

**Park at Wolf Branch Oaks Homeowners' Association, Inc.**  
 Board of Directors Meeting Minutes  
 Reach Church 31431 Payne Road, Sorrento FL 32776 & Zoom Meeting  
 6/22/2022

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**Call to Order:**

- at 6:20PM
- by Myrtle Webb

**Verification of Quorum:**

- 4 of 5 Board Members in attendance.
- Myrtle Webb, Karin Pierson, Gary Carter, Kim Peterson • Myrtle Webb- Vice President  
 Karin Pierson - Treasurer  
 Gary Carter - Director  
 Kim Peterson - Director

**Proof of Notice**

- Notice provided in accordance with Florida Statutes

**Previous Meeting Minutes:**

- Motion to approve the previous Board of Directors Meeting minutes from 5/18/2022 as Submitted.
  - By: Gary Carter
  - 2nd by: Karin Pierson
  - Vote: Unanimous by Members Present
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**6. Reports 6.1 Financial Reports**

- **Discussion: 6.1 Financial Reports**

Karin goes over Specialty May Report as well as Bosshardt. When Bosshardt finished books, there needed to be a transfer of funds to reserves, Karin took care of that. Karin set up monthly payments to go into Reserves. Report from RCM, report has 6 refunds that will be given back to residents. Lot 89,70,61,13,78,11. 2 year deposit refund. Any residents with late charges, the deposit will not be given. Policy changes were made by the insurance company to add Specialty Management to the policy. Karin sent copy to all Board members of the income tax return that was done by Bosshardt. Chelsea and Karin got together about the procedures of bills to be paid, SECO was paid late, if there is a late fee Specialty Management will take care of it. There are some outstanding bills that are still to be paid. Account with Bosshardt is at a zero balance. Karin made deposit and sent Specialty a copy of deposit slip. Board discusses upcoming bills that still need to be paid. Karin will make a second deposit into Specialty Park at Wolf Branch bank account to off set bills.

**6.2 Architect Control Committee**

- **Discussion: Architect Control Committee**

Myrtle and Chelsea did the first inspection drive on Friday June 17th. Noted about 25 non compliance violations, 22 for first notices. 2 for second notices. Landscape issues, parking on HOA common ground. One homeowner in particular is on 2nd notice, Chelsea is going to send another 2nd notice instead of a third, to note the new transition of management company and if not corrected immediately, owner will be sent to attorney. Myrtle will be approving all violations before letters are sent out. Myrtle and Kim take photos of known violations. Chelsea to send 3 examples of violation letters to Myrtle. Myrtle and Karin want the letter to state that being sent to legal means they will be responsible for attorney fees. The CC&R's state what homeowners must comply with in the HOA. All letters go to owners and tenants.

3 ACC Request, Tree removal, decorative boarder around fence, roof replacement, all approved.

**6.3 Landscape Committee**

- **Motion: Landscape Committee**



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Irrigation inspections had no repairs required this month. Entrance light inspection had one bulb replaced, \$90 charge. Trees trimmed in the common area in the park area, \$1,675 charge from Reserves.

Entrance signs 2 bids pressure washing of backdrop and oval part. Oval part does need to be replaced, Board agrees on revamping oval when time comes. Chelsea has two vendors for other quotes as well. Pressure cleaning from Spotless is wood back drop and 4 benches cleaning a total of \$600. This does include the oval sign. Other quote was strictly for wood backdrop and 4 benches at \$350 charge, also not a soft wash.

Motion to approve Spotless pressure washing quote.

- By: Gary Carter
- 2nd by: Myrtle Webb
- Vote: Unanimous by Members Present

#### **6.4 Water Committee**

- **Discussion: Water Committee**

Kevin from the Water Committee present in meeting, will discuss all line items in unfinished business.

#### **6.5 Management Report**

- **Discussion: Management Report**

Nothing to report.

#### **7. Unfinished Business 7.1 Summary Residential Planning Criteria Guidelines 2014**

- **Discussion: Summary Residential Planning Criteria Guidelines 2014**

Myrtle completed a final format, tabled to next Board meeting for approval.

#### **7.2 Water Plant Shed**

- **Discussion: Water Plant Shed**

Joe still trying to get final and more specific drawings for water plant shed. Board put the plant shed on hold until more information is received.

#### **7.3 Water Rate and Tariff Charges**

- **Motion: Water Rate and Tariff Charges**

Rates have been approved. Write up with the rate increase will go out in the July billing to RCM. RCM could include the rates in the bill, similar to what RCM does for the annual letter.

RCM did have some extra charges for postage. RCM charged \$238.25 for labels, B&W copy double sided, envelopes, printing.

Chelsea to get cost of what Specialty mailings would be.

Kevin to get PDF version of annual water letter to Gary to put on the web site.

Need to make sure RCM is aware of rate charges as well as residents before August billing. Kevin to get with RCM on the new rates.

With notices going to residents roughly 30 days prior, new billing rate can start August. Joe and Kevin have already written the letter to go out. The letter was written and approved May 23rd & 24th.

Needed changing on the Tariff charges in regard to current or any dues owed in order to receive refund, covers any other usage other than lawn, leak, irrigation exemptions. Finish and publish on the web site. One exemption can be given within a calendar year for a leak, for lawn improvements two exemptions are given. Request must be made by a certain time line, all included in the new Tariff charges verbiage.

Motion to approve the water tariff exemption to remove the new lawn and leak and replace it with just a water tariff.



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Which includes homeowners leaky pool for \$13.50, refund. Approved.

Residents can mail in hand written request. Board may need to draft request form. Owners to include water bill that reflects the charges.

- By: Karin Pierson
- 2nd by: Gary Carter
- Vote: Unanimous by Members Present

#### **7.4 Generator Service 2 yr Contract**

- **Discussion: Generator Service 2 yr Contract**

Joe has two estimates. Generator was installed in 2014. Generator has been serviced twice a year since original install. Current vendor recently sent out a new contract with increased rates. The other vendor that does work with the county gave a quote a little bit lower, there are added fees if extra service is needed, but is significantly lower than the new rates given from current vendor.

Board agrees services are needed on generator but want contract to state these are as Board needs them and approves them to be done. Motion to approve T.A.W maintenance service contract contingent on oil analysis and two hr load bank as optional.

Motion 1. Approval of major and minor maintenance \$800

Motion 2: Allow water committee to spend \$135 on load bank testing and oil analysis.

Automatic Transfer Switch Replacement Part - two estimates - Water Committees recommendation to accept the T.A.W quote Board approved \$1,700 worst case price, it might be less.

#### **7.5 Water Plant Repairs and Testing**

- **Motion: Water Plant Repairs and Testing**

RCM Utility repairs. Two items that need to be repaired on the water tank. Slow leak at the end of the water tank, site glass, clear plastic tube attachment leak. Tank has to be de-pressurized and water needs to be shut down for the repair. Community will be without water for a couple hours and after is a boil water notice. Pressure relief valve on top of tank that needs to be replaced, which also means water being shut down. Water Committee would like to do both repairs so there is only one day without water and boil water notice.

RCM quote for \$4,914.94

This quote will be worst case scenario, which involved moving pressure release valve to a different location. Quote that does not include moving valve is \$3,596

Water Committee is asking to approve higher priced quote with the understanding after everyone exhaust all options they may end with the lower quote.

Tank inspection is due next year. 4 - 6 week lead time on getting the parts. Looking at late July/early August. Karin asks Kevin to write up something up, notice will need to be hand delivered door to door. Put out information to the community in all possible forms.

Motion to Approve funds as requested.

- By: Gary Carter
- 2nd by: Myrtle Webb
- Vote: Unanimous by Members Present

#### **7.6 Update on Lot #5**

- **Discussion: Update on Lot #5**



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Specialty Management has the copies of what is due on lot 5 if estoppel comes through.

**7.7 Collection Policy**

• **Discussion: Collection Policy**

Joe asks to table to July meeting. Needs to review and make new changes with Gary.  
Chelsea have any suggestions on Collection Policies.  
Chelsea to send Karin a report on who owes HOA dues.

**7.8 Update on Specialty Management**

• **Discussion: Update on Specialty Management**

Transition is rough but moving along.  
Web site needs to be updated.

**7.9 Parking in Preserve / Common Ground Violations**

• **Discussion: Parking in Preserve / Common Ground Violations**

This was discussed in ACC and Landscape Report.

**9. Next Board Meeting**

• **Discussion: Next Board Meeting**

July 20th 6:00PM

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**Adjournment:**

- Motion to adjourn at 8:19PM by Myrtle Webb
- 2nd by Karin Pierson
- Vote: Unanimous by Members Present

