

April 18, 2016 - Board Meeting Minutes






Monday, April 18, 2016 3:30 PM

Attendees:

Meeting Date: 04/18/2016 6:30 PM

Location: 32314 Oak Canopy Drive, Sorrento, FL 32776

Board Member 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 18:35 on April 18, 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
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Approval of Minutes

The minutes of the previous meeting dated March 21, 2016 were unanimously approved as distributed with Joe making a motion to approve and Bob seconding the motion.

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 March 2016: ([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

- 5) Check Issued Report
- 6) Journal Entries Report
- 7) General Ledger Report
- 8) Balance Sheet Report

Currently all residence are up to-date on the association dues with the exception of the two that are in foreclosure cases along with the one resident that is currently paying via a payment plan.

ARC Committee

Jeff Coldren asked on behalf of the ARC Committee if foreclosed lots or lots that are going thru a foreclosure proceeding could be cleaned up by the Association's landscaper. Discussion was had by all in attendance around the request and the liabilities this could lend to the association. And at this time the members of the Board felt we should not send in our landscaper at this time.

Jeff also reported that the ARC Committee would like to change the verbiage on the letter that is sent to residences to remove the wording of violation to non-compliance within the first letter. The Board agreed to the change, however felt it was best to leave the wording related to violation in proceeding letters if needed.

Landscape Committee

Myrtle reported that the timer for the irrigation system that was damaged in the Park by lighting has been repaired, and cost the association \$492.75. It was also noted that the repair of the timer had been approved by the board via an email in early April as this is something that needed to be addressed prior to the scheduled Board meeting.

Myrtle also mentioned that there is mistletoe growing in the front entrance Oak trees (12). This is starting to create an issue with the trees as the mistletoe is starting to choke the trees and needs to be removed before permanent damage is caused. A quote had been received from Apopka Tree Company to remove the mistletoe at a cost \$950.00.

There was also discussion around removal of the dead wood that is in the trees within the Park. This is routine maintenance and is something that is needed before Storm Session. By removing the dead wood before a storm, this helps protect other plantings along with the residence that use these areas. A quote was also reviewing to remove the said dead wood for \$1,600.00.

After the discussion of both topics, the Board agreed that the work needed to be performed and Joe made a motion to proceed ear marking the \$2,600 for the work. This was seconded by Bob. The motion carried with no objection.

Water Committee

Kevin stated that there was nothing new to report. He did mentioned that the strainers that been installed with the tank work had been checked about a month or so ago and there was no sand found.

Open Issues / Old Business

1. Entrance Lighting Project - Work has begun to update the lighting with the electrical work starting this past week. The contractor is working to get the fixtures in as they are on order and hopes to have the project completed by the next Board meeting.
2. Usage Request for the Park - Joe is going to table the conversation for this month as he is going to review this with our lawyers to get their thoughts before we continue to proceed.

New Business

1. Review of ARC Committee Letter - The Board has agreed that the letter that was drafted announcing the new Chair and also to remind residences of springs clean-up was fine with the minor changes to add boats and recreational vehicles in driveways to the list of items. The Board and the Committee has agreed to send the letter to all residence alerting them compliance enforcement.

Agenda for Next Meeting

- 1) Committee Report Outs
- 2) Entrance Lighting Project - Update

Adjournment:

Adjournment of meeting was motioned by Joe and was seconded by Myrtle. The motioned carried and the meeting was adjourned at 20:18. The next Board meeting is scheduled for 18:30 on May 31, 2016 at 32314 Oak Canopy Drive.

Minutes submitted by: Gary Carter - Secretary