

November 19, 2018 - Board Meeting Minutes

Attendees:

Meeting Date: 11/19/2018 6:45 PM

Location: 23229 Oak Cluster Drive, Sorrento, FL 32776

Board Member Participants

Joe Routt - President

Myrtle Webb - Vice President

Karin Pierson - Treasurer

Jeff Coldren - Director

Ruth Brady - Secretary

Jeff LaChapelle - Director

Opening:

The monthly Board of Directors meeting of The Park at Wolf Branch Oaks Inc. was called to order at 6:45 PM on November 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 Minutes

The minutes of the previous Board meeting dated October 11, 2018 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 for the month ending October 2018:

A/R Aging Summary	General Ledger
Balance Sheet	Open Purchase Orders Details
Budget vs Actuals (Monthly View)	Profit and Loss Compared to Same Store prior year
Check Detail	Profit and Loss YTD Comparison
Deposit Detail	

Karin presented the reports and noted she had received notification from the Florida Department of State that changes to the Board of Directors had been accepted.

ARC Committee

Jeff Coldren reported that he and Cheryl Altemose had done another drive-through inspection of the Park. There were not many non-compliance issues at this time. Jeff said that Cheryl has asked for direction on how to proceed with a few non-compliant residents. The residents have received non-compliance letters and clarification is now needed on how to proceed with the unresolved issues.

Cheryl has also asked for an updated homeowner's listing. Discussion continued about the necessity of title companies sending the HOA copies of the deeds of new home buyers. Without this information, it is difficult to maintain an updated homeowner's listing. It was proposed that the HOA inform the title

companies that they will no longer approve estoppel letters until the company sends deeds for all the new home buyers.

Landscape Committee

Myrtle stated there was no landscape update at this time.

Water Committee

Kevin Rees was not present at the meeting. Joe Routt reported some topics that were recently discussed at a water committee meeting. One item was to consider purchasing walkie-talkies and a repeater to use during significant events effecting the well. Another topic was replacing the shed at the well in the future.

A motion was made by Joe R. and seconded by Jeff L. to approve the \$100 additional expense for the hydropneumatics tank inspection. Utility Technicians original quote of November 15 was for \$525 and has increased to \$625. This will be paid from the reserves.

Discussion continued about budgeting for future water main breaks, the replacement of the water plant and the irrigation system. Further discussion is needed with Utility Technicians to project these costs.

Open Issues / Old Business

- a. CC&R Updates. The CC&Rs document has been reformatted from a PDF file into an editable Word document. Ruth Brady will upload the draft documents on flash drives for the next meeting.
- b. Front Entrance Lighting Repairs Update – After discussion, the Board motioned to allocate \$200 to purchase bulbs for the front entrance. The motion was made by Myrtle and was seconded by Jeff C.
- c. No Soliciting Signage – Karin reported the Sherriff's Department does not provide communities with no soliciting signs. She will check on a source for them.

New Business

1. Budget Discussion – Jeff C motioned to re-open discussion about the budget. Myrtle seconded the motion. Because of the additional revenue received from Utilities Technicians, a motion was proposed to set the 2019 annual assessment at \$522.

Items for Discussion at the Next Meeting

1. None

Adjournment:

Adjournment of meeting was motioned by Myrtle and was seconded by Jeff C. The motioned carried and the meeting was adjourned at 9:15 PM. The next regular meeting will be at 23229 Oak Cluster Drive, Sorrento, FL 32776, on November 26, 2018 at 6:45 PM.

Minutes submitted by: Ruth Brady - Secretary

November 26, 2018 - Board Meeting Minutes

Attendees:

Meeting Date: 11/26/2018 6:45 PM

Location: 23229 Oak Cluster Drive, Sorrento, FL 32776

Board Member Participants

[Joe Routt - President](#)

[Myrtle Webb - Vice President](#)

[Karin Pierson - Treasurer](#)

[Jeff Coldren - Director](#)

[Ruth Brady - Secretary](#)

[Jeff LaChapelle - Director](#)

Opening:

The monthly Board of Directors meeting of The Park at Wolf Branch Oaks Inc. was called to order at 6:45 PM on November 26, 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 Minutes

The minutes of the previous Board meeting were not available and will be approved at the next meeting.

Report outs

Treasurer Report

Treasurer Reports have been accepted by the Board as submitted by Treasurer Karin Pierson which included the following reports for the month ending October 2018:

A/R Aging Summary	General Ledger
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Karin received approval to buy a roll of stamps since the price of them will increase in 2019. She stated Utilities Technicians is working on clearing up the outstanding water bills. Karin will check with them on their shut-off water policy for delinquent bills and will ask for a final tally on their report. Joe will talk with Kevin Rees about a policy for delinquent bills.

ARC Committee

Jeff Coldren reported there was no update for the ARC Committee.

Landscape Committee

Myrtle stated the Landscape Committee said thank you for the approval in next year's budget to buy new trees for the community.

Water Committee

Kevin Rees was not present at the meeting and there was no update available.

Open Issues / Old Business

- a. CC&R Updates. Copies will be printed off and distributed out to the committee members.
- b. Yard of the Month Program. There was discussion about the monetary reward for the program. Myrtle stated the Landscape Committee would check with local retail stores (Lowe's, Home Depot, etc.) for sponsors. There was also discussion about the size of sign that could be used in the program that would be placed in the resident's yard. Myrtle will check with CCR's on the size of an allowable sign.

New Business

1. CC&R Updates; rentals. Discussion included implementing new language regarding regulating rental properties in the community. There were many questions proposed and they will be forwarded to the attorney for review.

Items for Discussion at the Next Meeting

1. None

Adjournment:

Adjournment of meeting was motioned by Myrtle and was seconded by Jeff L. The motioned carried and the meeting was adjourned at 9:15 PM. The next regular meeting will be at 23229 Oak Cluster Drive, Sorrento, FL 32776, on January 21, 2019 at 6:45 PM.

Minutes submitted by: Ruth Brady - Secretary