

October 17, 2016 - Board Meeting Minutes

Monday, October 17, 2016 6:30 PM

Attendees:

Meeting Date: 10/17/2016 6:30 PM

Location: 32314 Oak Canopy Drive, Sorrento, FL 32776

Board Member Participants



[Joe Routt - President](#)



[Gary L Carter Jr](#)



[Myrtle Webb - Vice President](#)



[Kevin Rees - Director](#)



[Bob Dowdie - Treasurer](#)

Opening:

The monthly Board of Directors meeting of The Park at Wolf Branch Oaks Inc. was called to order at 18:36 on October 17, 2016 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 10-17

Approval of Minutes

The minutes of the previous Board meeting dated August 22, 2016 were unanimously approved as distributed with Bob making a motion to approve and Joe seconding the motion.

The minutes of the Annual Members meeting dated September 22, 2016 were unanimously approved as distributed with Bob making a motion to approve and Joe seconding the motion.

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 September 2016: ([submitted reports](#))

- | | |
|--------------------------------------------------|---------------------------|
| 1) Income Statement Report | 5) Check Issued Report |
| 2) Current Month and YTD Budget vs Actual Report | 6) Journal Entries Report |
| 3) Accounts Receivable Report | 7) General Ledger Report |
| 4) Deposits Report | 8) Balance Sheet Report |

Bob noted that the two properties under foreclosure have now been sold back to the bank. He also noted the resident with a high water bill that had reached out the HOA within the last 60 days has not paid the outstanding balance.

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After some discussion the Board agreed that the HOA should send a letter to the resident asking for an update and also an agreement around payment to clear up the outstanding bill.

ARC Committee

Jeff Coldren was not able to be in attendance, Myrtle updated the Board on his behalf. She noted that our outside source for helping with property violations has decided to retired and has tendered his letter of resignation. She noted that the ARC Committee is currently review options and that they would report back to the Board as they understand more.

Landscape Committee

Myrtle noted that Hurricane Matthew had left a fair amount of tree canopy debris in common areas that needed to be cleaned up. Based on the amount of cleanup that was needed (approximately 60 yards) the cost totaled \$675.00.

She also mentioned that the committee was looking for approval to spend \$644.50 to clean up the declining vegetation in the two cul-de-sacs at the west end of Oak Cluster Drive. Once the declining vegetation was removed and these areas would then be mulched to keep weed vegetation at a minimum.

Joe made a motioned to go ahead and approve both expenses with a second by Kevin. The motion carried with no objections.

Water Committee

Kevin noted that the committee had recently met. He noted committee members had performed a recent inspection of the plant and equipment. As part of the inspection he stated the wye-valves and strainers when flushed showed little to not sediment which had been a concern during the tank repairs.

Both Kevin and Joe also noted that in early 2017 the committee is looking to perform a full duty cycle generator test, which will operate the Water Plant for an extended amount of time (possibly 24-hrs). When this is scheduled a notice will be posted to the residences alerting them to the test.

Open Issues / Old Business

- 1) Lighting at the Water Plant - a quote was presented to the board for the installation of the old front entrance sign lights to be installed at the Water Plant. The cost for the installation would be \$300.00. After some discussion a motion was made by Kevin to proceed and was seconded by Joe, the motion passed with no objections.
- 2) Surge Protection for various electrical meters - Tabled for next meeting

New Business

- 1) Landscaping Presentation - The Landscape committee presented a plan for planting trees along the front fence line for consideration. The thought around the plantings would be to help soften the look of the fence line to match that of other areas within the community along with adding a natural sound buffer from the traffic on Wolf Branch.

The committee also presented a plan to look at installing benches throughout the park. The benches would be installed in a multi-stage approach based on use. The thought with the benches is to place these in strategic areas within the Park area to welcome the use of the area.

Lastly the committee is asking to install two tree in the common area that sounds the property on Oak Cluster, Oak Canopy, and Oak Bluff. The committee had also stated that they had spoken to the residence that surrounded this common area and all welcomed the idea.

The Board took all proposals under advisement and will look at the 2017 budget to see what could be possible implemented in 2017 and what may have to wait for following budget years.

Proposals that had been presented:



Fence Line
Tree Plan...



Benches in
the Park

- 2) Budget Projections (2017) - Based on discussion, the Board has recommended the following changes to the first draft of the 2017 budget. Bob will make the needed updates based on the discussions and will present another draft at the next monthly Board meeting.

Requested Line Changes:

- i. Line 6115 leave at \$1600.00
 - ii. Line 6150 increase by \$80.00 to \$3700.00
 - iii. Line 6140 increase by \$500.00
 - iv. Line 6210 decrease to \$1100.00
 - v. Line 6310 decrease to \$200.00
 - vi. Line 8410 leave at \$3000.00
 - vii. Line 6830 leave at \$3000.00
- 3) Pre/Post Storm Discussion - Covered under the review of budget line items.
 - 4) Allocation of Funds, Water Committee Recommendation - Joe noted that during the recent Water Committee meeting a new member of the committee asked if there was interest in purchasing a Stainless Steel Tank. The member noted that from time to time there are auctions that come up were tanks that are slightly used become available for reasonable prices.

Joe's question was would we want to look in to something that was from auction. The Board felt that it is worth inquiring about and once we have more information we could then look at the options that are available.
 - 5) Update Legal Representation - Tabled for the next meeting

Items for Discussion at the Next Meeting

- 1) Committee Report Outs
- 2) 2017 Budget Finalization
- 3) Legal Representation Discussion

Adjournment:

Adjournment of meeting was motioned by Joe and was seconded by Myrtle. The motioned carried and the meeting was adjourned at 21:44. The next Board meeting is scheduled for 18:30 on November 14, 2016 at 32314 Oak Canopy Drive.

Minutes submitted by: Gary Carter - Secretary

