

August 22, 2016 - Board Meeting Minutes






Monday, August 22, 2016 6:30 PM

Attendees:

Meeting Date: 08/22/2016 6:30 PM

Location: 32314 Oak Canopy Drive, Sorrento, FL 32776

Board Member Participants

-  [Joe Routt - President](#)
-  [Kevin Rees - Director](#)
-  [Myrtle Webb - Vice President](#)
-  [Gary L Carter Jr](#)
-  [Bob Dowdie - Treasurer](#)

Opening:

The monthly Board of Directors meeting of The Park at Wolf Branch Oaks Inc. was called to order at 18:30 on August 22, 2016 in 32314 Oak Canopy 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 08-22

Approval of Minutes

The minutes of the previous meeting dated July 25, 2016 were unanimously approved as distributed with Bob making a motion to approve and Myrtle seconding the motion.

Report outs

Treasurer Report

Treasurer Reports have been accepted by the Board as submitted by Bob Dowdie which included the following reports for the month ending July 2016: ([submitted reports](#))

- 1) Income Statement Report
- 2) Current Month and YTD Budget vs Actual Report
- 3) Accounts Receivable Report
- 4) Deposits Report
- 5) Check Issued Report
- 6) Journal Entries Report
- 7) General Ledger Report
- 8) Balance Sheet Report

ARC Committee

Jeff Coldren noted that two additional first letters had been sent to residences with compliance issues in August for issues that had been noted at the end of July. He also stated the during the August compliance review no additional items had been noted within the community.

Landscape Committee

Myrtle noted that the drainage issue previously discussed during the last board meeting was still under review. She stated the committee is reviewing and monitoring the area in question (by the front entrance) and looking for the best direction to take.

Water Committee

Kevin noted that the committee had a recent meeting and started talking about an Emergency Response Plan should one be needed. He stated that this will take several meetings to complete and would report back to the Board on the committee's progress.

Kevin and Joe also stated that they are looking for quotes from electricians around installing additional lighting in the area of the Water Plant.

Open Issues / Old Business

- 1) Annual Meeting Preparation - Bob noted that notices for the Annual Members Meeting had been sent out to residences around the 20th of August. Discussion was also had around the agenda for the meeting along with the election process.
- 2) Political Signage - Jeff Coldren noted that he had followed up with County Code Enforcement around regulations related to political signage. Code Enforcement stated that their jurisdiction for political signage only pertains to county land and that Home Owner Associations are not covered under their oversight for this topic. Jeff stated that the County stated such a topic would fall back to the HOA's CC&R document. The Board then reviewed our CC&R again during the discussion and came to the conclusion that the posting of political signage would be a compliance issue should they be posted.

Residences are urged to review Section 6 (Signs) of Article VIII (General Restrictions) for an understanding based on our current CC&R.

New Business

- 1) Entrance Lighting Issue - Todd from Prestige Pro attended the meeting to give the Board an update as to center island entrance lighting issue. Todd stated that based on his crews review, it appeared that a surge of some sort impacted the system. However, the source of that surge was unknown.

Discussion was had around the needed direction to bring the system back online and quotes were reviewed. Todd also noted that even though the warranty of the system was not something that is covered by a surge, that Prestige Pro would supply the man power to correct the issue as long as the HOA purchased the needed materials.

- Repairing the Lighting - After discussion a motion was made by Myrtle to replace the impacted lights which was seconded by Joe. The motion passed with no objections to spend the needed \$1,273.30 on replacement bulbs.



Quote

- Surge Protection to try and protect the system moving forward:
 - High Voltage - Discussion was had around gathering information to install surge protection at the panel or meter. The Board agreed that if SECO (our energy utility) could supply the required protection at a reasonable cost that we should move in that direction. Gary will follow-up with SECO and will report back on his findings.
 - Low Voltage - Discussion was had around adding lighting arresters to the transformers that power the lighting or to the lights them self. Upon reviewing the literature that had been left by Prestige Pro, the Board felt there was still more that needed to be understood regarding what the warranty would cover for this type of protection as the literature was inconclusive.

Items for Discussion at the Next Meeting

- 1) Committee Report Outs
- 2) Nomination and Election of New Board Members

Adjournment:

Adjournment of meeting was motioned by Myrtle and was seconded by Joe. The motioned carried and the meeting was adjourned at 20:30. The next meeting will be the Annual Members Meeting which is scheduled for 19:00 on September 22, 2016 at Real Life Christian Church.

Minutes submitted by: Gary Carter - Secretary