

February 24, 2025

*Lake Asbury Community Association, Inc*

282 Branscomb Rd

Green Cove Springs, FL 32043

Lake Asbury Community Association Meeting Minutes

February 24, 2025 @ 6:30 PM

Gayward Hendry  
Wanda Green  
Paul Pierce  
Carol Wiesenberger  
Doug Davidson  
Katherine Davidson  
Chris Luther  
Bernita Nester

Guests:

Scott C Rahm  
James Zarinczuk  
Kay Manley  
Lee Goodnight  
Mary and Randy Ebling

- Secretaries' report read and accepted by consensus
- Treasurer's report read and accepted by consensus \$54,397.00. Wanda reports that she has received 1-\$500.00 donation, several \$100.00 donations, and many other donations.

**Old Business:**

Roofer recommendation to potentially provide quote for replacing roof: Maxxim Roofing and Construction (Ryan McIntyre 9047735150)

**New Business**

Kay made an informational presentation regarding current rental processes. She relates it is cumbersome, paper driven and person intensive. Wanda keeps four (4) separate files to manage the current rental process. Kay would like to streamline the process, making it more user-friendly for renters, and less time-consuming for Wanda and others who may assist with the rental process.

Rentals would usually be for weekends, as the building is used for community activities and meetings during the week.

Kay has received information from Unicorn webmaster on moving our current website over to Unicorn and having them manage it. This would allow online rentals, payments, and other

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features. A community calendar could also be included to highlight activities in the community. There would be a one-time fee of \$300-400.00 to move, then a recurring monthly fee. Much discussion. Chris Luther requested a proposal from Unicorn.

Lee Goodnight suggested a Hold Harmless provision. Kay will provide a scope of work then request a proposal of services and fees from Unicorn for discussion next month.

Kay also proposes hiring a person to manage the rental of the building as this will be online. Much discussion as this would involve paying an hourly rate, potential 1099, workers' comp, etc.

**Neighborhood Watch:**

No discussion

**Building and Repairs**

Paul reports the cameras are working as intended, with no vandalism noted. Carol turned general liability requirement for renter insurance to \$1M, with us using a 2M umbrella. This keeps renter's insurance affordable for those using the building.

Everyone agrees to maintain the "No alcohol" stipulation in the contract.

Wanda reports there are still some renters who use pins to attach decorations to the walls, and this damages the panels. Doug suggested a folding divider which could be used to attach decorations.

Kay also mentioned there are still some additional cleaning needs in the building, and suggests the vendor coming in quarterly @fee of \$350.00 each cleaning. We would still maintain Linda for replacement of products and general cleaning between rentals. Carol motioned/Paul seconded.

**Ladies' Club/Events Committee:**

Paul motioned to have Kay Manley considered as a LACA Board member. Kay accepted the consideration. Carol seconded.

With no additional discussion, the meeting was adjourned at 8:00 PM.

Bernita Nester, Secretary, Lake Asbury Community Association

March 24, 2025

*Lake Asbury Community Association, Inc*

282 Branscomb Rd

Green Cove Springs, FL 32043

Lake Asbury Community Association Meeting Minutes

March 24, 2025 @ 6:30 PM

**Board:**

Gayward Hendry

Wanda Green

Paul Pierce

Doug Davidson

Katherine Davidson

Kay Manley

Chris Luther

Bernita Nester

**Guests:**

Danny Green

Karen McMullin

- Secretaries' report read – motion to accept Chris/Doug
- Treasurer's report read- motion to accept Doug/Bernita. Balance \$44,375.00. Wanda reports property insurance premium \$12,700.61.

**Old Business:**

Kay reports she now has an agreement from Unicorn, which outlines scope of work and will allow for deposits and payments. There will also be a link for the insurance policy which will be required. Website will have provision for payments to be made when booking dates.

There are some one-time and ongoing costs to manage the website:

\$395.00 to transfer existing web page to platform which can be supported by Unicorn;

\$139.00 Plug for payments

\$95.00 Training for Board and new LACA Manager

\$195.00 Annual host fee

\$45.00/hour for needed website maintenance and updates

Unicorn requires 50% up front and 50% upon completion of all agreed-upon work

Paul motioned to move website to new platform/provider. Bernita 2<sup>nd</sup>.

Much discussion regarding the hiring of a manager, rate of pay, scope of work, and oversight. Kay has someone in mind (Brittney) who lives in the neighborhood. There would be a set number of hours to be paid each month, with the understanding some up-front work and

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training may occur, which could potentially increase number of hours she works during the transition phase.

Kay made motion to offer manager position to desired candidate. Chris 2<sup>nd</sup>.

**New Business**

Gayward states the current company leasing property for the cell tower (FB Communications), has approached him and requested the board consider a sale of the fenced property that the tower sits on. Offered price \$258,000. We currently receive ongoing rental fees for property and will recoup far more revenue by maintaining it as leased property. As there was much discussion and board members required more information, this topic was tabled for next months' meeting. Gayward will also speak with Tom Holquist regarding tax liability/allowance for our non-profit status.

**Neighborhood Watch:**

No discussion

**Building and Repairs**

Doug suggested to move forward with purchasing a folding divider from Staples. Cost is \$840.00. This will allow for renters to have surface to use pins/tape for decorations. Paul motioned. Chris 2<sup>nd</sup>.

Kay will have vendor deep clean building in April, then quarterly.

Bernita will reach out to Clay County Fire Marshal and obtain an updated Fire Inspection for the building, along with an updated occupancy level.

**Ladies' Club/Events Committee:**

Karen Akers died December, 2024. Barbara Akers now owns the home. Shirley Bishop passed away. Memorial will be held April 19.

With no additional discussion, the meeting was adjourned at 7:47 PM.

Bernita Nester, Secretary, Lake Asbury Community Association