

**THE PARK AT WOLF BRANCH OAKS HOMEOWNERS' ASSOCIATION, INC.**  
**Board of Directors Meeting Minutes**

**Date:** Monday, December 14, 2020  
**Time:** 6:45 p.m.  
**Location:** 23229 Oak Cluster Drive, Sorrento, FL 32776

**Board Members Present:** Joe Routt – President  
Myrtle Webb – Vice President  
Karin Pierson – Treasurer  
Jeff LaChapelle – Secretary

**Management Present:** Barbara Proctor, CAM, of Bosshardt Property Management

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**OPENING:** The regular monthly meeting of the Board of Directors was called to order at 6:45 p.m. by President Joe Routt. It was noted that the meeting had been posted properly and in a timely manner and that a quorum had been established.

**APPROVAL OF MINUTES:** The minutes of the November 16, 2020, meeting were approved as distributed.

**REPORTS:**

- **Treasurer Reports:** Karin Pierson presented the financial reports. Motion was adopted to authorize the Treasurer to fund the operating account to Bosshardt Property Management, LLC, for \$9,780.00 for anticipated upcoming expenses. Motion was adopted to renew the contract with the law firm, Becker & Polikoff, P.A.
- **ACC Committee:** Myrtle Webb announced 37 violations letters (mostly for pressure cleaning and to repair mailboxes) were mailed following the 12/8/2020 inspection. A second notice letter will be sent to 6 owners who did not correct the violation after receiving the first letter.
- **Landscape Committee:** Entrance lights were **inspected**, repaired, and cleaned on 12/8/2020; the irrigation inspection was completed on 12/12/2020.
- **Water Committee:** Kevin Rees reported RCM agreed to hold the same price for water meter replacement.
- **Property Management:** Barbara Proctor, CAM, reported the transition is continuing with the assistance of individual board members. BPM is to provide information to Gary Carter to update the web page.

**UNFINISHED BUSINESS:**

- **Litigation:** Mediation on November 17, 2020, concerning Lot #3, was not successful. Board members received an update concerning possible litigation.
- **2021 Budget:** Motion was adopted to approve the 2021 Budget as presented which included an increase in the annual assessment to \$535.
- **Annual meeting:** Postponed until after the State of Emergency is no longer in effect for Florida.

**NEW BUSINESS:**

- **Vacant Lots:** BPM instructed to do additional research and to report to the board at the January meeting.

**NEXT BOARD MEETING:** January 25, 2021, at 6:45 p.m. at 23229 Oak Cluster Drive, Sorrento, FL 32776

**ADJOURNMENT:** Meeting was adjourned at 9:15 p.m.

**Submitted by:** Barbara Proctor, CAM, Bosshardt Property Management