May 31, 2016 - Board Meeting Minutes

Tuesday, May 31, 2016   6:30 PM

Attendees:

Meeting Date: 05/31/2016 6:30 PM
Location: 32314 Oak Canopy Drive, Sorrento, FL 32776
Board Member Participants

☑ Joe Routt - President
☑ Kevin Rees - Director
☑ Myrtle Webb - Vice President
☑ Gary L Carter Jr
☑ Bob Dowdie - Treasurer

Opening:

The monthly Board of Directors meeting of The Park at Wolf Branch Oaks Inc. was called to order at 18:35 on May 31, 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
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Approval of Minutes

The minutes of the previous meeting dated April 18, 2016 were unanimously approved as distributed with Joe making a motion to approve and Kevin 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 April 2016: (submitted reports)

1) Income Statement Report
2) Current Month and YTD Budget vs Actual Report
3) Accounts Receivable Report
4) Deposits Report
5) Check Issued Report
6) Journal Entries Report

5) Check Issued Report
6) Journal Entries Report
7) General Ledger Report
8) Balance Sheet Report

Discussion was had around the lot that is currently on a payment schedule and Joe will just send an acknowledgment letter to owner based on the last letter she had sent to the board. No additional action is needed by the board at this time.

ARC Committee

Jeff Coldren gave an update in regards to the most recent drive-around. Jeff noted that 12 letters have been sent out to residences about issues that need to be addressed.   Jeff also stated that he addressed a concern with our third party enforcement vendor on how he would like the drive-arounds completed per month and that all noticed issues should be addressed within that month instead of just focusing on an issue per month. This will then help residences understand all of the issues that need to be addressed instead of them getting multiple letters month after month.

Jeff also noted that he has a call out to County Code Enforcement office to discuss areas that are in disrepair. Joe also gave the board an update in regards to this lot based on feedback from our attorneys.

Lastly, Jeff noted that the ARC Committee is currently working on updating the application for improvements. The newly updated form would allow for the form to be completed on a PC and then emailed with ease to the ARC Committee.

Landscape Committee

Myrtle noted that the work for the mistletoe removal was completed from the trees at the main entrance along with the removal of the dead wood in the trees in the Park. She also noted that there were no other updates from the landscaping committee at this time.

Water Committee

Kevin noted that the Water Committee met and discussed that fuel tank for the generator needed to be topped off with storm session upon us. He also noted that members of the committee will be rotating on the treatment plant to ensure there are no issues.

Joe discussed that there was a little bit of electrical work that needs to be completed which would allow the warning light to be operational. He also stated that the committee discussed installing the flood lights that had been used on the front signs in this area to light the area of the generator and water plant. These lights would then be used if work was ever needing to be completed at night for safety.

Action - Someone from the committee would reach out to several electricians for quotes around the needed work and that the quotes would then be presented back to the board.

Open Issues / Old Business

1. Entrance Lighting Project - Joe noted that the final total for the Entrance Lighting Project was about $587 over the approved amount. The reason for this was that additional work was needed to ensure the area was safe around the old wiring. After discussion the board approved to pay for the additional work that had been completed. A motion was made by Joe and a seconded by Gary to pay the overage; the motion passed with no objections.

As part of this discussion, it was suggested that as projects (such as this) are budgeted and allocated that

each project receive a contingency allotment of 5 or 10 percent of the total projected cost to ensure funds are available if needed without needing additional board approval. This was taken under advisement and the board will consider this as additional projects arise.

2. Usage Request for the Park - Joe stated that he was going to table the conversation around this topic for this month as he needed to review this with our lawyers to get their thoughts and input before the board continue to proceed.

New Business

1. HOA Website Domain Name Renewal Fee - Joe noted that the website domain name was up for renewal and asked the board for approval to move forward with the renewal fee. Bob noted that this was part of our budgeted operational costs and that the board did not have to act on approving these costs.

2. Website hosting renewal fee - Joe noted that the website hosting fee was also up for renewal and asked the board for approval to move forward with the renewal fee. Bob also noted that this was part of our budgeted operational costs and that the board did not have to act on approving these costs.

3. HOA Policy Samples - Joe handed out to each board member sample HOA Policies for review and ask to see if there was anything could be used as we move forward. No further action was needed at this time.

Agenda for Next Meeting

1) Committee Report Outs
2) Usage Request for the Park

Adjournment:

Adjournment of meeting was motioned by Myrtle and was seconded by Bob. The motioned carried and the meeting was adjourned at 20:33. The next Board meeting is scheduled for 18:30 on June 22, 2016 at 23305 Oak Cluster Drive.

Minutes submitted by: Gary Carter - Secretary