

# July 30, 2018 - Board Meeting Minutes







Monday, July 30, 2018 6:30 PM

## Attendees:

**Meeting Date:** 07/30/2018 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 July 30, 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 07-...

## Approval of Minutes

The minutes of the previous Board meeting dated June 25, 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 Gary Carter, Bookkeeper and Karin Pierson, Treasurer which included the following reports for the month ending June 2018: [submitted reports](#)

- |                                     |  |
|-------------------------------------|--|
| 1) A/R Aging Summary                | 6) General Ledger                                    |
| 2) Balance Sheet                    | 7) Open Purchase Orders Details                      |
| 3) Budget vs Actuals (Monthly View) | 8) Profit and Loss Compared to Same Store prior year |
| 4) Check Detail                     | 9) Profit and Loss YTD Comparison                    |
| 5) Deposit Detail                   |  |

Karin noted that our current AR is now up to date with all lots paid. It was also discussed that our Water Billing is currently down for the year compared to budget, which is due to the wetter than normal summer we have had. It was asked that all board members continue to be cautious of expenses.

### ARC Committee

summer we have had. It was asked that all board members continue to be cautious of expenses.

### ARC Committee

Jeff Coldren noted that several letters related to compliance issues have been sent to residents. These letters stated that areas such as mailboxes, driveways, and roofs were in need of attention.

It was also noted that a letter will be sent to Lot 21 asking for an update on the removal of the POD that is currently placed in the driveway. The POD was allowed several months ago due to water damage in the home, however, the homeowners have not updated the Board in some time as to when the POD would be removed. Jeff will update the board at the next scheduled meeting around the correspondence.

### Landscape Committee

Myrtle Webb noted that the committee has received \$720 in donations for the front plantings. The committee will be discussing in the coming meeting when these funds would be used. There were no other updates at this time.

### Water Committee

Kevin Rees noted that the committee will be meeting in the coming week. He stated that repair work for the flow meter was completed. He mentioned to the Board that he has received word from the Florida Rural Water Association that the requested rate study is expected back soon, once it is back the committee will meet to review and will report back to the Board.

## Open Issues / Old Business

- 1) CCR Updates, per committee and documentation (Data entry needs) - Kevin was able to supply the Board with an electronic draft copy of the CCR documents. Due to the nature of the documents these will need to be reviewed for correctness and then committees can begin editing. Joe stated that he would review and will report back once the documents are ready for editing.
- 2) Investment of Funds Discussion - The Board has agreed to move forward with opening a second account with First National for reserve funds. This is needed due to the amount that is currently with First Green Bank. It was discussed that we would transfer the balance of 2017 reserve funds and the budgeted funds for Quarters 1 - 3 of 2018 in to the new account. It was asked what that amount would be and was stated the combined amount would be \$15,007.82.

A motion was then made by Joe and seconded by Kevin to open the new account with a beginning balance of \$15,007.82. The motion carried with all in favor. Gary also mentioned that in December, the Board will need to make another deposit. That amount will be calculated prior to the December board meeting.

- 3) Lot 86 Inquiry - Based on Discussion there was no additional requests for information. Joe felt this issue was now resolved and no future action was needed.
- 4) Front Entrance Lighting Repairs Update - After some discussion, the Board felt that we should look at possible alternate sources for replacement lights. It was the feeling of the Board, that the current Manufacture is not standing behind their product. Gary was able to find an possible replacement bulb and will be purchasing one for about \$18.00 to see if the bulb meets the need requirements. He will report back to the Board at the next meeting.

## New Business

- 1) Annual Meeting Prep - The Board discussed and reviewed the meeting notices for the meeting that will be held on September 20th. It was agreed that the agenda and notice will be sent to residences at the end of August.
- 2) Discussion Around Sidewalk Cleaning - Myrtle noted that Landscaping Committee is working on quotes for pressure washing the common area sidewalks. Once the additional quotes are received Myrtle will report back to the board.
- 3) Community Watch Group Discussion - Karin updated the Board on how the watch group is coming together. The Board thanked her for leading this effort for the community.

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

- 1) Committee Report Outs

### **Open Issues / Old Business**

- 1) Front Entrance Lighting Update
- 2) CCR Document Update
- 3) Sidewalk Cleaning Quotes

### **New Business**

- 1)

## **Adjournment:**

Adjournment of meeting was motioned by Gary and was seconded by Kevin. The motioned carried and the meeting was adjourned at 20:40. The next Board meeting is scheduled for 18:30 on August 27, 2018 at 23229 Oak Cluster Drive.

Minutes submitted by: Gary Carter - Secretary