

July 15, 2019 Board Meeting Minutes

Attendees:

Meeting Date: 07/15/2019

Location: 23229 Oak Cluster Drive, Sorrento, FL 32776

Board Member Participants:

Joe Routt – President

Myrtle Webb – Vice President

Karin Pierson – Treasurer

Jeff LaChapelle - Secretary

Jeff Coldren – Director

Opening:

The monthly Board of Directors meeting at The Park at Wolf Branch Oaks, Inc. was called to order at 6:55 p.m. on July 22, 2019 by President Joe Routt. It was noted that the meeting 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 Minutes:

The minutes of the previous board minutes dated June 17, 2019 were unanimously approved as distributed with Jeff C. motioning to approve and Joe seconding.

Report Outs:

Treasurer Report

Treasurer reports have been accepted by the Board as submitted by Treasurer Karin Pierson which included the following reports for the month ending June 2019:

A/R Aging Summary

General Ledger

Balance Sheet

Open Purchase Orders Details

Budget vs. Actual

Profit & Loss Compared to Same Time Last Year

Check Detail

Profit & Loss YTD Comparison

Deposit Detail

Karin ordered 300 checks and paid for them with her personal card. She is looking into getting an HOA credit card for future purchases.

Cheryl Altomose informed Karin of state laws regarding estoppel fees and transfer fees which the HOA is entitled to charge. State limits are \$250 and \$175 respectively.

ACC Committee

The ARC changed its name to Architectural Control Committee. Cheryl and Jeff C. did a drive through on 7/14 and noted several trailers in driveways, brown spots in yards, and cars parked in the grass on the side of the road. Cheryl requests clarification on what to address in a letter to residents. Joe will contact our attorney on how to inform non-compliant residents.

Landscape Committee

Myrtle got estimates from Apopka Tree Service and Prestige Pro for the following landscape services:

1. Remove deadwood from trees in park area
2. Elevate low hanging limbs
3. Remove dying/diseased Holly tree in the front

Total for the tree services is \$3700. The remaining budget in acct 6150 is \$1357.52. Karin will ask Gary on how to transfer funds from reserves.

Water Committee

Nothing to report.

Open Issues/ Old Business

Nothing to report.

New Business

The annual meeting will be held September 26, pending availability of the conference room.

Jeff L. will contact Gary for the annual meeting paperwork and proxy forms.

Christine Jeffries has resumed doing the newsletter and is seeking input from board/ committee members.

Items for Discussion at the Next Meeting

Annual meeting preparations.

Adjournment:

Adjournment of meeting was motioned by Myrtle and was seconded by Jeff L.. The motion carried and the meeting was adjourned at 8:52 p.m. The next regular meeting will be at 23229 Oak Cluster Drive, Sorrento, FL 32776 on August 12, 2019 at 6:45 p.m.

Minutes submitted by: Jeff LaChapelle - Secretary