

# **JUNE 22, 2020 Board Meeting Minutes**

## **Attendees:**

Meeting Date: 06/22/2020

Location: 23229 Oak Cluster Drive, Sorrento, FL 32776

Board Member Participants:

Joe Routt – President

Myrtle Webb – Vice President

Karin Pierson – Treasurer

Jeff LaChapelle – Secretary

## **Opening:**

The monthly Board of Directors meeting at The Park at Wolf Branch Oaks, Inc. was called to order at 7:11 p.m. on June 22, 2020 by President Joe Routt. It was noted that the meeting 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 Minutes:**

The minutes of the previous board minutes dated May 18, 2020 were unanimously approved as distributed with Myrtle motioning to approve and Karin seconding.

## **Report Outs:**

### **Treasurer Report**

Treasurer reports have been accepted by the Board as submitted by Treasurer Karin Pierson which included the following reports:

Balance Sheet

Profit & Loss

A/R Aging Report

Karin reported that RCM Utilities issued a credit of \$384.03 for misc. adjustments.

There is one outstanding estoppel request.

## **ACC Committee**

Cheryl Altemose and Scott Baker did the monthly inspection drive on June 12. She sent 20 non-compliance letters for various infractions, one of which was a 3<sup>rd</sup> notice.

Four requests are being considered for approval; one for a fence, one for a generator install, and two for exterior paint jobs.

Scott Baker informed the committee that he can no longer do the Non-Compliance part of the ACC but will handle the requests and other misc. issues involved, due to his time constraints.

## **Landscape Committee**

Tony Jackson resigned as chairperson due to conflict in personal time but will remain a member of the committee.

Prestige Pro agreed to extend the monthly inspection and servicing of the entrance lights until September. The June expense for their service was \$90.

Irrigation for June was \$195.50

Apopka Tree Service will remove the dead tree that was found last month. The \$1800 expense was included in the budget in the "Minor Landscape and Improvement" account.

## **Water Committee**

The generator was re-fueled and tested. The pump was run for one full cycle. The transfer switch was also tested.

## **Open Issues/ Old Business**

No open issues

## **New Business**

Lot 3 received a third notice for non-compliance. If no action is taken by June 30<sup>th</sup>, the attorney will be notified.

Joe made a motion to adopt a "Resolution of the Board of Directors" into our rules and regulations. Myrtle seconded the motion. The motion was approved unanimously. This resolution adopts the policy and procedures for homeowners to address the Board of Directors.

Joe got information from 3 management companies to be reviewed by Board Members to assume the duties of committees and work in partnership with the board on our operational responsibilities.

Karin will write a letter for the website asking for residents' email addresses in order to electronically communicate due to Covid-19.

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

New business from above.

## **Adjournment:**

Adjournment of meeting was motioned by Jeff and was seconded by Myrtle. The motion carried and the meeting was adjourned at 9:05 p.m. The next regular meeting will be at 23229 Oak Cluster Dr., Sorrento, FL 32776 on July 20<sup>th</sup>, 2020 at 6:45 p.m.

Minutes submitted by: Jeff LaChapelle - Secretary