

November 16, 2015 - Board Meeting Minutes

Monday, November 16, 2015 6:30 PM

Attendees:

Meeting Date: 11/16/2015 6:30 PM

Location: 32314 Oak Canopy Drive, Sorrento, FL 32776

Link to Outlook Item: [click here](#)

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 November 16, 2015 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-11-...

Approval of Minutes

The minutes of the previous meeting dated October 26, 2015 were unanimously approved as distributed with a minor correction to the wording in the Water Committee section. That change was to change the Y-Valve to Wye Valve.

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 October 2015: ([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

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ARC Committee

Myrtle reported that one new request had been submitted to the committee for the additional of a pool solar panel system. This request is currently under review and the committee is awaiting additional information for the home owner. She also noted that the monthly ARC inspection had been delayed due to a scheduling conflict and would take place during the week of November 23rd with the report to be available during the next board meeting.

Landscape Committee

Myrtle reported that the landscape committee was looking to install an additional irrigation rotor-head along the fence line. The total for the additional head would be \$159.00 and funds were available in the current budget.

Due to the cost and the funds being available a vote was not required at this time.

Myrtle also noted that the committee had met and were starting discussions around which projects the committee expected to undertake in 2016. She also noted that the committee has started discussions around putting together a 5-year plan for the community. This will help with future budgets along with long range planning.

Social Committee

The Social Committee had nothing new to report as of the time of the meeting.

Water Committee

Kevin reported that the repair work to the water tank had been completed and that the water plant was back online. He noted that the vendor still needed to replace the existing Butterfly Check Valves along with adding the new Wye Valve Strainers. The new Wye Value Strainers will assist to capture sand and sediment so that it does not get to the tank or out into the Water System. This work is expected to be completed in early December.

Joe also took a moment to recognize the Water Committee on a Job Well Done around the work they did to ensure the Water Tank and Plant were repaired to the level of which it was. He realizes that a lot of work/time was involved with this and appreciated the dedication of all. His thoughts were also echoed by the entire Board.

Open Issues / Old Business

1. Entrance Lighting Project

Joe has received several quotes from various supplies/vendors. Each Supplier currently has quoted something slightly different. Joe stated that he is currently still researching additional options and quotes.

Joe stated that he would look to report back to the board at our next meeting with his additional findings.

Current Quotes -

- 1) Prestige Pro @ \$10,000 - Low Voltage solution (Prestige Pro also talked about setting a sample for the committee to review)
- 2) Electrical Works @ \$11,933 - High Voltage (120V) solution, with LEDs
- 3) Jimmy's Electric - Just repairing the areas that need to be addressed.

Joe also stated that he would be reaching out to both Prestige Pro and Electrical Works for work references so that the Board and Landscaping Committee could see some of the work that each company has installed.

2. Storm Drain Cleaning

No new updates at this time. Kevin will have a discussion with Utility Tech and will report back to the Board at the next meeting.

3. 2016 Financial Budget

Bob submitted to the Board the proposed 2016 Financial Budget. After some discussion and review the Board has agreed on the proposed budget for 2016 with the annual dues assessment for 2016 at \$450.00 per lot. A motion was made by Myrtle and was seconded by Kevin to accept and approve the budget as it stands, the motion passed with no objections.

Bob stated that he would look to mail out the budget to all homeowners in the next week or so.

4. Water Committee Update on Water Tank

No additional issues to report on. All items had been covered in the Water Committee report out.

New Business

1. Peter and Lina Critzer letter request

The Board has review the request from the Critzer family around a letter stating that the homeowners of the Park suffered a major hail storm back in early 2014. After reviewing the request and discussing the options it was the option of the Board not to get in the middle of personal lawsuit between the Critzer family and their Insurance company.

It was also noted that during the time of the hail storms and throughout 2014 / 2015 that the ARC Committee has not tracked the number of times a roof was repaired or replaced due to the storm damage.

Joe stated that he would draft a memo to the Critzer stating the position of the Board at this time.

2. New HOA laws for 2016

It was brought to the attention of the Board that there are a couple of new recommendation coming out for 2016. These recommendation were discussed and at this time it was the feeling of the members to continue to review the recommendations and seek counsel if needed once the recommendations had been formally published by the state of Florida.

The Recommendation are:

- 1) Fax number and e-mail must now be on all annual meeting notices so people have other means to send back a proxy other than US mail.
- 2) Must have a consent form on file from all homeowners wishing to receive annual meeting notice electronically. This form must be sent to all homeowners and kept in their files when returned to the HOA.

- 3) Determine whether there is support for electronic voting and if so, begin the process of researching internet based electronic voting platforms.
- 4) Review and update HOA fining procedure to comply with new statutes. Documents must be amended with these new changes if your documents allow fining.
- 5) Adopt a records retention policy for non-written records for meetings, and security recordings.

Agenda for Next Meeting

- 1) Committee Report Outs
- 2) Follow-up discussion around the Entrance Lighting Project
- 3) Follow-up discussion around Storm Drain Cleaning

Adjournment:

Adjournment of meeting was motioned by Kevin and was seconded by Joe. The motioned carried and the meeting was adjourned at 21:00. The next Board meeting is scheduled for 18:30 on January 4, 2015 at 32314 Oak Canopy Drive.

Minutes submitted by: Gary Carter - Secretary