

Hickory Creek HOA Board Meeting
Meeting location:
Watson Realty 13001 Atlantic Blvd, Jacksonville, FL 32225
Tuesday, April 14, 2026
Meeting Minutes

Meeting called to order by Lennette Hauver at 6:37 pm
Roll Call: Quorum Yes - 6 voting members present
Per By-laws quorum consists of 5 of 9 Board Members in attendance

Role	Name	Present (IP or V) or Absent	Term dates	Minutes approved
President	Justin Smith	P - V	Term ends 2/2028	approved
Vice President	Lennette Hauver	P - IP	Term ends 2/2028	approved
Treasurer	Bev Hitchcock	P - IP	Term ends 2/2028	approved
Secretary	Sherri Mikell	P – IP	Term ends 2/2028	approved
Member at Large	Jill Smith	A	Term ends 2/2028	n/a
Member at Large	Joel Johns	P – V	Term ends 2/2028	approved
Member at Large	Jesse Pruett	A	Term ends 2/2028	n/a
Member at Large	Kevin Muire	A	Term ends 2/2028	n/a
Member at Large	Lawyer Lewis	P - IP	Term ends 2/2028	approved

Committee Chair and Co-Chair's

ACC Chair	Tom Frost Chair (P – IP - approved), Scott Mikell Co-chair (P – IP - approved), Jesse Pruett (A)
Lakes Committee	Joel Johns (P – V - approved)
Web Master	Nell DeCoursey (A)
Welcoming, Social and Social Media Committee	Megan Torres (P – IP - approved) and Carlos Torres (P – V - approved)
Neighborhood Watch Committee	Vacant

Guests: none in person

Online Guests: Diane Lewis

- ✓ **Purpose of Meeting:** Report activity of previous month and planning for upcoming months.
- ✓ **Notice Board Meetings are Recorded**

Committee Reports – start 6:37pm

ACC Report: Tom

New Requests for Property Improvement

1. [REDACTED] Re-roof - *reroof – no variance needed unless something really unusual*
2. [REDACTED] White vinyl privacy fence to edge of house 6'. 4' beyond on both sides to curb on one side and up to electric box on the other side - *Covenants don't allow fences in the front yard – not approved as written – homeowner to revise and resubmit with no front yard fence indicated – Tom to advise homeowner to resubmit*
3. [REDACTED] - new driveway installed and widen - *asked for better description from homeowner on 4/3/26; pending additional information*

Property Improvements in Progress

1. [REDACTED] Driveway renovation was approved by J. Pruett on 2/9/26. Awaiting notification work is completed.
2. [REDACTED] Retaining Wall Addition inspected for install and approved per submittal dated 3/10/2026 by T Frost.
Both completed – Tom will go by and review for final approval by May 1st.

Property Covenant and Restriction Issues

1. [REDACTED] Small canoe has been relocated from in front of the fence on the west side of the home. Gone
2. [REDACTED] No covenant restrictions are observed.
Both resolved

March Complaints/Updates status:

- [REDACTED] - pod container in driveway for extended period of time with no end date. Justin contacted homeowner and pod is supposed to be removed by the end of March 2026. *Pod removed.*
- [REDACTED] - pod container in driveway for extended period of time with no prior approval or end date. Justin is aware homeowner passed away. Lennette sees people going and coming from home on occasion. Justin tried old contact information for the homeowner and number disconnected. ***Tom to call pod company and ask them to advise customer to get in touch with HOA/Tom and put note on front door asking for residents to call or email Tom to discuss pod removal. Due by May 1st.***
- [REDACTED] - boat in side yard – new homeowner – Tom contacted owner and issue resolved.
- Justin to provide copy of lot number map for Board for 2026 – Nell to add to the Hickory Creek website page by March 16th. Completed.
- [REDACTED] - needs to be cleaned up – have received ACC letters in the past related to parking and lawn maintenance. Jesse and Justin discussed with them and issues were resolved. Potential for new issue related to general upkeep of front of house. Tom and Scott reviewed and did not observe any covenant restrictions.

April Complaints/Updates received during the meeting:

- [REDACTED] has a dog that keeps getting out and attacking other dogs and people –nothing in the covenants related to dogs – maybe something on nuisances – Justin previously discussed with homeowner in February 2026 to put dog on leash in backyard and with muzzle when outside – HOA is restricted on what it can enforce. Only suggestion is for residents to call Animal Control to report it when it occurs.

Secretary Report: Sherri

1. Minutes from March 16th meeting approved via email by all present Board members. *March's meeting minutes approved by 5 voting members who were present per email.*
2. Did not receive all committee's monthly report by April 10th as requested for April 14th meeting. Information will not be included in Agenda without reports being received in advance. Chair reports due the Friday before next scheduled meeting.
3. Feedback on action item list? Does format work? *No concerns expressed.*

Treasurer's Report: Bev

- Review of the Treasurers report for Jan – Mar 2026 – see attachments in email
- Filed 2025 annual taxes week of April 6th
- 28 outstanding 2026 HOA dues and 2 outstanding for 2025
- Sent out 2nd letter of HOA dues to outstanding homeowners the week of April 1st including \$5 late fee

Reviewed monthly bank statement and YTD report (1st quarter 2026).

Motion to accept treasurer report – all members approved, no nays

Lakes Committee: Joel

- No updates provided

Joel to send report to Sherri to include in minutes

Website: Nell

- No updates provided

Website administrator transitioning to Megan throughout 2026

QR code coming with CCR, bylaws, covenants, HOA Board, etc...for new homeowners

Welcome, Social and Social Media Committee: Megan/Carlos

- [REDACTED] – new homeowner – Megan/Carlos to meet new neighbors and deliver covenants and welcome pack by March 20th – Completed - Left welcome pack including covenants, bi-laws, Board members, and Facebook invite.
- Megan to follow up with Leanne to understand her interest in role by March 27th – Completed - Leanne indicated she did not want a role on the Board going forward.
- Megan and Carlos working through potential website replacement tools (i.e. GoDaddy) – will have recommendation by April 14th Board meeting. Completed – see new business.
- Megan meeting with Roseanne as former Welcome Committee lead for more details and ideas – Completed 3/12/26 – met with Roseanne on ideas and former process.

HOA Monthly Business Schedule

This month:

- April community yard sale – **3rd Saturday in April – 4/18/26** – Lena's Walk invited to join – Justin to message Treasurer of Lena's Walk if they want to join by March 27th - Completed
- Megan to coordinate and get signs for April garage sale and post on street corners – Completed – signs posted on 4/16/26 and a reminder Facebook post is scheduled for the neighborhood.

Next month:

- *Nothing for May identified*

Old Business:

- Board agreed to do hybrid (virtual and in-person) meetings - All Board members must be on a device whether in person or virtually going forward for hybrid meetings starting with April 14th meeting
- Megan/Sherri – searching for tool with AI Assist to record meeting, capture verbatims and summarize comments into minutes – will have update for April 14th meeting – Completed - see new business
- HOA Board member certification training required within 90 days of election.
 - Bev, Tom, Scott and Sherri completed training 3/18/26
 - Megan, Carlos, Joel, Lawyer and Justin completed training 3/31/26
 - **All Board members, members at large and committee members must complete course by May 17, 2026**
- Neighborhood entrance brick signs – Kevin checking about adding mortar on top to prevent water damage and leakage – Justin to follow up with Kevin and notify Scott by March 20th – **Justin contacted Kevin for status – no update provided to Scott – Pending.**
- Glass signs – can we get an insert for these signs for replacement – glass breaks – can we get inserts with tempered glass – Kevin checking – Justin to follow up with Kevin and notify Scott by March 20th **Justin contacted Kevin for status – no update provided to Scott. Pending.**

- Signs now owned by Secretary and Social Committee – can we replace them or fix them?
 - Update for next meeting on April 14th – Complete – see new business
- Flags at entrances need to be replaced – Scott to handle by March 20th – Completed – 2 new flags installed

Open Forum

- None

New Business:

- Megan
 - Facebook membership for Hickory Creek, including vetting questions - lots of people on Facebook page that don't live in the neighborhood – people aren't answering the security questions and still being admitted – Agreed that people don't live in the neighborhood shouldn't be on the Facebook page – ok to remove non-neighbors – **Megan to document approach for non-resident removal and revised security questions for review at May meeting.**
 - Megan/Carlos – demo and sample of Hickory Creek website not on GoDaddy, including cost – demoed new website; great job Megan...looks fantastic; modern, clean and easily adjusted. Cost \$23 per month – GoDaddy still exists for 2 more years under the contract. New website tool has link to QuickBooks available with Zelle, PayPal, Venmo, etc...– ability to make HOA dues payments on line – cost of new website to be offset by elimination of invoices, printing, postage and mailing initial invoices and follow-up invoices. As technology updates, the new website tools will update as well. Looking for contract with locked prices. Board approved conceptual initial design and pursuit of transition to new website pending formal approval on cost. **Megan to provide CBA cost comparison including advantages and disadvantages for May meeting.**
 - Megan/Sherri – information of AI Assist tool for Board meetings identified
Pend for May meeting
- Bev – can we take 75% of checking account balance and open high yield savings account – can earn \$1000 annually to add to bank balance – Agreed and approved to proceed. Unfortunately it can't be Wells Fargo as they don't offer a HYSA, so **Bev and Justin will look for a new bank for HYSA and provide update at May meeting.** Motion to approve – all approved – no dissenters.
- Tom - Moving Forward - What is the best solution for retaining Property Improvement and Covenant restriction records and files.
Pend for May meeting
- Justin – solicitor signs at entrances
Pend for May meeting
- Scott – entrance sign options:
 - Option 1 - total replacement of box structure – Outdoor Enclosed Letter Board – one door – water resistant – 36x48 inches - \$1383 each – we would install on current posts
 - ~~Option 2 – replace interior board only Vinyl Letter Board Replacement Panel – order a few inches smaller in width and height to fit inside existing box – \$333 each – we would install in current box – agreed not to pursue this short term solution as same problem will persist~~
 - Option 3 – Electronic sign board - \$1500 and up depending on size and permit needs – needs ongoing power and wifi to change messages from cell phone text – installation needed from company
 - Option 4 – replace entire board with new structure - water resistant plastic interior and letters – request out to Belmont Lakes HOA for more information - spoke with company that did Belmont Lakes signs. 48x70 board, 600 numbers and letters, lexan locking door, fully installed \$1500. Matthew Broadus Advertising. Matt's company also does entrance signs. **Scott will email pictures to him for review of entrances signs and reader boards and how to fix and repair by April 24th.**

Quote for 24x36 - \$500 - Kevin pursued – need new quote with correct size – **Justin to follow up with Kevin. Scott, Kevin and Justin to discuss and provide an update at May 12th meeting**



Meeting Adjourned by Lennette at 8:16 pm.