

Park at Wolf Branch Oaks Homeowners' Association, Inc.
 Board of Directors Meeting Minutes
 Reach Church
 7/20/2022

Call to Order:

- at 6:20PM
- 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 6/22/2022 as Submitted.
 - By: Myrtle Webb
 - 2nd by: Gary Carter
 - Vote: Unanimous by Members Present
-

Reports 6.1 Financial Report

- **Discussion: 6.1 Financial Report**

Karin approves financial packet for the month. Two bills submitted on the 15th and the 18th for Florida Department of Environment Protection and Prestige Pro. Karin waiting on RCM bill to come in, RCM will be giving a \$228.72 credit from error made in last months bill. SECO paid on time, no late fees. 10 deposits left to give out to residents for their \$75 deposit for the rest of the year. There are more but they have red flags next to name due to late fees. Any infractions on a homeowners account will hinder the deposit they receive back. Two estopples Park at Wolf Branch is waiting on, closing happened the 16th of June for one, no name in Lake County Property Appraiser, Karin will keep and eye out and when she has the information on the new homeowners, she will add it to the residents list, once recorded. Lot 5 closed on the 15th, no check has come in for \$625.36. Chelsea to verify the funds were collected. Gary questions line item 5026 \$520.53, Karin to check on this amount and line item. Myrtle clarifies the lot numbers for estopples were lots 109 & 5. Gary questions minor landscaping line item from last month for \$1,000.00, funds were used to treat plants up front. Line item 5245 daily inspection is in question. This line item is for the water plant daily inspections. Board discusses that they see Water Plant line items in various accounts. Board would like to have anything related to the water plant in a separate account for Water Plant only. Karin to send Chelsea a past financial statement to show what line items need to be under Water Plant. Account numbers would need to be changed to Sub Account.

6.2 Architect Control Committee

- **Discussion: 6.2 Architect Control Committee**

Violation Rides: Myrtle and Chelsea have been working on non compliance letters verbiage to match Specialty. Myrtle put together a cheat sheet of most common violations that state the Article Sections from the bylaws as well. Depending on violations, violations have different time frames. All letters will include photos. Myrtle receives an Activity ride report each month after the violation ride to approve the violation list. This second month took some time to plan, so the first month's violations did not go out. If a homeowner is outside during inspection, Chelsea will speak to homeowner to be more helpful instead of sending a letter. Anyone can send photos in for a violation and a letter will be sent.

ACC Requests This Month:
 Tree Removal - Approved



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Roof Replacement - Approved
 Playground Set- Pending/needing more information

Specialty to soon merge with the ACC committee for involvement.

6.3 Landscape Committee

- **Discussion: 6.3 Landscape Committee**

Entrance signs and gazebo (\$150 extra) was pressure washed. The vendor did all stop signs and pest waste signs for free.

Irrigation repairs this month were \$36.20

Entrance light inspection: No bulbs needs, normal maintenance charge of \$75

6.4 Water Committee

- **Discussion: 6.4 Water Committee**

See below agenda

6.5 Management Report

- **Discussion: 6.5 Management Report**

Discussion of letters. Sent Gary all web site information. Homeowners portal will wait until end of the year due to Specialty Management Company implementing a new system. Homeowner portables tabled until October/November.

Unfinished Business 7.1 Summary Residential Planning Criteria Guidelines 2014

- **Motion: 7.1 Summary Residential Planning Criteria Guidelines**

Myrtle made a revision of the summary residential planning criteria from 2014.

Approve the Summary Residential Planning Criteria for 2022.

Myrtle to send final version to Gary for the web site.

- By: Kim Peterson
- 2nd by: Karin Pierson
- Vote: Unanimous by Members Present

7.2 Water Plant Shed

- **Discussion: 7.2 Water Plant Shed**

Joe had a meeting with Mike Brooks, Joe is waiting on a drawing. Late next week Joe should have it. If not, Joe will explore other options due to the wait being so long.

7.3 Water Rate and Tariff Charges

- **Discussion: 7.3 Water Rate and Tariff Charges**

All charges and changes were approved. Letter did not make it to RCM for water billing in July, letter now needs to be done in August to be implemented in September. Did anyone contact RCM to put the new rates in play? When discussed at last meeting Kevin was going to contact RCM. Joe calls Kevin to confirm if he did call RCM or not, Kevin did not. At last meeting, there was a question about the charge amount RCM was charging to send the letter to the community. Karin verifies that charge was in error and it is a regular charge for mailing. Now starting September 1st the final letter should be sent by Joe to RCM and community with all updates. Gary will then post on web site.

7.4 Generator Service 2 yr Contract

- **Discussion: 7.4 Generator Service 2 yr Contract**



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Joe signed contract with TAW, paperwork in hand. Generator to be serviced this coming Monday. Service will include load bank testing and oil analysis. Since the tech is coming out Monday, Joe asked to make sure they had all information on ordering a display was correct, in case something goes wrong, like an electrical components. Joe texts Kevin about the work being done Monday, once that is done we need to order fuel for the generator. Joe will let everyone know when the service is complete, and an ETA on when the part will arrive. Joe explains the way the contract is written, the Board can authorize repairs as needed. Chelsea and Karin need vendor information to set up for payments. Joe will set up vendor and Chelsea for contact information. Joe will know the price after the visit and exploring some options once he is aware of what is needed.

7.5 Water Plant Repairs and Testing

- **Discussion: 7.5 Water Plant Repairs and Testing**

Joe had a meeting with Kevin. RCM will do the pressure relief valve but RCM will not do the install on the isolation valve. The isolation valve is needed if there ever has to be changes there would be no need to depressurize the tank. It is a liability issue so Kevin is looking into a vendor that will get this done. There is a small water leak on the tank site glass itself. At some point the community will need to shut it down for repairs which will entail a boil water alert. Need vendor to repair, and will try to do it all at once for a one time boil water alert. Board needs to verify the pricing once we have all vendors.

Carry over this line item to next months agenda. This issue is time sensitive.

7.6 Update on Lot #5

- **Discussion: 7.6 Update on Lot #5**

Chelsea to verify if the funds were sent at closing. Funds should be sent to management company and deposited in Truist.

7.7 Collection Policy

- **Discussion: 7.7 Collection Policy**

This item has been tables a few times. Specialty Management does not have collection polices unless stated in the governing documents of the community, then we can follow that. There is a collection policy on the Park at Wolf Branch web site. Board agrees it needs to be updated with new verbiage, and add it with the assessment letter/invoice that goes out to the community at the end of each year. Last time it was signed it was 2011.

8. New Business 8.1 Funds Owed to the HOA

- **Discussion: 8.1 Funds Owed to the HOA**

Two homeowners owe late fees.

One homeowner owes \$10.66

Second homeowner owes \$3.36

Board decides that there is no writing funds off. There needs to be late fees occurring, and this amount needs to be carried until next year. Late fees will continue to grow until reached 18%.

8.2 N/C Letters

- **Discussion: 8.2 N/C Letters**

Bold or underline instead of red. Art. needs to be fully spelled out as Article. Make indented paragraphs so the violation is clear. Change "can't" to cannot. Letters will go back to both renter and owner.

Chelsea explains it will say "Dear Tenant/Owner,".

When it comes to the time frame of each letter, write out time frame in letters and numbers.

Numbers on mailboxes need to be clear for emergency numbers.



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8.3 Discussion of Implementing a Compliance Committee

• **Discussion: 8.3 Discussion of Implementing a Compliance Committee**

Joe would like to suggest a compliance/fining committee for homeowners that receive violation letters but do not take any action to fix violations. Joe asked for Boards suggestions. One suggestion is to not send a mass letter looking for volunteers but to seek people personally. Fining committee needs to be made up of three or more homeowners that are not affiliated with the Board of Directors. There needs to be a set fine no more than \$100 a day and it cannot exceed \$1,000.

This topic will be tabled to next meeting.

8.4 Annual Meeting

• **Discussion: 8.4 Annual Meeting**

Annual meeting tentatively dated for sometime in September for a in person meeting. Meeting should be on a Thursday so more residents can attend. September 29th 7:00PM, Joe to see if church is available. Possible 15th or 20th of September.

Next months meeting August 24th at 6:00PM.

Adjournment:

- Motion to adjourn at 8:11PM by Gary Carter
- 2nd by Myrtle Webb
- Vote: Unanimous by Members Present

