THE HAMMOCKS COMMUNITY ASSOCIATION
BOARD OF DIRECTORS ORGANIZATIONAL MEETING MINUTES

March 9, 2026 – 5:00 PM – Zoom Meeting

1. Call to Order
The meeting was called to order at 5:04 PM.

2. Introduction of the Management Team
Representatives from Allied Property Group were introduced, including Maggie Ryan (General Manager), Marianna Carrasco (Onboarding Coordinator), Britney Abreu (Violations Coordinator), and on-site administrators Javier Villon and Jennifer Fernandez. All team members are existing Allied employees.

3. Onboarding Communication
The Board was informed that onboarding@AlliedPropertyGroup.com will serve as the central communication channel to ensure all relevant parties are included during the transition.

4. Banking Resolution
A motion was made and unanimously approved to open new association bank accounts with Bank United. The institution was selected based on its expedited account setup, local presence, physical branch availability, condominium banking division, and support for ICS and CDARS accounts. Authorized signatories will be finalized at the following board meeting. All board members will have account visibility.

5. Financial Review
A discrepancy regarding a $500,000 transfer referenced in the August 2025 minutes but not reflected in the balance sheet was discussed. It was noted that the transfer likely relates to CIT accounts designated for sub-associations. Confirmation will be obtained.

6. Contract Review
The Board reviewed several contracts, including:

- Waste Connections (bulky-item container at clubhouse)
- Insurance services through John Galt (policies aligned to January renewal)
- Rofvier Ventures storage lease (terminated February)
- HOA Books (post-forensic financial reporting)

It was noted that HOA Books may still be charging a data storage fee, which requires further review.

7. Staffing and Operations

a. Maintenance Schedule
Maintenance staff hours will be adjusted to ensure full 8-hour workdays, with proposed schedules of 7:00 AM–4:00 PM or 8:00 AM–5:00 PM, inclusive of a mandatory lunch break and proper supervision.

b. Management Structure
The Board discussed restructuring oversight of the 18 sub-associations, potentially dividing

responsibilities between two managers. Maggie Ryan will primarily oversee the master association. Final structure remains flexible pending workload evaluation.
The Board emphasized the importance of on-site presence and noted concerns regarding reliance on call center communication.

8. Financial Management Transition
It was reported that Allied management, combined with Padrone/Montoro accounting services, will result in an estimated annual savings of $70,000 compared to the prior contract.
Padrone/Montoro will function independently, preparing financial reports, managing accruals, assisting with budgeting, and ensuring compliance with GAAP standards using the Vantaca platform.

9. Collections Policy
The Board reaffirmed that the adopted collections policy, published with the budget, is the governing standard. The process includes:

- Initial courtesy notice
- Statutory Notice of Late Assessment (NOLA) with $50 fee
- Referral to collections agency for balances under $1,000
- Referral to legal counsel for balances exceeding $1,000

Late fees apply after the 20th with a five-day grace period, and interest accrues after 30 days in accordance with governing documents.

10. Payment Transition
Effective April 1, 2026, residents may submit payments at the clubhouse via check or coupon. A Bank United deposit scanner will be installed.
The online portal is expected to launch on April 1, with invitations distributed that day. It was recommended that late fees be waived for April during the transition.

11. Owner Portal and Website
The Board confirmed that the Vantaca-based portal will serve as the official, password-protected owner portal in compliance with Florida statute. Ownership of the portal will remain with the Board.
The current public website will eventually be redirected to the portal once all records and materials are migrated.

12. Violations Enforcement
The Board directed that enforcement prioritize significant and visible violations such as boats, trailers, and construction equipment.
The violations coordinator will attend meetings alongside management during the transition. A global compliance notice to residents was recommended, and a list of pending violations from the prior management company has been requested.

13. Architectural Survey and Project Review
The previously uncompleted neighborhood architectural survey was confirmed as an active project. Allied will provide sample surveys for review.
A separate meeting will be scheduled to review all ongoing and previously approved projects.

14. Action Items

- Ana to distribute presentation and resource materials to the Board.
- Ana to open Bank United accounts and coordinate required documentation.
- Ana to confirm status of $500,000 transfer with prior management.
- Jesmany to review HOA Books contract and related charges.
- Ana to verify ownership of association credit card.
- Jesmany to provide collections policy and templates.
- Ana to coordinate installation of deposit scanner at clubhouse.
- Ana to prepare and submit welcome letter draft, including email consent form.
- Jesmany to provide Board contact information and website credentials.
- Ana to inventory on-site supplies and assess association vehicles.
- Ana to coordinate meeting with collections agency.
- Ana to schedule project review meeting.
- Ana to issue global compliance notice to residents.
- Ana to obtain pending violations list from prior management.

15. Adjournment

There being no further business, the meeting was adjourned at approximately 7:06 PM.