

Park at Wolf Branch Oaks Homeowners' Association, Inc.
 Board of Directors and Budget Meeting Minutes
 Reach Church
 11/16/2022

Call to Order:

- at 6:15PM
- by Joseph Routt

Verification of Quorum:

- 4 of 5 Board Members in attendance.
- Joseph Routt, Karin Pierson, Perry Pierce, Gary Carter

Proof of Notice

- Notice provided in accordance with Florida Statutes

Previous Meeting Minutes:

- Motion to approve the previous Board of Directors Meeting minutes from 8/24/2022 as Submitted.
 - By: Gary Carter
 - 2nd by: Karin Pierson
 - Vote: Unanimous by Members Present
-

Reports 6.1 Financial Report

- **Discussion: 6.1 Financial Report**

Specialty did not give the Board up to date financials this month due to transition of internal software. Specialty was able to supply recent bank statements. Karin sent the Board those documents.

There were two checks issued for deposit refunds of \$75.

One outstanding invoice for general utilities but it on its way to getting paid.

RCM charged more on an invoice for mailing the water billing. Karin confirmed RCM did give a credit for stuffing the envelopes.

6.2 Architect Control Committee

- **Discussion:**

Last property inspection was done on August 29th, the letters were mailed out September 7th. No inspection was done for the month of September and October due to the recent hurricanes. In need of an inspection ride to resume December.

One violation was sent out today-lot 57 for a utility trailer sitting in the driveway for a week. Resolution letter was also sent with the violation.

For approvals there was a request for a new roof in addition to put a cover over the patio, change of door colors, impact window installation, pod in driveway while interior work is done to home.

6.3 Landscape Committee

- **Discussion:**

Inspections were done, no cost for irrigation or entrance lights.

There are a couple of projects coming up that will apply to the budget.

Mulch to lay - \$375.00

Debris in the park and ground area that needs to be cleaned up from storm before landscapers can mow, also in the beds - \$1,020.00



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Yard trash left in front of the gazebo for pick up.

Gary clarifies that \$2,500 was already paid for Hurricane Ian clean up.
Mulch will go at the front entrance.

These are already scheduled to be done, next week.

6.4 Water Committee

- **Discussion:**

There is a schedule to have the remaining 5 meters replaced for the 11 of the year done.

Water rate and tariff charges have been handled.
Water plant repairs and testing has been completed.
Water plant equipment repairs have been completed.

6.5 Management Report

- **Discussion:**

No management report.

Unfinished Business 7.1 Water Plant Shed

- **Discussion:**

Vendors are needed to reply to some requests. Waiting on that.

7.2 Update on Lot #4

- **Discussion:**

Attorney was working on getting the second letter out. Boat was moved so the letter has been placed on hold.

7.3 Collection Policy

- **Discussion:**

Collection policy is locked in to CCR's. Attorney advised the Board changes the language in the Documents before making a new collection policy.

7.4 The Non-Compliance Committee Discussion

- **Discussion:**

Scott speaks on the compliance committee and procedures.
Chelsea to speak on this next meeting.
Attorney recommendations.
Scott expresses interest in being on possible fining committee.

New Business 8.1 Appointment of Perry Pierce to the Board of Directors

- **Motion:**

Motion to add Perry Pierce to the Board of Directors.

Myrtle Webb & Kim Peterson have resigned from the Board of Directors at Park at Wolf Branch Oaks.
The new Board of Directors are as follows:
Joe - President



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Gary - Vice President

Karin - Treasurer

Perry - Secretary

- By: Karin Pierson
- 2nd by: Gary Carter
- Vote: Unanimous by Members Present

8.2 Budget Discussion

- **Motion:**

Board discussed each line item and compares it to prior year to date financial reports.

Dues will increase from \$588.50 annually to \$618.00.

The difference is \$29.50 at 5%

Letter of increase to be sent to all residents prior to the next year.

2023 Budget Approved.

- By: Perry Pierce
- 2nd by: Gary Carter
- Vote: Unanimous by Members Present

8.3 Needed Policy on Usage of the Park

- **Motion:**

Lot 84 would like to use the park for Thanksgiving. There have been large events before. Board needs to look into insurance for liability purposes and implement terms and conditions in a policy.

There is an insurance policy in place already for up to two events a year. This event will have chairs and tents. Board approves the event.

- By: Joseph Routt
- 2nd by: Karin Pierson
- Vote: Unanimous by Members Present

8.4 Upgrade to the Reporting Section of the Park's Website

- **Discussion:**

Board is looking at updating website so when calls and e-mails come in.

There is no information to put under management, board would like to add management contact information.

8.5 Motion to Allocate Funds

- **Motion:**

Motion to move \$20,000 from Park at Wolf Branch operating account to Truist Account to cover unexpected costs for rest of year such as meter replacements, insurance increase, hurricane clean up, etc. and will carry two months into the year.

- By: Gary Carter
- 2nd by: Karin Pierson
- Vote: Unanimous by Members Present

8.6 Motion to Approve Projects

- **Motion:**

Motion to approve storm debris clean up costs, mulch project, and meter replacements.



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- By: Gary Carter
- 2nd by: Joseph Routt
- Vote: Unanimous by Members Present

8.7 Lot #2

- **Discussion:**

Lot #2 has had \$500 to \$600 water bills. Joe requested the 3 things needed per policy. Owner did sent letter and all invoices. Everyone does believe its the irrigation system. Per policy, at this point, the Board cannot approve relief.

9. Next Meeting Date

- **Discussion:**

December 15, 2022

Adjournment:

- Motion to adjourn at 9:47PM by Gary Carter
- 2nd by Joseph Routt
- Vote: Unanimous by Members Present

