

# **JAN 27, 2020 Board Meeting Minutes**

## **Attendees:**

Meeting Date: 01/27/2020

Location: 23229 Oak Cluster Drive, Sorrento, FL 32776

Board Member Participants:

Joe Routt – President

Myrtle Webb – Vice President

Karin Pierson – Treasurer

Jeff LaChapelle - Secretary

## **Opening:**

The monthly Board of Directors meeting at The Park at Wolf Branch Oaks, Inc. was called to order at 6:45 p.m. on January 27, 2020 by President Joe Routt. It was noted that the meeting 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 Minutes:**

The minutes of the previous board minutes dated December 9, 2019 were unanimously approved as distributed with Myrtle motioning to approve and Karin seconding.

## **Report Outs:**

### **Treasurer Report**

Treasurer reports have been accepted by the Board as submitted by Treasurer Karin Pierson which included the following reports:

Balance Sheet as of Jan 27, 2020

Budget vs. Actual for the month of Jan 2020

Profit & Loss as of Jan 27, 2020

Karin informed us that 40 lots have not paid the annual assessment yet. Remaining collectible balance is \$19,798.

9 deposits were refunded for water bill deposits.

\$50,000 Certificate of Deposit was purchased in December from Bank United. This has a 9-month maturity date.

A resident received a 2<sup>nd</sup> late fee for his November water bill, which crossed in the mail. Joe made a motion to waive the second late fee with Myrtle seconding.

## **ACC Committee**

No drive arounds were conducted in December or January. Myrtle will ride around with Cheryl Altemose in February.

The committee will be making a policy for approved types and colors for fences, roofs, and exterior paint to be posted on our website for reference.

Myrtle called Jeff Coldren to confirm the minor repairs needed in the fence along Wolf Branch road had been completed. He confirmed that they had.

### **Landscape Committee**

The HOA incurred an irrigation expense of \$126.00 for the month of December.

The contract with Prestige Pro is up for renewal. Myrtle made a motion to accept a 2-year contract at the same cost with Karin seconding. Joe signed the new contract.

### **Water Committee**

Eleven meters were replaced in 2019 as per the routine schedule.

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

The resident who hit and damaged the flush valve asked to make installments for the damage. Joe made a motion to accept three monthly payments with Karin seconding. He will have 90 days to pay the balance at 1.5% interest/ month.

### **New Business**

Utility Technicians is cancelling our contract for services as they are reshaping their business model. The water committee met and reviewed three companies as possible replacements. They recommended RCM, which was also a recommendation from Utility Technicians. Representatives Chris Creech and Melissa Moss from RCM attended the meeting and explained their services. Karin made a motion to accept RCM as our new service provider with Jeff seconding, pending a change on the contract from a 30 day to 60-day termination notice. Kevin Rees will generate a letter to the residents explaining the change.

Currently 63 residents have signed the request to change to CC&R's. 87 are needed to make the change. Karin is generating an updated list for us to canvass signatures and try to obtain them by the Feb 24<sup>th</sup> meeting.

Board discussed exploring costs to hire a contractor to build a new shed at the water plant.

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

New Business items above.

### **Adjournment:**

Adjournment of meeting was motioned by Myrtle and was seconded by Jeff. The motion carried and the meeting was adjourned at 9:07 p.m. The next regular meeting will be at 23229 Oak Cluster Drive, Sorrento, FL 32776 on February 24, 2020 at 6:45 p.m.

Minutes submitted by: Jeff LaChapelle - Secretary