

June 25, 2018 - Board Meeting Minutes







Monday, June 25, 2018 6:30 PM

Attendees:

Meeting Date: 06/25/2018 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 18:32 on June 25, 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 06-...

Approval of Minutes

The minutes of the previous Board meeting dated May 21, 2018 were unanimously approved as distributed with Joe motioning to approve and Kevin 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 May 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 a certified letter was sent the lot that is still outstanding in their monthly dues. It was noted that per policy and Florida Law, the resident has 45-days from the time they receive the letter before action of placing a lien on the property can take place. The Board will be updated at the next scheduled meeting if action is needed or not.

action of placing a lien on the property can take place. The Board will be updated at the next scheduled meeting if action is needed or not.

ARC Committee

Jeff Coldren noted there were no updates at this time from the ARC Committee.

Landscape Committee

Myrtle Webb noted the plantings around the Well/Pump within the Park had been planted but were not as requested. She noted that she is working with the supplier to correct this issue.

Myrtle also updated the Board on the response from the Donation request around the front plantings. At the time of the meeting, at least one Donation had been received.

Water Committee

Kevin Rees noted the Water Committee continues to work on Storm Season preparations. He noted that the fuel for the generator was recently topped off and the team continues to look at options for improving communications amongst the committee during a time of need.

Open Issues / Old Business

- 1) Flow Meter @ Water Plant Update - Kevin noted that he had received three quotes and noted that Utility Technicians was the best quote. Based on last month's discussions, Kevin is recommending to move forward with Utility Technicians for a total of \$1390.00. Based on the approval to spend funds in April, Kevin requested a purchase order to order the needed parts and schedule the repair.
- 2) Water Rates Information - The Water Committee has submitted a request with Florida Rural Water Association to preform study around a possible rate increase for 2019. During discussion, it was noted that the HOA has not seen a rate increase for at least 8 years. Due to raising costs for supplies and maintenance requirements / repairs a rate increase would help reduce the need for a possible special assessment if we see a catastrophic failure. The report will take several months to completed and receive, and is expected back by early fall for review. It was also noticed that with our membership with FRWA the study is at no cost to the HOA.
- 3) CCR Updates, per committee and documentation (Data entry needs) - Joe asked if there was a way to convert the current CCRs in to a Word Type document for easy updating. Kevin is going to look in to a couple of options and will report back to the Board at the next meeting.
- 4) Investment of Funds Update - Karin continues to look at options. What we are finding is that interest rates continue to be low.
- 5) Eagle Scout Project (Gazebo) [Recognition Plate] - Jeff noted that he has done some research around placing a recognition plate. M&H Signs stated that they could produce a 6 x 8 inch sign per the budgeted amount. The Board agreed to move forward and the plaque should be in place by the next Board meeting.

New Business

- 1) Arborist Invoice - Discussion was had around the outstanding invoice that had been received. After discussion, the Board motioned to pay the invoice, the motion was made by Myrtle and was seconded by Kevin. All members were in agreement to move forward.
- 2) Response to Lot 86 Inquiry - A letter was received from the resident regarding a covenants issue at their

residents. Within his letter he had requested copies of other letters that may have been sent to other residents, a response was sent to the resident regarding his request. It was also noted that a second request letter had been received by this resident, based on looking at tracking information, it was felt that the first response letter may have crossed paths with the second response. Nevertheless, a second response is going to be sent to the resident.



Lot 86
Inquiry an...

- 3) Community Watch Group update and liability issues - Karin updated the Board on the meeting for the Community Watch Group. She stated LCSO shared lots of good information and she will be asking members of the community to get involved. She stated that Watch Groups like this will not work without Community involvement.

After some discussion, the thought around a liability issues was mitigated as this would not be a Board run committee but a COMMUNITY run committee.

- 4) Mailbox Request from Non-Resident - After some discussion it was the feeling of the Board members not to allow the Non-Resident place a mailbox on HOA property which would be located at Oak Cluster and Oak Canopy. It was felt that if we allowed this, it could open the door for further development of the back property.
- 5) Discussion around outstanding A/R for Water Billing - Gary brought to the Board some old and outstanding A/R from Water Billings. It was noted that these needed to be cleaned up and that a policy was needed in order to clean these up. Kevin was asked to work with the Water Committee to draft a policy that would then be presented back to the Board.
- 6) Front Entrance Lighting Repairs - Gary presented the Board with a possible option around replacement bulbs and surge suppression on the Entrance Lighting. After some discussion, Myrtle will look to schedule a meeting with Prestige Pro along with Gary and Joe to discuss this more. The team is looking to hold this meeting in mid-July and will report back to the Board at the next meeting.
- 7) Office Supply Needs - Gary noted that there are several needed Office Supply (i.e. Pre-printed #10 Envelopes and Toner for the printer) for upcoming mailings. Based on the current budget and available funds, it was asked if the required supplies could be ordered when needed. The Board felt based on the request no additional action was required and that these could be procured as needed.

Items for Discussion at the Next Meeting

- 1) Committee Report Outs

Open Issues / Old Business

- 1) Front Entrance Lighting Repairs Update
- 2) Investment of Funds Update
- 3) Lot #86 Inquiry Update
- 4) CCR Updates

New Business

- 1) Annual Meeting Prep

Adjournment:

Adjournment of meeting was motioned by Gary and was seconded by Myrtle. The motioned carried and the meeting was adjourned at 21:19. The next Board meeting is scheduled for 18:30 on July 30, 2018 at 23229 Oak Cluster Drive.

Minutes submitted by: Gary Carter - Secretary