

Lake Sawyer South Community Association- Board of Directors Meeting

6972 Lake Gloria Blvd Orlando, Florida 32809-3200

Mary Munera CAM

Date: June 25, 2019 **Time:** 6:15 pm

Location: First Baptist Church of Windermere
8464 Winter Garden Vineland Road, Orlando FL 32836.

MINUTES

I. CALL TO ORDER:

II. ESTABLISHMENT OF BOARD QUORUM:

John Tramell- absent	Janelle Shay- present
Patrick Spikes- present	Joe Milazzo- present
Steve Mileski- present	Jeffrey Gavrich- present
Mike Walker-absent	

III. PROOF OF MEETING NOTICE: Notice is posted at entrance a minimum of 48hrs prior to the meeting. Notice was also posted on the community website www.lakesawyersouth.com

IV. APPROVE MEETING MINUTES: To approve the May 28, 2019 Board Meeting Minutes as submitted.
Joe made a motion to approve the May 28, 2019 meeting minutes as submitted. Patrick seconded the motion. Motion passed unanimously

V. PRESIDENT'S REMARKS: Joe thanks everyone for coming. The Board would like their packets further in advance for review, specifically the minutes of the prior meeting. It was asked that we receive the draft of the minutes within one week of the meeting.

VI. RESIDENT COMMENTS ON AGENDA ITEMS: Starting a yard of the month award program was suggested. A doggie pottie station was requested via email by Christina Morin to be added near the corner of Tattant and Moser. Tom Walker's update about traffic control was provided to the Board, and the Board requested Management should reiterate to him that he may do his as a County resident, independent of the HOA. The HOA does not intend to be directly involved with the matter. Hillary Kidwell's concerns about the tennis court area were also voiced to the Board.

Joe made a motion to add a doggie station near the corner of Tattant and Moser. Jeff seconded the motion. Motion passed 4 to 1 with Patrick voting against.

VII. GUEST SPEAKERS – LARSEN & ASSOCIATES P.L.(The Collection Law Firm PLLC) – Mark King of Larsen and Associates presented their company's history, collection and legal services as well as participated in a Q&A with the Board. A few highlights of the presentation are the Prime program, Larsenlink online access reports and that they accept credit cards from homeowners for payment on their collection accounts.

After Larsen's representatives left, the Board discussed the pros and cons to having and all in one firm for representation versus specialized attorneys for different HOA matters.

VIII. COMMITTEE UPDATES

- a. Appointment of ARB members- The following members were added to the current Board of Lemarie Godsey and Katrina Christiano:

Joe made a motion to appoint Shannon Boe, Marcus Bonds and Lisa Brentlinger to the Architectural Review Board. Patrick seconded the motion. Motion passed unanimously.

A discussion took place about ARB members being able to track ARB violations. Management confirmed ARB currently only has access to the ARB reports. Whether or not the ARB should have full Board access was brought up.

Patrick made a motion to provide ARB members access to Caliber (violations). Motion fails for lack of a second.

Management was directed by Joe to get a price for digitizing just the violations and arb records from the Associations storage boxed records and a price to digitize the documents from all the boxes. The Board would like to eliminate the need to storing hard copies of the Associations records and go completely electronic storage.

IX. FINANCIALS/COLLECTIONS:

- a. Financials- The May 2019 financials were reviewed. The CPA is auditing the 2018 reports.
- b. Invoice Approvals- Manager Munera presented a spreadsheet that listed outstanding invoices for special projects and required Board approval for payment release as well as copies of the invoices.

The Board voiced concerns over the new VIVE system. They are not happy that the vendors were approached first and that the Board was never asked if they were interested in participating. Manager Munera stated that VIVE is Leland's new vendor and are performing the same basic administrative functions of verifying insurance coverages etc. from vendors that Leland used to do in house, but VIVE offers additional benefits. She also stated it was in its initial trial phase and that Senior Management was handling the introduction of this new system. The Board have concerns over the insurance requirements and min costs passed on to the vendors as part of the requirements in the VIVE program. They have concerns that this plus the VIVE performance rating scale will result in an increase in cost in proposals from the Association's regularly contracted vendors and limit the Association's ability to work with any vendor they want. Manager Munera stated she has not seen this increase in cost be passed on to the Associations and that the Board does have an option to "opt out" of certain VIVE requirements per vendor by means of a legal waiver document, but this is not recommended as the purpose of VIVE is to protect the Association's best interest.

Joe made a motion to pay \$5400.00 of invoice #4228 to Arroyo Landscape as no magnolia tree work was involved. Jeff seconded the motion. Motion passed unanimously.

During a recent invoice payment audit, Manager Munera found the 50% deposit was paid for the fountain replacement off invoice#386151, but the remaining balance was still due to Lake Doctors.

Joe made a motion to pay the balance of total bill as reflected on invoice# 386151 for The Lake Doctors, in the amount of \$3464.98. Steve seconded the motion. Motion passed unanimously.

The Board wants Lake Doctors to waive their \$240 invoice for the service call fee for replacing the fountain lights.

Joe to request Dianne of Honel Maintenance to clean the canopies at the pool using Arroyo's boom truck, and the cleaning not to exceed 3 hours. Jeff seconded the motion. Motion passed unanimously.

Management was directed to inquire if the canopied can be dyed.

Joe made a motion to pay invoice #11848.2 from Honel Maintenance for \$370.00. Steve seconded the motion. Motion passed unanimously.

The Board revisited the topic of the annuals being too high. The plants are to be 8-10 inches at full height so as not to block the community sign lettering and that Robert with Arroyo acknowledged this during the Board meeting he and Ivonne attended earlier this year. Patrick suggested a confederate or variegated jasmine to be installed instead in the top plant bed.

Joe made a motion to approve payment of \$1566.00 to Arroyo Landscape for invoice# 4393. Steve seconded the motion. Motion passed unanimously.

The Board discussed the terms of the Arroyo contract in relation to the maintenance of the bike path.

Joe made a motion to approve Arroyo's estimate #3430 with the stipulation that all bike path asphalt edges are to be made visible as a result and grass edged back on this paved surface according to the contract. Patrick seconded the motion. Motion passed unanimously.

The Board discussed the work performed by D&C Parking Lot Maintenance. Steve prepared a calculation of balance due for services performed based off of 360 lineal feet. Janelle stated the scope was not specific enough to approve the provided calculation of balance owed.

Steve made a motion to pay D & C Parking Lot Maintenance \$3024.00 for invoice#338 for services performed as payment in full and the check to be notated "for services performed, paid in full" Steve seconded the motion. 2 voted for (Steve and Jeff) and 3 voting against (Janelle, Joe, and Patrick) Motion failed.

The Board stated they would not be moving forward with seal coating the mail kiosk area or the Salomon alley at this time.

Patrick made a motion to have Management gather a cost for bore sampling to prove what amount of road material was placed in the mail kiosk parking lot area to see if it matches the scope of the estimate. Joe seconded the motion. Motion passed unanimously.

Steve stated the issues with this project is not Mary Munera's fault. Previous Board member Tim Nyland, and correct board members Joe Milazzo, and Jeff Gavrich had met with the Diego of D&C Parking Lot Maintenance to create a scope and believed based on good prior work performed onsite by this vendor, that the Association could count on the same quality to show through for this project.

Patrick made a motion to approve 90% of the balance due of the \$26,739.28 balance for invoice#2810 to be released to Ace Surfaces with the remainder to be paid once the edges of the courts are finished and clean up of construction materials completed onsite and all subcontractor lien releases are received. Joe seconded the motion. Motion passed unanimously.

- c. Collections – Review Alliance, Ryestone and AR Reports- The reports were reviewed. The HOA is to keep a close eye on lien time frame limits when pursuing collections.

Joe made a motion to have Management call Scott Kiernan to discuss Ryestone and Alliance's breach of contract with handling the collection of the balance due for 7721 Jailene. Steve seconded the motion. Motion passed unanimously.

Joe made a motion to proceed with lien foreclosure on accounts 101106410, 101103610, and 101103350. Steve seconded the motion. Motion passed unanimously.

X. OLD BUSINESS

- a. Tennis/Basketball courts- Estimates for tree replacement relating to this project were reviewed. Management to ask Ace Surfaces about the screens (windbreaks). It was recommended to Management to contact Surveillance Plus for the gate locking system estimate.

Joe made a motion to remove the dead pine trees and pay the County's fine. Patrick seconded the motion. Motion passed 4-1 with Janelle voting against.

The Board wanted to know if the paid for a stump to be ground in 2017.

- b. TH paving/pothole repair- Berkshire Alley- No additional action.
- c. Paving- Mail kiosk parking, Salomon Cove- No addition discussion.
- d. Shade structures Pressure washing- common area- No additional discussion.
- e. Landscaping –at Townhomes- The Arroyo estimate was presented to the Board which is largely different now that it has been itemized by plant size, type and number of plants. Concerns were raised over the scope being changed. Manager Munera stated she had requested from the beginning that a specific itemized scope be provided for the "ball park average" cost per building of between \$4-5 thousand dollars that Arroyo originally presented. This is what was presented to Management based on that request. Reserves balance for townhome landscape should be reviewed prior to estimate approval.
- f. Townhome Garage Painting- Empire Works- Management informed the Board that Empire Works is looking for payment for all the work performed. Manager Munera suggested a final walk through to be offered by the Board so the balance due of work satisfactorily could be confirmed. Manager Munera stressed to the Board that payment terms were clearly laid out in the contract and that it would be in the Association's best interest to arrange to review the work performed and provide proper payment for it accordingly. Empire Works requested via email that the Board acknowledge their approval of the recent punch list provided and that any additional work would be a change order.

g. Entrance lighting – Londale and Derexa- The lighting project is complete.
Janelle leaves at 9:37pm

XI. NEW BUSINESS

- a. Board – Townhome Meet and Greet – Steve and Joe are available for July 20 from 9-11am. The rest of the Board members will check their schedules.
- b. Landscaping – Bike path – No additional discussion.
- c. Townhome Monument Sign Replacement-No additional discussion.
- d. Townhome Structural Repairs and Repaint – Joe briefly spoke with Scott Kiernan regarding setting up a meeting with the Board to discuss the Association’s liability relating to repainting the buildings with construction defects.
- e. Violations – Enforcement and Damages- Manager Munera explained the process for the lot to come into compliance with County conservation, development engineering and the Association’s ARB entities. Once conservation has finished their investigation and reported their compliance requirements, Manager Munera will forward that information to the County engineering department and get their evaluation and requirements and then once that is completed, it can be submitted to the ARB for reference. Then the compliance requirements for both County departments and the HOA’s ARB restrictions will be provided to the homeowner of lot so that they can produce a plan to comply with all the provided regulations from all parties.

Management questioned if yard waste left outside on a day where there isn’t pick up is a violation. Management confirmed it would be. The Board does not agree on whether a violation should be sent when the owner can the yard waste out the afternoon versus 6pm or later the night before pick up day.

Joe made a motion to amend the covenant enforcement policy to state that any violation relating to commercial/oversize trucks, trailers, campers, not be allowed 30 days to correct, but instead must remove the vehicle immediately after the first notice is provided. Motion fails for lack of a second.

Management asks if the Board is going to adopt a rule to clarify the definition of a commercial vehicle per the Federal Motor Carrier guidelines. The Board did not make a motion to create a rule to clarify.

Budget Meeting Date- The expected date for the vote is around the month of October. No additional discussion.

XII. ADJOURN:

Joe made a motion to adjourn the meeting 10:00pm. Jeff seconded the motion. Motion passed unanimously.