at 6:30 pm.

James will reach out to Palm View Baptist Church on which date is available and will follow up in time to make sure Annual Meeting Notices are sent by the 14-Day Notice requirement.

Community Comments/Concerns:

New Trash Cans – Resident concerned regarding larger can size and weight.

Board discussed the implication of the larger size cans and ability to store them out of sight per our community guidelines. The ability of our older residents to take these larger cans to the edge of the street. Susan noted that those residents can request, through the Manatee County website, for assistance of moving their trash can on trash days. Regarding the size, the Board will monitor residence concerns and see how these new, larger size and pick-up service pans out.

Adjournment: 7:45 pm

Minutes Recorded and Submitted by: Andy Variell – Board at Large (Acting Secretary)
Approval Status: Pending until next meeting.