

Hickory Creek HOA Board Meeting
Meeting location:
Watson Realty 13001 Atlantic Blvd, Jacksonville, FL 32225
Tuesday, May 12, 2026
Meeting Minutes

Meeting called to order by xxx at xxx pm
 Roll Call: Quorum Yes -xxx 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 from prior meeting
President	Justin Smith		Term ends 2/2028	approved
Vice President	Lennette Hauver		Term ends 2/2028	approved
Treasurer	Bev Hitchcock		Term ends 2/2028	approved
Secretary	Sherri Mikell		Term ends 2/2028	approved
Member at Large	Jill Smith		Term ends 2/2028	n/a
Member at Large	Joel Johns		Term ends 2/2028	approved
Member at Large	Jesse Pruett		Term ends 2/2028	n/a
Member at Large	Kevin Muire		Term ends 2/2028	n/a
Member at Large	Lawyer Lewis		Term ends 2/2028	approved

Committee Chair and Co-Chair's

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

Guests: xxx
Online Guests: xxx

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

Committee Reports – start xxx pm

ACC Report: Tom

New Requests for Property Improvement

1. Lot 175 Bob Ratcliff – R&R existing wood retaining wall with new block retaining wall. ACC Request for Property Improvement submittal is approved.
2. Lot 108 Joe Cintino – A revised ACC Request for Property Improvement to Install Fence in backyard is submitted. The submittal is disapproved. Fence cannot be installed in line with front of home blocking access to electrical meter.
3. Lot 199: Driveway replacement and retaining wall installation are complete. Inspected for install and approved per submittal dated 3/10/2026 by T Frost and S Mikell. Looks great. As a note we might add this contractor to our list.
4. Lot 147 – Michael Byrd - Daughter of Cerrito King (Deceased Owner)
 Ms. Byrd email response to notes placed on pod and the homes front door: *“Good morning. The variance request is not available for download. I will try my best to have the item removed before the end of the month. School is out the last week*

of May.“ I replied and attached in the email a copy of ACC Request for Property Improvement in Word and PDF Format.

May Complaints/Updates status:

1. xxx

Secretary Report: Sherri

1. Minutes from April 14th meeting approved via email by all present Board members.
2. Did not receive all committee’s monthly report by May 9th as requested for May 12th meeting. Information will not be included in Agenda without reports being received in advance. Chair reports due the Friday before next scheduled meeting.
3. Conference speaker phone purchased for Board meetings to eliminate the phone/speaker confusion - \$139
4. Meetings are ‘free’ for only 1 hour on Google Meets - \$40 to extend each half hour after that – we need to be better at time management to keep the meetings to 1 hour

Treasurer’s Report: Bev

1. High Yield Savings account opened at Synchrony Bank
2. Late Fee statements went out 4/6 with \$5.00 late fee

Lakes Committee: Joel

- No updates provided

Website: Nell

- No updates provided

Welcome, Social and Social Media Committee: Megan/Carlos

1. No new business
2. Megan and Carlos working through CBA of new website costs – will have summary by June 9th Board meeting.

HOA Monthly Business Schedule

This month:

- Nothing submitted

Next month:

- xxx

Old Business:

- Megan/Sherri – searching for tool with AI Assist to record meeting, capture verbatims and summarize comments into minutes – will have update for June 9th meeting.
- 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 – please provide date of completion**
- 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**

- Scott – entrance sign update:

We have the prices back on replacing the reader boards at both entrances. This is a local company (**Matthew Broadus Advertising**) who does a lot of work with different HOAs and Property Management companies. Matt has 5 star reviews you can see on Google.

A weatherproof and locked 48 x 70 structure, 3" letters and door, installed is \$1500 plus tax - see picture from Belmont Lakes as the one in the April board meeting.

A weatherproof and locked smaller version of 36 x 48 structure, 2" letters and door, installed is \$1400 plus tax - this is the same size we currently have.

In both cases, the interior is plastic, not felt and particle board so it will withstand the rain and sun much better.

Also, this vendor creates and/or repairs entrance signs so I had him come out and look at our signs and see what it would cost to repair and freshen them up. That cost is \$480 plus tax. Should last another 5 years minimum with this patch and repaint.

Total for both entrances of the smaller version of the reader board and entrance sign repair is \$4004.40 installed, well within the available funds for 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 – **no update provided – 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 – **no update provided - Pending.**
- Facebook membership for Hickory Creek, including vetting questions - agreed to remove all non-residents and update vetting questions – **Megan to document approach for non-resident removal and revised security questions for review at June meeting.**

Open Forum

- xxx

New Business:

- Tom - Moving Forward - What is the best solution for retaining Property Improvement and Covenant restriction records and files.
- Justin – solicitor signs at entrances
- Bev - Another \$5.00 late fee assessed and sent out OR stronger letter with threat of Legal Action

Meeting Adjourned by xxx at xxx pm.

