

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

Date: Monday, October 26, 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

OPENING: The regular monthly meeting of the Board of Directors was called to order at 6:52 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 September 14, 2020, meeting were approved as corrected.

REPORTS:

- **Treasurer Reports:** Karin Pierson reviewed the following reports: Balance Sheet, Profit & Loss, AR Aging. The treasurer is to obtain the standard procedure for collection of past due balances for water from RCM following discussion concerning 4 past due accounts. Motion was adopted to approve the Estoppel form with changes for Bosshardt on the web page. The insurance premium will be paid in December. Motion adopted to authorize the Treasurer to fund the operating account monthly to Bosshardt based on upcoming expenses.
- **ACC Committee:** Myrtle Webb announced the resignation of Scott Baker and the addition of a new member, John Milliman. The follow requests were approved: (1) remove 2 palm trees; (1) Pod storage unit for two weeks; (1) new fence. The monthly inspection was completed on October 26, 2020, by Barbara Proctor and Myrtle Webb with 21 violation letters to be sent to owners with a copy to any tenants.
- **Landscape Committee:** Myrtle Webb reported a breaker at the entrance was repaired (\$112) and monthly light inspections completed (\$75) with no bulbs being replaced. An Addendum will be added to the Prestige Pro contract which expires 12/31/2021 for the monthly light inspections starting January 2021.
- **Water Committee:** Kevin Rees reported money was available to replace a few more meters based on the plan adopted previously to upgrade the meters with the highest bills first on a rotating annual basis.
- **Property Management:** Barbara Proctor, CAM, reported the transition has been going smoothly with the assistance of individual board members.

NEW BUSINESS:

- **2021 Budget:** Motion was adopted to schedule a budget workshop in conjunction with the next board meeting on November 16, 2020, at 6:45 p.m.
- **Litigation:** Motion was adopted to approve the Corporate Resolution authorizing the following individuals, or any one of them, as Directors of the Association, Joseph Routt and/or Myrtle Webb and to given them full authority of the corporation to settle the lawsuit, without further consultation with or approval from the full board of directors.

Adjournment: Meeting was adjourned at 8:58 p.m.

Submitted by: Barbara Proctor, CAM, Bosshardt Property Management