

May 21, 2018 - Board Meeting Minutes

Monday, May 21, 2018 6:30 PM

Attendees:

Meeting Date: 05/21/2018 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 May 21, 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
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Approval of Minutes

The minutes of the previous Board meeting dated April 16, 2018 were unanimously approved as distributed with Myrtle motioning to approve and Kevin seconding.

Report outs

Treasurer Report

Treasurer Reports have been accepted by the Board as submitted by Patricia Wightman, Bookkeeper and Karin Pierson, Treasurer which included the following reports for the month ending April 2018:

[\(submitted reports\)](#)

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

Karin discussed the transition between our pasted bookkeeper and bringing the books back in house. Gary asked the Board members to review the reports and to determine which reports would be helpful. It was also discussed that we will be moving to a purchase order process, this is to help track expenses that have been authorized but services have not been rendered yet.

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The board discussed one outstanding Lot that has yet to pay their 2018 dues. All were in agreement to send the resident a statement with a copy of the Assessment Policy via certified mail if the dues are not paid by the end of May.

ARC Committee

Jeff Coldren noted post cards were sent to residents reminding folks of Spring Cleaning items. He discussed the ARC committee is currently reviewing the current ARC request form for updates and hopes to have those changes in place by the end of June. Jeff also noted that several letters were sent for violation issues related to covenant compliance.

Landscape Committee

Myrtle Webb noted that the annual mulching had been completed at a total of \$1,716. Myrtle discussed there was some plant materials that needed to be replaced by the Well / Pump area within the Park. The cost for the replacement materials would be \$299 and is part of the annual updates per the budget. She also noted that the required repairs to the front fence line were completed.

Myrtle shared with the Board the proposed Donation Letter the committee is looking to send to the residents. The request for donations is due to the committee looking to fund plantings along the front fence line that are an unbudgeted expense. After reviewing the letter, the Board agreed to move forward requesting a couple of minor changes. Myrtle stated she will work to get the changes made and will send the letter back to Board for final review prior to mailing.

Water Committee

Kevin Rees noted that the committee will be meeting the week of May 21 to discuss preparations for Storm Season. He also noted the committee is looking at 2-way radios to increase the communication process between committee members should the area lose power. The reason for such communications is to ensure the water plant can stay online during such an event with ease.

Kevin also spoke about a leak that had been detected on one of the Service Meters. The cost for that repair was \$188.88, which will be paid from budget line 6830.

Open Issues / Old Business

- 1) Eagle Scout Project (Gazebo) - Myrtle noted that the project has been completed. After some discussion, the Board agreed that a plaque honoring the scouts for the work would be a good jester. Funds up to \$50.00 were approved. The motion to allocate the funds came from Jeff and were seconded from Kevin.
- 2) Investment of Funds Update - Karin presented some information to the Board around CDs from area banks. She is going to look in to a couple more to see if we can find the best interest rate before we move forward. She will report back to the Board during the June meeting.
- 3) Flow Meter @ Water Plant Update - Kevin is working to get quotes on the needed repairs. Currently he has one quote for \$1700.00 and is looking for a second before moving forward. He will report back to the Board during the June meeting and will seek the required approval at that time.
- 4) Lot 26 Tree Issue (Arborist Report) - Based on the written Arborist Report that was received, the Board has agreed to move forward with the recommendation of just trimming out the dead wood in the tree and accept the report as written. Myrtle also noted that the letter has been reviewed within the

Landscaping Committee and with the resident that was most affected. A motion was made by Gary to accept the letter and recommendations as written which was then seconded by Jeff.

Myrtle also presented the Board with the various quotes for pruning the deadwood. A discussion was had to move forward with the request of pruning of the tree at a cost of \$975. A motion was made by Myrtle to move forward which was seconded by Gary.



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New Business

- 1) Wedding Request (Non-Resident) - Board has agreed that the use of common grounds should only be for Residents and immediate family members. Outside request will not be permitted at this time. A notice will be sent to the individual that requested the use.
- 2) Water Rate Discussion - The Water Committee is starting to look at possible rate increase. This is due to raising costs to operate the plant and to help ensure funds are available when major repairs are required. Once the committee has reviewed this in detail, they will come back to the Board with a Proposal.
- 3) Website Fee Approval (Transfer of Domain to WIX and renew Hosting) - The Board has agreed to move forward with moving the Domain and Hosting to WIX. This will simplify future renewal processes. Gary noted that this is a budgeted expense and that he will work to complete the transition by the end of June.
- 4) Neighborhood Watch Meeting - Karin noted that she is working to help set up a meeting with the LCSO to discuss the crime issues that have been seen within our area over the last several months. She noted that this meeting will be open to all residents. Once a location has been secured, she will post the information to the community. She will also report back to the Board on the outcome of the meeting once it has happened.
- 5) CC&R Updates, per Committee and documentation - Joe requested the various Directors discuss with their committees the need to review our current CC&Rs. Renewal of these critical community documents is needed within the next 12 to 18 months and any addendums should be made at time of renewal. He also noted that such addendums would need the approval of majority of the residents. A time frame was not given to have said reviews completed but he did note that the Board will discuss this more in coming meetings.
- 6) Go-Cart Complaint - Joe noted that a resident had submitted a complaint to the Board around Go-Carts being used in the field by the Water Plant. Joe stated that he had walked the area in question and was not able to see evidence of such use at this time. He noted that he would communicate back to the resident his findings.
- 7) Late HOA Fee Payments - Discussion was had regarding the one lot that is behind in their annual dues. The Board has agreed to send the resident a certified letter along with a Statutory Notice of Intent to File Lien if payment is not received in full within 45-days of the mailing. A motion was made by Kevin to move forward per policy and was seconded by Karin. All members were in agreement to move forward.
- 8) Tower Hill Insurance Recommendations - The Board reviewed the request from Tower Hill on recommended repairs. After talking with representatives from Tower Hill, all parties felt that the requested repairs had been completed based on the work that had been completed back in late March

and early April. No additional action was needed at this time.



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- 9) Current Resident Listing - All Board Members currently have access the listing.

Items for Discussion at the Next Meeting

- 1) Committee Report Outs
- 2) Investment of Funds Update
- 3) Flow Meter Repair Update
- 4) Neighborhood Watch Meeting Update

Adjournment:

Adjournment of meeting was motioned by Jeff and was seconded by Kevin. The motioned carried and the meeting was adjourned at 21:35 The next Board meeting is scheduled for 18:30 on June 25, 2018 at 23229 Oak Cluster Drive.

Minutes submitted by: Gary Carter - Secretary