

February 19, 2018 - Board Meeting Minutes







Monday, February 19, 2018 6:30 PM

Attendees:

Meeting Date: 02/19/2018 6:30 PM

Location: 23229 Oak Cluster Drive, Sorrento, FL 32776

Board Member Participants

 Joe Routt - President	 Gary L Carter Jr - Secretary
 Myrtle Webb - Vice President	 Kevin Rees - Director
 Karin Pierson - Treasurer	 Jeff Coldren - Director

Opening:

The monthly Board of Directors meeting of The Park at Wolf Branch Oaks Inc. was called to order at 18:35 on February 19, 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
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Approval of Minutes

The minutes of the previous Board meeting dated January 15, 2018 were unanimously approved as distributed with Joe motioning to approve and Myrtle 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 January 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 |

Discussion was had around outstanding aging for overdue dues. Karin noted that reminders will be sent to all residents with an outstanding balance. A question was also raised around the outstanding balance with Lot 97; Karin will research and will report back the Board.

Karin also noted that she is continuing to review options for secured investments. This will be needed in the coming months due to increased account balances for reserves.

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ARC Committee

Jeff Coldren noted that based on the letters that that have been sent out, the ARC has received several feedback letters. He also noted that in the month of January, 14 letters were sent out around compliance issues. No additional updates were given.

Landscape Committee

Myrtle Webb noted that the Landscape Committee recently met and are looking at options for planting this year. She stated that the committee is looking at different ways to help with plantings and will work to bring back suggestions to the Board. She did note that one possible option was a Fundraiser. Both she and the committee will look in to options and will report back to the board.

Myrtle also noted that there are several areas of sidewalks that are in need of repaired. She noted the County has been notified and based on their feedback work will begin soon. As part of this work, the County also noted that they will be cleaning out the storm drains.

Water Committee

Kevin Rees noted that generator was recently serviced and the committee will be reviewing the findings at their next meeting. He also noted that there was a resident looking for bill relief on their water bill. At this moment nothing has been submitted but once it is it will be reviewed based on policy.

Open Issues / Old Business

- 1) Defective front entrance lighting follow-up - Myrtle noted that PrestigePro is still working with Manufacture on the outstanding issue and that she hopes to have something in writing within the coming weeks.
- 2) Purchase of Updated QuickBooks Software - Tabled until March
- 3) Annual Reporting Renewal with SunBiz - There had been a question on if Cheryl Altemose needed to be added to our annual report. Jeff noted that after speaking to Cheryl, she did not need to be added. Karin noted that she will work on the renewal and will report back to the Board in March on the status.
- 4) Outstanding Invoice for Water Plant ATS - Kevin is still waiting on an update from the vendor around this item.
- 5) Loose Dog Issue - Jeff noted that he is working on a note for the upcoming Newsletter. He also noted that anyone witnessing this behavior should report it to the County Animal Control.
- 6) Lot 26 Tree Issue - Myrtle stated that she has spoken with the Lake County Arborist and is working with them to get findings in writing.
- 7) Fence Repair Update - Myrtle stated that she still working on updated quotes.

New Business

- 1) Security Concerns from the Neighborhood - Myrtle noted our Crime Watch Coordinator has a note out to LCSO to see if they would be willing to meet with residents about the recent crime activities. Once we

have some information, an update would be given to both the community and the Board.

- 2) Estoppel Letter - Karin presented the Board with a template for those requesting an Estoppel Letter. Based on the draft that was shared, along with possible fees that can be charged; a motion was made by Jeff to accept the draft and to also charge a fee of \$200.00. The motion was seconded by Kevin and carried with no objections.
- 3) Scouts Letter to paint the Gazebo - The letter that was submitted to Board by Chris Hadden was reviewed. Chris would like to clean and paint the Gazebo as part of Eagle Scott project. After some discussion the Board agreed to move forward Chris's proposal as long as no additional insurance requirements were needed. Myrtle was going to respond back to Chris around the direction and to also ask Chris to clarify with the BSA (Boy Scouts of America) that insurance requirements would be handled by their policy.

Items for Discussion at the Next Meeting

- 1) Committee Report Outs
- 2) Update on Eagle Scout Project
- 3) Annual Reporting Renewal
- 4) QuickBooks Software Purchase
- 5) Lot 26 Tree Issue
- 6) Fence Repair
- 7) Defective Front Entrance Lighting

Adjournment:

Adjournment of meeting was motioned by Myrtle and was seconded by Karin. The motioned carried and the meeting was adjourned at 21:20. The next Board meeting is scheduled for 18:30 on March 26, 2018 at 23229 Oak Cluster Drive.

Minutes submitted by: Gary Carter - Secretary