

# January 15, 2018 - Board Meeting Minutes

Monday, January 15, 2018 6:30 PM

## Attendees:

**Meeting Date:** 01/15/2018 6:30 PM

**Location:** 23229 Oak Cluster Drive, Sorrento, FL 32776

### Board Member Participants

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> <a href="#">Joe Routt - President</a>        | <input checked="" type="checkbox"/> <a href="#">Gary L Carter Jr - Secretary</a> |
| <input checked="" type="checkbox"/> <a href="#">Myrtle Webb - Vice President</a> | <input checked="" type="checkbox"/> <a href="#">Kevin Rees - Director</a>        |
| <input checked="" type="checkbox"/> <a href="#">Karin Pierson - Treasurer</a>    | <input type="checkbox"/> <a href="#">Jeff Coldren - Director</a>                 |

## Opening:

The monthly Board of Directors meeting of The Park at Wolf Branch Oaks Inc. was called to order at 18:30 on January 15, 2018 in 23229 Oak Cluster 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 01-...

## Approval of Minutes

The minutes of the previous Board meeting dated December 11, 2017 were unanimously approved as distributed with Joe motioning to approve and Kevin seconding.

## Report outs

### Treasurer Report

Treasurer Reports have been accepted by the Board as submitted by Patricia Wightman, Bookkeeper and Karin Pierson, Treasurer which included the following reports for the month ending December 2017:

[\(submitted reports\)](#)

- |  |                           |
|--|---------------------------|
| 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   |

Discussion was had around outstanding invoices and if we should accrue. Karin was going to work with Patricia around accruing the outstanding invoice for the Generator Switch while Kevin checking with the vendor on the invoice.

### ARC Committee

Jeff Coldren was not able to be in attendance however, Joe and Gary were able to note several things

## ARC Committee

Jeff Coldren was not able to be in attendance however, Joe and Gary were able to note several things based on discussions with Jeff prior to the meeting.

- 1) A certified letter was sent to the resident that was reported to have loose dogs in mid-December. The resident responded to the letter stating they have corrected fence issues so that the dogs cannot easily leave their yard and that the dogs are up-to-date on all shots.
- 2) Jeff had noted to Joe that his first ride along with Cheryl Altemose of Altemose Community Management, LLC will take place during the week of January 15th. He will update the board at the next Board Meeting on any findings and also how he felt the ride along went.
- 3) Jeff also had noted to Gary that Cheryl had requested to be added to the Sunbiz Annual Report. He is not sure of why, but would follow-up with her during his ride along.

Myrtle also noted that the monthly meeting has moved from the first Thursday to the second Thursday of the month.

## Landscape Committee

Myrtle Webb noted that the committee was working on getting an updated quote for the needed fence repair and will report back to the Board at the next Board Meeting.

She also noted that she is in contact with the County Arborist around the lightening issue that has been reported as affecting lot 26 and the Oak Tree that is adjacent to the property on association land. She believes she will have an update by the next Board Meeting.

## Water Committee

Kevin Rees noted that there were no new updates at this time.

## Open Issues / Old Business

- 1) Defective front entrance lighting follow-up - Myrtle stated that PrestigePro was still working to identify the issue and hopes to have something from them by the next Board Meeting.
- 2) Check-signing authorization - Karin noted that the required updates to allow the Treasurer to sign checks had been resolved.

## New Business

- 1) Purchase of Updated QuickBooks Software - Karin is looking in to options and will report back to the Board at the next meeting.
- 2) Loose Dog Issues - ARC has received a response from the homeowner in response to the certified letter that was sent (see ARC update).
- 3) Annual Reporting Renewal with SunBiz - The Board was in agreement to move forward with the annual update requirements with the State of Florida. The only outstanding issues was that they are waiting to understand the request from Cheryl Altemose of Altemose Community Management before renewing. Once we have that understanding, Karin will be able to renew the Annual Report with the State of Florida.
- 4) Outstanding Invoices for 2017 - See Treasurer's Report for details.

## Items for Discussion at the Next Meeting

- 1) Committee Report Outs

**Adjournment:**

Adjournment of meeting was motioned by Gary and was seconded by Joe . The motioned carried and the meeting was adjourned at 19:54. The next Board meeting is scheduled for 18:30 on February 19, 2018 at 23229 Oak Cluster Drive.

Minutes submitted by: Gary Carter - Secretary