

# January 4, 2016 - Board Meeting Minutes


Monday, January 04, 2016 6:30 PM

## Attendees:

**Meeting Date:** 01/04/2016 6:30 PM

**Location:** 32314 Oak Canopy Drive, Sorrento, FL 32776

### Participants

-  [Joe Routt - President](#)
-  [Kevin Rees - Director](#)
-  [Myrtle Webb - Vice President](#)
-  [Gary L Carter Jr](#)
-  [Bob Dowdie - Treasurer](#)

## Opening:

The monthly Board of Directors meeting of The Park at Wolf Branch Oaks Inc. was called to order at 18:30 on January 4, 2016 in 32314 Oak Canopy 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  
01-04-2016

## Approval of Minutes

The minutes of the previous meeting dated November 16, 2015 were unanimously approved as distributed with Joe making the motion and Myrtle seconding.

## Report outs

### Treasurer Report

Treasurer Reports have been accepted by the Board as submitted by Bob Dowdie which included the following reports for the month ending December 2015: ([submitted reports](#))

- 1) Income Statement Report
- 2) Current Month and YTD Budget vs Actual Report
- 3) Accounts Receivable Report
- 4) Deposits Report
- 5) Check Issued Report
- 6) Journal Entries Report
- 7) General Ledger Report
- 8) Balance Sheet Report

## 8) Balance Sheet Report

### ARC Committee

Myrtle, gave an update on the ARC Committee. It was noted that the one pending request from November for Solar Panels has been approved and the homeowner was notified. Myrtle discussed that several other communities in the area have used a friendly reminder notice for first offenses of the ARC before a formal letter is sent. She stated that in conversations with the members of the ARC Committee they too would like to give this a try here in the Park. The board felt that this was a good idea and agreed that we should try this over the coming months to see it is more affective and receptive. The ARC Committee plans to draft something and will send it to the board for review before rolling out the new program..

### Landscape Committee

No new items at this time.

### Social Committee

No new items at this time.

### Water Committee

Kevin, reported that the outstanding work around the valves and strainers had been completed in early December. He also noted that there was a small leak reported today (1/4/2015) and the leak was repaired within hours of being reported. He stated that the committee will be checking the strainers during the month of January to see if any of the wells are producing sanding and will report back to the Board on their findings during the next Board meeting.

## Open Issues / Old Business

1. Entrance Lighting Project - Prestige Pro has placed demo lights for review at both the entrance sign and on trees line on the left hand side of the drive as you enter the Park. During discussion everyone was in agreement that low voltage lighting is the direction that should be taken. The Board will ask Prestige Pro to place a couple of additional lights at the entrance sign as part of the demo to see if lighting some or the darker areas will help warm this area. The Board also agreed with a direction and concept of the type of lighting that they would now look for additional competitive quotes.
2. Storm Drain Cleaning - Kevin reported that Utility Tech has reviewed the area in question and suggested that the ground around the discharge pipe be graded off for better drainage. The current issues is that the ground in that area is starting to build up which in a heavy rain fall could cause the discharge pipe to either back up with water or collect sediment. The Board will look to see if there is a contractor in the area that can perform the required work.

## New Business

1. Renewal of Prestige Pro Contract - The Board has agreed to the agreement that was presented which carried no price increase for the next 24 months. The agreement matched what had been discussed and received prior approval during the October 2015 Board Meeting. Joe will sign the agreement and Myrtle will have Prestige Pro counter-sign.

2. Insurance Renewal - Bob has signed the renewal and reviewed the associated coverage compared to prior years. At this time there is no change in coverage or a current need to change coverage which was why the renewal carried as is. No vote was needed as this was an operational expense.

### **Agenda for Next Meeting**

- 1) Committee Report Outs
- 2) Follow-up discussion around the Entrance Lighting Project

### **Adjournment:**

Adjournment of meeting was motioned by Joe and was seconded by Kevin. The motioned carried and the meeting was adjourned at 20:05. The next Board meeting is scheduled for 18:30 on February 15, 2016 at 32314 Oak Canopy Drive.

Minutes submitted by: Gary Carter - Secretary