

THE PARK AT WOLF BRANCH OAKS HOMEOWNERS' ASSOCIATION, INC.
Board of Directors Meeting Minutes

Date: Monday, April 19, 2021
Time: 6:45 p.m.
Location: 23229 Oak Cluster Drive, Sorrento, FL 32776

Board Members Present: Joe Routt – President
Myrtle Webb – Vice President
Karin Pierson – Treasurer
Jeff LaChapelle – Secretary

Absent: Austin Moffit

Management Present: Barbara Proctor, CAM, of Bosshardt Property Management

OPENING: The regular monthly meeting of the Board of Directors was called to order at 6:46 p.m. by President Joe Routt. It was noted that the meeting notice had been posted properly and that a quorum had been established.

APPROVAL OF MINUTES: The minutes of the March 15, 2021, meeting were approved as distributed.

REPORTS:

- **Water Committee:** Kevin Reeves reported a committee meeting was scheduled for next week to discuss repairs, a valve exercise test, a shed and sod refunds.
- **Treasurer:** Karin Pierson presented the financial reports. BPM to send late notice to owners, certified mail return receipt requested, giving them until April 30th to mail their payment before their account would be turned over to the HOA's attorney, and to remind them they can pay by credit card through the web portal. Owners who had not paid by May 3rd are to be referred to the HOA's attorney.
- **ACC Committee:** Myrtle Webb reported the inspection was completed on April 14th. The web site is to be updated for ACC applications to be emailed to BPM and to invite owners to volunteer for this committee.
- **Landscape Committee:** Myrtle Webb reported a new committee member, Ryan Anderson. Plans are in progress to replace the entrance plants and to add Crepe Myrtles to the three cul-de-sac islands. There are 6 bulbs left following this month's light inspection. The entrance signs need to be cleaned and painted.
- **Property Management:** Barbara Proctor, CAM, presented the property management report. BPM is obtaining reserve study costs which include: irrigation well and pump, entrance sign, gazebo, lawn maintenance proposals including light inspection/bulb replacement. Sign lettering is available online and at local office supply stores.

UNFINISHED BUSINESS:

- **Trailer resolution:** BPM is to mail the recorded resolution with the cover letter to owners and tenants.
- **Trucks:** Definition to set a firm guideline "exterior size cannot exceed"
- **Signs:** BPM is to work with the ACC to draft definitions for the board's consideration.
- **Pending amendment to covenants:** BPM to send letter to owners that have not signed the proposed amendment to change the number of owners required to amend the governing documents.

NEW BUSINESS:

- **Web site:** BPM to reimburse Gary Carter for the annual renewal of the URL.
- **Farm sale:** Rezoning notice posted due to pending sale.

NEXT BOARD MEETING: May 19th (subsequently changed to May 26th) at 6 p.m. at 23229 Oak Cluster Drive, Sorrento, FL

ADJOURNMENT: Meeting was adjourned at 9:48 p.m.

Submitted by: Barbara Proctor, CAM, Bosshardt Property Management