

# April 16, 2018 - Board Meeting Minutes







Monday, April 16, 2018 6:30 PM

## Attendees:

**Meeting Date:** 04/16/2018 6:30 PM

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

### Board Member Participants

- |  |  |
|--|--|
|  <a href="#">Joe Routt - President</a>        |  <a href="#">Gary L Carter Jr - Secretary</a> |
|  <a href="#">Myrtle Webb - Vice President</a> |  <a href="#">Kevin Rees - Director</a>        |
|  <a href="#">Karin Pierson - Treasurer</a>    |  <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 18:32 on April 16, 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 04-...

## Approval of Minutes

The minutes of the previous Board meeting dated March 26, 2018 were unanimously approved as distributed with Jeff motioning to approve and Karin 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 March 2018:

[\(submitted reports\)](#)

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

Karin noted that our annual tax return has been completed and submitted to the IRS. Karin will be talking with our CPA on obtaining the Annual Financial Report for 2017.

### ARC Committee

## ARC Committee

Jeff Coldren noted the ARC committee recently met. They are looking at options to put no parking signs in areas around common areas due to the number of vehicles that continually park in areas that are not designated for parking. There was a question around what types of limitations we could have so Jeff is going to discuss this with the County and will report back.

## Landscape Committee

Myrtle Webb noted the committee is working on a beautification donation to letter for the residents. This would be to help finish the front plantings before last year's plantings get to large. It was discussed that due to unforeseen expenses with last year's storms that this could possibly be the quickest way complete the project. Once the letter is written, she will bring it back to the Board for review.

Myrtle also noted she has spoken with another Arborist regarding the tree impacting lot 26. She noted that their recommendation is to remove a large limb that had been hit by lightning but not to take down the tree itself. She noted that she is just waiting for their final written recommendation. She will share the final written recommendation with the Board upon receiving.

## Water Committee

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

## Open Issues / Old Business

- 1) Purchase of Updated QuickBooks Software - Do to our current agreement with our Patricia Wightman (Bookkeeper) ending at the end of April, the Board has agreed to bring this service back inhouse. In order to accomplish this, the Board has agreed to purchase the latest addition of QuickBooks Online. By bring this service back inhouse for the balance of 2018, it is thought that we could save an estimated \$1000.00 which will help keep the budget.
- 2) Fence Repair Update - Myrtle has received a revised quote for the needed work at \$350.00. Based on the amount the Board decided to move forward with the repairs. Being this will be a budgeted expense the members did not see a need to vote.
- 3) Eagle Scout Project (Gazebo) - Work has begun on the on the refresh work as of April 16th. Based on the fund raising activities of the soon to be Eagle Scout, at this time it appears there will be little to no expense to the HOA.

## New Business

- 1) Investment of Funds (Impacting the FDIC) - Based on some information it was thought that the Board needed to take action on moving funds. Upon a closer review, there was were no actions that were needed at this time however, it was requested that we begin looking at options. Karin will report back to the Board within the next several meetings on options.
- 2) Flow Meter @ Water Plant - Kevin noted that we have a failed meter within the water plant on one of the wells. This meter needs to be replaced / rebuilt to meet State and DEP requirements. Based on these findings he has received a quote from Wiggins Bros. for the repairs which total \$1,700.00. The Board agreed to approve the \$1,700.00 repairs with Gary making the motion and Myrtle seconding.
- 3) Bookkeeper Interview - After reviewing the one candidate that offered services, the Board has agreed to bring these this service back inhouse for the remainder of 2018.

## **Items for Discussion at the Next Meeting**

- 1) Committee Report Outs
- 2) Update on Flow Meter Repair
- 3) Update on Fence Repair
- 4) Status on Eagle Scout Project
- 5) Investment of Funds discussion
- 6) Website Fee Approval (Transfer of Domain to WIX and renew Hosting)

## **Adjournment:**

Adjournment of meeting was motioned by Myrtle and was seconded by Jeff. The motioned carried and the meeting was adjourned at 20:45. The next Board meeting is scheduled for 18:30 on May 21, 2018 at 23229 Oak Cluster Drive.

Minutes submitted by: Gary Carter - Secretary