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

Date:Wednesday, November 17, 2021Time:6:00 p.m.Location:Reach Church, 31431 Payne Road, Sorrento, Florida 32776

 Board Members Present:
 Joe Routt – President
 Myrtle Webb – Vice President

 Karin Pierson – Treasurer (via zoom)
 Kim Peterson – Director

 Gary Carter - Director
 Venegement

Management Present: Andrea Ogletree CAM of Bosshardt Property Management

**OPENING:** The regular monthly meeting of the Board of Directors was called to order at 6:13 p.m. by President Joe Routt. It was noted that the meeting notice had been posted properly and that a quorum had been established.

APPROVAL OF MINUTES: The minutes of the October 13, 2021 board meeting were approved as distributed.

## **REPORTS:**

- **Treasurer:** Karin Pierson had 1 estoppel. Has one lot with overdue water bill. Estimated water bill for \$43.75 still not paid. Water will be shut off for non-payment soon.
- ACC Committee: Myrtle Webb reported the inspection was completed by Andrea Ogletree and Barbara Proctor on October 13, 2021. There were 24 violations. Most violations were on their 1<sup>st</sup> (courtesy letter). There were 5 ACC requests approved.
- Landscape Committee: Entrance lights are out. Landscaper will be contacted to inspect problem/issue. An electrician is needed to repair the light for the sign. Roses at the entrance were pruned due to distress. BPM to obtain at least one more bid for lawn maintenance in addition to the proposal received from Prestige Pro and Juniper.
- Water Committee: The water plant pump and motor replacement by Wiggins Bros. Well Drilling, Inc. should be completed in the next week as soon as parts are received, with payment made from the reserve account. Still waiting on update of the pump assembly on the west well.
- Property Management: Still working on getting landscape proposals.

## UNFINISHED BUSINESS:

• **Residential Planning Criteria:** Based on the recommendation from the Architectural Control Committee and Notice mailed to owners pursuant to Florida Statutes, the motion was adopted to adopt the attached Residential planning Criteria with instructions to forward it to the HOA's attorney for recording in the public records of Lake County, Florida.

• **Insurance Renewal:** There will be an increase of 20% in the insurance premium. Still waiting on finalization of the New Year (2021-2022) insurance and rate.

- **Covenant amendment:** No updates
- **Board vacancies:** Jeff LaChapelle has resigned as Secretary as of November 15.
- Boy Scout book library: It was decided to table the library idea for now.
- **Sign:** Discussion was made about having the sign painted or cleaned. BPM will get proposals.
- **Street lights:** Joe got some proposals for solar and led lighting. Still need a few more proposals.

## **NEW BUSINESS:**

• **2022 Budget:** Budget Meeting was held on Monday, November 15, 2021. A proposed budget was drafted. Gary made a motion to approve the proposed budget and Myrtle 2<sup>nd</sup> the motion. The motion passed unanimously.

• **Parking:** BPM to contact Lake County concerning parking on the swale and to provide information from the governing documents concerning parking in the preservation area. Also, will contact Garry Griffin about policies on repeat violations in other communities.

• **Annual Mailing:** BPM plans to mail out payment coupons on December 15 to make sure all residents have enough time to pay their assessment bill. HOA payment is due by January 1.

• Lot 21 Water reimbursement: Gary made a motion to reimburse \$175 for challenges due to RCM meter malfunction. Kim 2<sup>nd</sup> the motion. The motion passed unanimously.

**NEXT BOARD MEETNG:** 6 pm on Monday, December 13, 2021, Board Meeting, at Reach Church 31431 Payne Road, Sorrento, Florida 32776.

ADJOURNMENT: Meeting was adjourned at 8:25 p.m.

Submitted by: Andrea Ogletree, CAM, Bosshardt Property Management, LLC