

# March 26, 2018 - Board Meeting Minutes

Monday, March 26, 2018 6:30 PM

## Attendees:

**Meeting Date:** 03/26/2018 6:30 PM

**Location:** 23229 Oak Cluster Drive, Sorrento, FL 32776

### Board Member Participants



[Joe Routt - President](#)



[Gary L Carter Jr - Secretary](#)



[Myrtle Webb - Vice President](#)



[Kevin Rees - Director](#)



[Karin Pierson - Treasurer](#)



[Jeff Coldren - Director](#)

## Opening:

The monthly Board of Directors meeting of The Park at Wolf Branch Oaks Inc. was called to order at 18:32 on March 26, 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 Agenda

The agenda was unanimously approved as distributed.



Agenda  
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## Approval of Minutes

The minutes of the previous Board meeting dated February 19, 2018 were unanimously approved as distributed with Myrtle motioning to approve and Kevin seconding.

## Report outs

### Treasurer Report

Treasurer Reports have been accepted by the Board as submitted by Patricia Wightman, Bookkeeper and Karin Pierson, Treasurer which included the following reports for the month ending February 2018:

[\(submitted reports\)](#)

- |  |                           |
|--|---------------------------|
| 1) Income Statement Report                       | 5) Check Issued Report    |
| 2) Current Month and YTD Budget vs Actual Report | 6) Journal Entries Report |
| 3) Accounts Receivable Report                    | 7) General Ledger Report  |
| 4) Deposits Report                               | 8) Balance Sheet Report   |

Discussion was had around outstanding accounts receivable. Karin is working to clear up the outstanding accounts and will report back to the board. As of the time of the meeting, there were 4 outstanding accounts for dues totaling \$2,389.00.

[ABC Committee](#)

accounts for dues totaling \$2,389.00.

### ARC Committee

Jeff Coldren noted communications back and forth with recently hired Cheryl Altemose has been great. She has noticed several items and has been working with the ARC Committee for clarification before sending Out of Compliance letters to residents. Jeff noted that there are several residences that have received second notices for compliance issues related to Garbage Cans being in incorrect places. He noted a third notice will be sent via Certified Mail for anyone still out of compliance.

It was also mentioned that with spring upon us, residents with dirty fences and driveways, along with homes that are in need of a fresh coat of paint could soon get a reminder notice. He noted that a notice was recently placed in the March Newsletter around spring clean-up.

### Landscape Committee

Myrtle Webb noted the work the County was performing around sidewalk repairs has been completed. There were no other updates from the Landscape Committee at this time.

### Water Committee

Kevin Rees noted the Water Committee met recently and reviewed the last service report on the generator. They believe based on the recommendation from the service tech, additional preventive maintenance will be needed at the next service interval to keep the generator in good health for Storm Season. As that service interval gets closer he will present the Board with a quote for the maintenance.

## Open Issues / Old Business

- 1) Defective front entrance lighting follow-up - A letter was received from PrestigePro around the outstanding issue. Discussion was had around the letter, which states the manufacturer is stating that cell outages on the LED bulbs is due to possible dirty power and will not be replacing the bulbs at no cost. The Board has agreed to review the number of bulbs that are still in need of replacement, and will also research to see if there is a possible alternate option.
- 2) Purchase of Updated QuickBooks Software - Tabled based on the direction of replacing the Bookkeeper.
- 3) Annual Reporting Renewal with SunBiz - Karin noted that annual renewal has been completed and submitted to the state.
- 4) Lot 26 Tree Issue - Myrtle is still working to get the County Arborists report.
- 5) Fence Repair Update - Tabled until April's meeting due to the lack of RFQ (request for quote) responses.
- 6) Eagle Scout Project (Gazebo) - The board has agreed to move forward with the painting project. Being that materials need to be supplied by the HOA, the board has agreed to allocate \$500.00. A motion was made to move forward by Gary and was seconded by Kevin. All board members were in favor.

## New Business

- 1) Leak Exemption Review for Lot 86 - Based on discussions the resident has performed the needed repairs and will be receiving a refund based on policy.



Leak  
Exemptio...



## Leak Exemptio...

- 2) Water Plant Update - The Water Committee is working on plans and possible quotes for updates that could be needed within the next 5-years. As more develops the committee will report back to the board on their findings and proposals. One of the items that may need replacing is the water tank based on the age and prior repairs.
- 3) Resignation of Bookkeeper - It was noted that Patricia Wightman (Bookkeeper) has given her notice to the HOA. Her services will stop after the April reporting period. Based on this news, the Board will start the search for another Bookkeeper.
- 4) Leak Exemption review for Lot 66 - Residents of Lot 66 attended the meeting to discuss their billing concerns / issue. Based on the discussion, the board motioned to reduce the one month bill per policy. A motion was made by Kevin and was seconded by Gary. The motion carried with no objections.

## Items for Discussion at the Next Meeting

- 1) Committee Report Outs
- 2) Search for New Bookkeeper
- 3) Fence Repair Update
- 4) Eagle Scout Project (Gazebo) Update
- 5) QuickBooks Purchase
- 6) Front Lighting Update

## Adjournment:

Adjournment of meeting was motioned by Myrtle and was seconded by Kevin. The motioned carried and the meeting was adjourned at 20:40. The next Board meeting is scheduled for 18:30 on April 16, 2018 at 23229 Oak Cluster Drive.

Minutes submitted by: Gary Carter - Secretary