

October 11, 2018 - Board Meeting Minutes

Attendees:

Meeting Date: 10/11/2018 6:45 PM

Location: 23229 Oak Cluster Drive, Sorrento, FL 32776

Board Member Participants

Joe Routt - President

Myrtle Webb - Vice President

Karin Pierson - Treasurer

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 October 11, 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 August 27, 2018 were unanimously approved as distributed and corrected with Joe motioning to approve and Jeff LaChapelle seconding.

The minutes of the Annual Members Meeting dated September 20, 2018 were unanimously approved as distributed with Joe motioning to approve and Myrtle 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 September 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 aged A/R Report. The Board members discussed the legal process to manage unpaid, outstanding water bills. Discussion also included the process in managing outstanding checks (recipients failing to deposit a check). Karin will follow up with the bank regarding initiating stop payments in these instances.

Karin also noted that Kevin Rees is no longer a Board Member and his name needs to be removed as a check signer from the bank accounts at the First National Bank of Mount Dora/Sorrento Office and the First Green/Seacoast Bank. It was agreed by the Board that Joe Routt will be added on these accounts with the authority to sign checks.

ARC Committee

Jeff Coldren could not be present for the meeting and Myrtle presented the report. Jeff and Cheryl Altemose did a drive-through inspection of the Park on September 18. There were 22 non-compliance issues that were noted and Non-Compliance letters were sent to residents accordingly. Cheryl reported that she has received several replies back these residents and the responses have been positive.

Landscape Committee

Myrtle requested approval to move forward to have the rose bushes by the park entrance and the newly planted oak trees fertilized. It was decided that more bids were needed for this project. Myrtle stated that the Committee is still pursuing the Yard of the Month Program and will bring more information to the next meeting.

Water Committee

Kevin Rees noted the Water Committee met on September 6 and reviewed the rate study provided by the Florida Rural Water Association. The study rated the park as adequate regarding the maintenance of the park's water system. The report, however, was only general in nature. They did not provide a recommendation regarding water reserves (for possible catastrophic failures) or for the need of future rate increases. It was agreed that Kevin would contact the park's insurance company to discuss coverage and the possible need for a rider provision to the policy.

Kevin discussed the upcoming 2019 water tank inspection. The Florida Department of Environmental Protection (FDEP) requires that water tanks be inspected and cleaned every five years. A 30-day notice must be given to an outside company to schedule the inspection and once completed, the tank may need to be recoated or placed. Because this is a lengthy process, the Water Committee is recommending to move ahead and begin preparing now to fulfill the requirement before hurricane season next year. The inspection cost (\$1,000) was not included in this year's budget. The Board motioned to move ahead, pull the expense from reserves, and authorize the inspection this year. The motion was made by Joe and was seconded by Jeff. All members were in agreement to move forward.

Open Issues / Old Business

- a. CC&R Updates. The CC&Rs document is being reviewed by the ARC for possible changes but has found it necessary to reformat the document from a PDF file into an editable Word document. Secretary, Ruth Brady, volunteered to do this project.
- b. Front Entrance Lighting Repairs Update – After discussion, the Board motioned to purchase a package of 6 bulbs (not to exceed \$100) for the front entrance. The motion was made by Myrtle and was seconded by Karin. All members were in agreement to move forward. More bulbs will be purchased in the future after testing the endurance of these bulbs.

New Business

1. No Soliciting Signage – There is no longer a "no soliciting" sign at the entrance of the park. It was noted there needs to be one sign as cars enter and another one as they exit. Karin agreed to provide the Board with prices and samples of signs for approval.
2. Aging Accounts with Utility Tech – The Water Committee is in the process of establishing a policy for delinquent water bills. More information will be provided at a later time.
3. Review Utility Tech Contract – Kevin noted receipt of a new contract. After further discussion, it was determined the contract was sent prematurely and is not due again until 2019. Kevin is to contact the company to verify this.
4. Orientation of two new board members – Director Jeff LaChapelle and Secretary Ruth Brady were recognized by Board. Jeff volunteered to be on the Water Committee.
5. Update legal advice (yard of the month contest) - information is still pending from the attorney regarding this.
6. Pre-Budget Discussion – The Board proposed various types of budgetary methods to establish water rate increases in 2019.
7. Go-cart complaint - There was discussion about the use of go carts and golf carts on Park property. It was decided that Cheryl Altemose should send Non-Compliance Letters to violators using go carts. It was also noted that more utility-type trailers are being seen at resident homes. Additional inspections are needed for these.

Items for Discussion at the Next Meeting

1. Committee Report Outs

Open Issues / Old Business

1. CCR Updates
2. Update on entrance lighting
3. Yard of the Month Contest
4. No Soliciting Signage

New Business

1. None

Adjournment:

Adjournment of meeting was motioned by Myrtle and was seconded by Joe. The motioned carried and the meeting was adjourned at 9:15 PM. The next meeting will be a Special Budget meeting at 23229 Oak Cluster Drive, Sorrento, FL 32776, on October 29 at 6:45 PM. The next regular Board meeting is scheduled for 6:45 PM on November 19, 2018 at 23229 Oak Cluster Drive.

Minutes submitted by: Ruth Brady - Secretary