

Park at Wolf Branch Oaks Homeowners' Association, Inc.
 Board of Directors Meeting Minutes
 Reach Church
 8/24/2022

Call to Order:

- at 6:01PM
- by Joseph Routt

Verification of Quorum:

- 5 of 5 Board Members in attendance.
- Joseph Routt, Myrtle Webb, Karin Pierson, Gary Carter, Kim Peterson

Proof of Notice

- Notice provided in accordance with Florida Statutes

Previous Meeting Minutes:

- Motion to approve the previous Board of Directors Meeting minutes from 7/20/2022 as Submitted.
 - By: Myrtle Webb
 - 2nd by: Karin Pierson
 - Vote: Unanimous by Members Present
-

6. Reports 6.1 Financial Report

- **Discussion: 6.1 Financial Report**

Three outstanding invoices that were issued on the 15th and 22th that haven't been paid yet- Prestige Pro \$90 & TAW \$572.45. Specialty has them, and will process it. Karin printed all other bills showing its been paid. Checked on Estopples Karin had with County, Lot 5 has still not yet been moved over. All the others Karin sent everyone the update. Chelsea to make a note if Specialty can add a form with the Estopple to get contact information for new owners. Some owners still owe \$. Chelsea gave accounts receivable the collection policy. Board will add the balance and interest to next years bill for any homeowner that owes. \$14,000 in the Truist Account now, come next month Karin suggests the Board write a check to replenish the account 3 months worth of expenses.

Karin notices that Specialty grouped all of the water plant codes together. Board agrees it looks good.

6.2 Architect Control Committee

- **Discussion: 6.2 Architect Control Committee**

Myrtle states there is one roof replacement request which was approved. Request form on the website, Myrtle's e-mail address was replaced with and e mail address directing owners to Specialty.

Myrtle put together all the mailbox replacement/repair updated costs which did go up quite a bit in pricing. Gary has already posted that information on the web site. Approved and revised Residential Planning Criteria Guidelines was submitted to Gary - still waiting for that to be posted on the web site.

6.3 Landscape Committee

- **Discussion: 6.3 Landscape Committee**

Entrance light August inspection was completed. One bulb replacement was a \$90 charge including their inspections fee.

Irrigation August inspection completed with no repairs needed at this time. Prestige Pro installed a really nice 30 gallon drake elm tree on the corner lot of Woodvine and Oak Prairie Circle. That was planted on August 2nd for \$604.44. Prestige Pro donated 3 30 gallon shrubs and installed them for free. Myrtle had the trees planted by the irrigation pump area in the park. A couple shrubs died over there, so it gave a good privacy look.

Gary has a question about the light inspection. The monthly inspection is \$75 and the bulb is \$15. Myrtle is



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tracking all bulbs that are replaced.

So far the community has only replaced one, twice. Gary points out that is \$900 a year. Board will see if that is a needed service moving forward. Myrtle mentions they do clean the lights as well when they go out and that service is in our contract. Its been done for two years now prior to that, there were a lot of light issues.

6.4 Water Committee

- **Discussion: 6.4 Water Committee**

The generator has been serviced. The ATS has been repaired and the generator fuel tank has been topped off so all of that has been completed. On the inspection there was a bad fuel hose found and that was replaced. Around 45.10 gallons were put in, priced at \$4.32 which amounted to \$194.83 \$25 trip charge totaling \$233.47. Now it is at \$4.70 a gallon. The fuel tank is around 225 gallons large. Gary would like to keep more track of filling the tank. Joe explains its typically once a year they add more fuel and they keep good track of the quality of the fuel sitting there. Joe agrees its not a bad idea to spin the fuel and put treatment in it, at some point after hurricane season maybe run down the generator to burn up the fuel.

6.5 Management Report

- **Discussion: 6.5 Management Report**

-Chelsea did change the price that was requested for change in the last months meeting minutes.
 -All water plant codes were completed, thank you to Karin for providing all the information.
 -NC letters verbiage was changed

Chelsea goes over some of the homeowners responses from the recent violations that were sent. There are trailers that are grandfathered in, those homes should not get violations. Myrtle will get the list to Chelsea.

Myrtle would like the report that states the addresses and names of the owners when going over recent violations.

There were a total of 37 violations. Some homes had more than 1 violation, but those letters are in the same envelopes.

Gary to correct community coordinator name on the web site from Caleb to Amie.

The Board would like to stay on top of the landscape vendor and making sure the common areas are also in good condition just as much as homeowners yards.

7. Unfinished Business 7.1 Water Plant Shed

- **Discussion: 7.1 Water Plant Shed**

Joe sent everyone an e-mail, Mike sent one drawing and will send Joe some more hard copies. Myrtle had a conversation with Michael at lot #84. Joe met with him at the water plant. Michael has offered to take the plans and work with Mike on what it would look like to replace the shed and then get the pricing by getting three bids.

7.2 Water Rate and Tariff Charges

- **Discussion: 7.2 Water Rate and Tariff Charges**

Joe went through packet, Joe will send out the letter to RCM. Myrtle says the letter needs to be sent in September mailing. Billing cycle is at the end of August.

7.3 Water Plant Repairs and Testing

- **Discussion: 7.3 Water Plant Repairs and Testing**

Joe will E-mail Kevin to get an update on the pressure release valve and the small leak at the site glass.



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7.4 Collection Policy

- **Discussion: 7.4 Collection Policy**

Joe is hoping to have a draft on this for the next meeting to revise the collection policy.

7.6 Discussion of Implementing a Fining Committee

- **Motion: 7.6 Discussion of Implementing a Fining Committee**

Chelsea sent some information about the fining committee and the process of this. Joe has some residents that are interested in joining the committee. Joe would like to hear some feedback from the Board about having a compliance committee in place. Board and Chelsea discuss the difference of a committee and an attorney.

Board expresses interest in the fining committee. Myrtle motions to implement a compliance committee - Kim seconds. Gray abstains.

- By: Myrtle Webb
- 2nd by: Kim Peterson
- Vote: Unanimous by Members Present

7.7 Annual Meeting - Dates September 29th,20th,22nd

- **Discussion: 7.7 Annual Meeting - Dates September 29th,20th,22nd**

Joe spoke to pastor at the church. They agreed on an open date of September 29th. Hopefully everyone can attend this meeting. Every year the board knocks on doors and try to recruit volunteers, Joe would like to suggest only sending the notice and proxies and see if there are any responses. Myrtle and Kim will be stepping off the Board this year.

Annual will be in person only.

8. New Business 8.1 Front Entrance Oak Tree

- **Discussion: 8.1 Front Entrance Oak Tree**

During a storm, part of an oak tree branch came down near the road impacting a vehicle driving on the main road outside of the community. Myrtle was out that night. The city confirmed it is an HOA tree 40 ft off the center of the road. There is 1 1/2 feet of that tree that was on the city right away. Guy from public works confirmed it was water logged, the tree is healthy otherwise. The county would clean it up and trim the tree back. An arborist was out as well. The arborist stated it is a 350 year old tree at least, and to leave the tree but trim it. His concern was the cement that is close to the tree root.

No one has heard from the driver yet. Driver saw the limb coming down, tried to go around it and the limb fell on the trailer that was attached to his vehicle. Board and Chelsea to get with the insurance agent to see if there is any liability.

9. Next Board Meeting

- **Discussion: 9. Next Board Meeting**

Next board meeting will be the annual meeting.

10. Open forum to residents with any questions Limited to three minutes on current agenda items

- **Discussion: 10. Open forum to residents with any questions Limited to three minutes on current agenda items**

No residents present at meeting. No questions mailed or e-mailed.



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Adjournment:

- Motion to adjourn at 7:42PM by Joseph Routt
- 2nd by Myrtle Webb
- Vote: Unanimous by Members Present

