

# August 27, 2018 - Board Meeting Minutes

Monday, August 27, 2018 6:30 PM

## Attendees:

**Meeting Date:** 08/27/2018 6:30 PM

**Location:** 23229 Oak Cluster Drive, Sorrento, FL 32776

### Board Member Participants

 <a href="#">Joe Routt - President</a>	 <a href="#">Gary L Carter Jr - Secretary</a>
 <a href="#">Myrtle Webb - Vice President</a>	 <a href="#">Kevin Rees - Director</a>
 <a href="#">Karin Pierson - Treasurer</a>	 <a href="#">Jeff Coldren - Director</a>

## Opening:

The monthly Board of Directors meeting of The Park at Wolf Branch Oaks Inc. was called to order at 18:32 on August 27, 2018 in 23229 Oak Cluster Drive by President, Joe Routt. It was noted that the meeting notice had been posted properly and in a timely manner. Joe also noted that a quorum was established with above board members in attendance.

## Approval of Agenda

The agenda was unanimously approved as distributed.



Agenda  
Sheet 08-...

## Approval of Minutes

The minutes of the previous Board meeting dated July 30, 2018 were unanimously approved as distributed with Joe motioning to approve and Myrtle seconding.

## Report outs

### Treasurer Report

Treasurer Reports have been accepted by the Board as submitted by Gary Carter, Bookkeeper and Karin Pierson, Treasurer which included the following reports for the month ending July 2018: ([submitted reports](#))

- |                                     |  |
|-------------------------------------|--|
| 1) A/R Aging Summary                | 6) General Ledger                                    |
| 2) Balance Sheet                    | 7) Open Purchase Orders Details                      |
| 3) Budget vs Actuals (Monthly View) | 8) Profit and Loss Compared to Same Store prior year |
| 4) Check Detail                     | 9) Profit and Loss YTD Comparison                    |
| 5) Deposit Detail                   |  |

Karin noted that there were no outstanding issues. It was asked that Board members look at replacement costs related to Reserve items (i.e. Gazebo, Water Plant, Fence Line, etc.) to ensure we have the correct current day replacement costs associated with these items. Gary noted this was important so the HOA could budget appropriately.

## ARC Committee

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Jeff Coldren noted that the committee has started to review the CC&Rs documents for possible changes. He noted in doing so, the committee found that the covenants documents refer to the ARC (Architectural Review Committee) as ACC (Architectural Control Committee). He stated that the committee felt the name should be reverted back to ACC. The Board agreed that the name could revert back, however, before doing so Jeff would need to create a punch-list of items that would need to be update (website, forms, directory, etc.).

## Landscape Committee

Myrtle Webb noted the committee was seeking permission to replacement some plantings at the front entrance. The proposal around these plantings totaled \$280. After some discussion, the Board agreed to move forward with the request plants.

Myrtle also noted that the committee would like to at possible use some of the Landscaping budgeted funds to see if there was a possibility plant more trees along the front fence line in conjunction with the donated funds. After some discussion, the Board did not see an issue with gathering quotes, however, stated it would not authorize the funding at this time.

It was reminded that due to the amount of rainfall we have received this summer, the HOA Water Billing is down significantly which helps fund the operations of the HOA. Gary stated that the Board should hold off on all large expenditures that are not mission critical to the operation of the HOA until storm season is over. All agreed and Joe stated that the topic of additional tree plantings could be revisited in the November timeframe when we had a better understand of how our financials would end for the year.

## Water Committee

Kevin Rees noted that the Water Committee had not met since the last HOA meeting. He stated they were waiting on a response back from the Florida Rural Water Association on the study that is being performed. He noted that they hoped to hear back from FRWA as early as the beginning of September. Once the committee has had time to review, they would then present this back to the Board with an overview and proposal.

## Open Issues / Old Business

- 1) CC&R Updates, per committee and documentation - Joe tabled this item as he was still working to clean up the documents based on scanned conversion.
  - 1) Front Entrance Lighting Repairs Update - Gary noted that a 9watt bulb from a company called SuperBright.com had been placed in one of the fixtures as a trial. He noted the fixture used was the first light on the right-hand side of the exit closest to the fence. It was discussed that we should wait a month or so before replacing others to make sure there were no issues. Gary did mention the installation of the new bulbs would be easy and members of the Board or volunteers could easily swap out the bulbs without hiring an outside contractor.
  - 2) Review of Sidewalk Cleaning Quotes - Myrtle noted that she had received three proposals. After discussing the three proposals, the Board voted to move forward with a company called Spotless REC. Their proposal with the most detailed around the cleaning process and also had the best price. The Board agreed that the funds of \$1993.00 would be furnished from the Sidewalk Reserve account. A motion was made by Karin to allocate the required funds with a second from Jeff. All members were in favor of moving forward.

- 3) Investment Funds Update - It was noted that the new account had been setup as discussed and no further action was needed at this time.
- 4) Annual Meeting Items - Mailings for the Annual meeting were presented and envelopes were stuffed. No additional action was needed.

## **New Business**

- 1) Landscape Committee Presentation (Joan Anderson) - On behalf of the Landscape Committee, Joan Anderson presented the Board with a proposal for Yard of the Month. They did ask the committee to go back and consider several items around the judging criteria that was outlined. It was also asked that the committee rethink the monetary gift for the winning Yard. Myrtle and Joan agreed to take the feedback back to the committee for revisions and would represent to the Board during the October meeting.
- 2) Review of Non-compliance Notification Process - Jeff discussed with the Board the process that is being used to send out non-compliance notification. It was discussed that letters should be a little more detailed around what the violation is, so that home owners have a better understanding of the needed action. It was also discussed that when a second or third letter is sent, that photos of the non-compliance/violation should be included for documentation reasons. This is to help homeowner along with the HOA if additional action is required. Jeff noted that he would take this feedback back to Cheryl so that both the Board and the Management Company providing this service would be on the same page.
- 3) Generator Service Discussion (regarding recommended additional item - Kevin noted we are due for the next routine service on the Generator which is at a cost of \$418.00. He also noted that there was additional routine maintenance recommended during the last service that is not covered in the bi-annual maintenance. He noted the additional preventative maintenance cost would be an additional \$952.00. Based on discussion it was the feeling of the Board to move forward with both maintenance costs to ensure the Water Plant Generator would be operational in a time of need. A motion was made by Myrtle to move forward and was seconded by Jeff. All members were in agreement.

## **Items for Discussion at the Next Meeting**

- 2) Organization Meeting after the Annual Meeting

### **Open Issues / Old Business**

- 1) Non

### **New Business**

- 1) Assignment of Positions

## **Adjournment:**

Adjournment of meeting was motioned by Joe and was seconded by Jeff. The motioned carried and the meeting was adjourned at 21:12. The next Board meeting which will be an Organizational Meeting only is scheduled to follow the Annual Meeting on September 20, 2018 at Real Life Christian Church, 31205 Round Lake Road, Mt Dora, Florida.

Minutes submitted by: Gary Carter - Secretary