

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

**Date:** Monday, November 16, 2020  
**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  
**Absent:** Jeff LaChapelle – Secretary

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

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**OPENING:** The regular monthly meeting of the Board of Directors was called to order at 6:45 p.m. by President Joe Routt. It was noted that the meeting had been posted properly and in a timely manner and that a quorum had been established.

**APPROVAL OF MINUTES:** The minutes of the October 26, 2020, meeting were approved as distributed.

**REPORTS:**

- **Treasurer Reports:** Karin Pierson presented the following reports: Balance Sheet, Profit & Loss, AR Aging. Motion adopted to authorize the Treasurer to fund the operating account monthly to Bosshardt based on upcoming expenses.
- **ACC Committee:** Myrtle Webb announced violations letters were mailed following the October inspection. BPM is instructed to mail a follow-up violation letter to the owners of Lot 39. The next inspection is scheduled for December 8, 2020.
- **Landscape Committee:** No report.
- **Water Committee:** Kevin Rees reported the installation of 3 water meters is pending and to expect a 5% increase during the next year.
- **Property Management:** Barbara Proctor, CAM, reported the transition is continuing with the assistance of individual board members.

**UNFINISHED BUSINESS:**

- **Litigation:** Mediation is scheduled for November 17, 2020, concerning Lot #3.

**NEW BUSINESS:**

- **2021 Budget:** line items were reviewed individually; BPM to email board members with updates
- **Vacant Lots:** BPM instructed to research ownership

**NEXT BOARD MEETNG:** December 14, 2020 at 6:45 p.m. at 23229 Oak Cluster Drive, Sorrento, FL 32776

**ADJOURNMENT:** Meeting was adjourned at 9:20 p.m.

**Submitted by:** Barbara Proctor, CAM, Bosshardt Property Management