

**Park at Wolf Branch Oaks Homeowners' Association, Inc.**  
 Board of Directors Meeting Minutes  
 Reach Church  
 1/18/2023

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**Call to Order:**

- at 6:05PM
- by Joseph Routt

**Verification of Quorum:**

- 4 of 4 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 12/15/2022 as Submitted.
  - By: Perry Pierce
  - 2nd by: Gary Carter
  - Vote: Unanimous by Members Present
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**6. Reports 6.1 Financial Report**

- **Discussion: Financial Report**

All bills paid for except for 1. Chelsea will approve it once ready. Duplicate payment was made to Prestige Pro, Karin has questions about the over payment and how the payment was made. It was a check and the ACH payment sent. The vendor decline the ACH payment.  
 All funds stayed in the account so the second payment did not go through.

Chelsea states she does not approve invoices that are not scanned in by Karin. Strongroom is good about not duplicating payments, however it has been explained to Karin, that there seems to be the same invoice being scanned into Strongroom multiple times, including e-mail conversations that are not invoices. The Board also needs to make sure that invoices are being sent in one time, not multiple.

Karin set up funding the reserves each month in the amount of \$939.06.

Board asks if SMC can do the taxes for 2022 and file the corporate report.  
 SMC does the corporate report, outsources taxes. Chelsea to get engagement letter.

**6.2 Architect Control Committee**

- **Discussion: Architect Control Committee**

Debbie wants to be responsible for only Secretary starting Jan 1st.  
 She will continue sending SMC the approval spreadsheets for each board meeting.

Chelsea explains, the management office has an ARC department. A homeowner will send in the application, SMC will work with the homeowner to have a complete application before sending to the ARC committee. Once the management office receives and answer from the committee, the management office will notify the homeowner.

The ARC committee is now holding their own meetings, taking meeting minutes and posting the notice to the community.

The time frame of ARC requests answer to the homeowner is 2 weeks.



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### 6.3 Landscape Committee

- **Discussion: Landscape Committee**

A contract with all the new pricing was drafted and signed by the owner at Prestige Pro. Park at Wolf Branch to sign it in order to bind.

The lights are out at the entrance for work, Prestige Pro has turned off irrigation and has not done any light inspections.

### 6.4 Water Committee

- **Discussion: Water Committee**

No meeting has been scheduled for water committee as of yet. Nothing to report.

### 6.5 Management Report

- **Discussion: Management Report**

Inspections were not done before the meeting. Chelsea will do inspections and send the report to Myrtle once completed.

Chelsea needs a final answer on the coupon letter that needs to go out to the community.

## 7. Unfinished Business 7.1 Water Plant Shed

- **Discussion: Water Plant Shed**

Joe sent the board an e-mail on the water plant shed. \$55,000 is the estimate. Board is looking at the pros and cons of going concrete or lumber.

Need to know the cost of replacing the tank.  
 Tank inspection coming due.

## 7.2 The Non-Compliance Committee Discussion

- **Discussion: The Non-Compliance Committee Discussion**

Chelsea to send out the letter for noncompliance committee discussion.

## 7.3 Needed Policy on Usage of the Park

- **Discussion: Needed Policy on Usage of the Park**

No updates - table to next meeting.

## 7.4 Follow up on Insurance Rep/Policies

- **Discussion: Follow up on Insurance Rep/Policies**

Joe reviewed current coverage. Joe has questions about the policy. Joe is waiting on the insurance rep to contact him with answers.

## 8. New Business 8.1 Flock Safety

- **Discussion: Flock Safety**

Flock Safety company joins the meeting to explain the services they offer and pricing.

## 8.2 Repair of Front Entrance Lights

- **Motion: Repair of Front Entrance Lights**

Front entrance lights are out. 100 amp controller gave out. Joe contacted two electricians, only one proposal



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was given out of the two companies.

The current estimate is \$600.00. Motion to approve the estimate not to exceed a certain number. The estimate does not include any parts that may be needed.

Motion to approve the cost of \$750.00

Board would like to replace lights in the gazebo with LED lights and a new light box.

Motion to replace lights and box in the gazebo to to exceed \$150.00.

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

**9. Next Board Meeting**

- **Discussion: Next Board Meeting**

February 22, 2023 6:00pm.

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**Adjournment:**

- Motion to adjourn at 8:15PM by Joseph Routt
- 2nd by Gary Carter
- Vote: Unanimous by Members Present

