

**Park at Wolf Branch Oaks Homeowners' Association, Inc**  
Board of Directors Meeting Minutes  
Reach Church 02/22/2023

**Call to Order**

6:00 PM by Joseph Rout

**Verification of Quorum**

4 of 4 Board Members present.

Joseph Rout, Karin Pierson, Perry Pierce, Gary Carter

**Proof of Notice**

Notice provided in accordance with Florida Statutes

**Approval of Prior Meeting Minutes for February 17, 2023**

Karin motion to accept second Perry.

**Reports:**

**Financial:**

- Karin reported that one of the homeowners had stopped payment on a check for their monthly water bill. No reason was provided by the Owner. Board elected to take a wait and see position to allow the Owner to make payment on the next billing cycle.
- The HOA was billed \$10.00 for a late fee by the HOA insurance company. Bill was paid late due to incorrect routing by Specialty Management Company. Joe asked Karin to contact the insurance company and explain the situation and ask that late fee be removed.
- Note Specialty Management Company failed to provide the usual financial reports, Chelsea, our Specialty Management Company Representative was at the meeting but could not provide an explanation as to why they failed to supply these reports.
- Chelsea stated she would try and get the reports. Board members stressed to Chelsea the need to have these reports created as well as the reports for April and March.

**ACC:**

- Myrtle Web reported the ACC approved 2 Roof replacements, 2 fence repairs/installs and 1 new pool install. One resident was in violation by replacing a roof without requesting approval.
- Myrtle also requested an email be created and delivered to all homeowners listing the most frequent ACC violations as reminder to all homeowners of the ACC requirements.

**Landscape:**

- Joe reported the front entrance lighting re-wire has been completed.
- Irrigation check was also completed.

**Water Committee:**

Noting to report

### **Unfinished Business**

Joe reported that Specialty Management Company failed to respond to his request for a meeting to discuss their decision to cancel their service. Chelsea, our assigned Specialty Management representative was at the meeting but could not speak for management regarding the service cancellation. The Board Members asked Chelsea to try and get Specialty Management to meet with us to see if there was any way to salvage our contract with them. If there was no way to salvage the contract, would they be willing to extend the cancellation until May 31<sup>st</sup>. Chelsea stated she would relay the request and report back to Joe by Monday February 27, 2023.

### **New Business**

In the event the contract with Specialty Management Co. cannot be salvaged the board discussed transition plans to take over the management of the HOA financial data and agreed we should purchase Quick Books. To expedite that process Gary made a motion to purchase the necessary software, Quick Books, at a cost of \$915.00 motion was seconded by Joe. Unanimous approval.

Gary also requested Board Members start researching other HOA software to facilitate the management of other HOA management tasks.

**Next Meeting:** Reach Church 02/22/2023 6:00 PM

**Open Forum:**

**Adjournment: 7:15**

Motion to adjourn Karin Pierson Second. Perry Pierce Unanimous by members present.