

Lake Sawyer South Community Association- Board of Directors Meeting

6972 Lake Gloria Blvd Orlando, Florida 32809-3200

Heather Gambini, Senior LCAM

Date: September 24, 2019 **Time:** 6:15 pm

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

MINUTES

I. CALL TO ORDER: Meeting called to order by Joe @ 6:18pm

II. ESTABLISHMENT OF BOARD QUORUM:

John Tramell- present
Patrick Spikes- present
Steve Mileski- present
Mike Walker-present

Janelle Shay- present
Joe Milazzo- present
Jeffrey Gavrich- present

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 July 23, 2019 Board Meeting Minutes as submitted.

Janelle made a motion to approve the July 23, 2019 meeting minutes. Steve seconded the motion. Motion passed unanimously.

V. PRESIDENT'S REMARKS: Joe thanked those in attendance for attending meetings.

VI. RESIDENT COMMENTS ON AGENDA ITEMS: Garage Sale discussion- Tatiana reported that there was not very much input on the poll that was sent out to residents via the Nextdoor app. A discussion was held regarding having garage sales 2x year vs 1x year. Decision made to hold garage sale in November. ***Joe made a Motion to approve up to \$200 for Garage Sale expenses. Patrick seconded, Motion passed unanimously. Per Steve: to be paid from Community Events GL 6400 once Tatiana submits receipts.***

VIII. COMMITTEE UPDATES: Steve requested call for volunteers for Community Event Committee; Janelle will post in the newsletter.

IX. FINANCIALS/COLLECTIONS:

a. Financials- Manager reviewed financials. Patrick asked for the Accounting Manager to provide a cost analysis of available cash.

b. Invoices-

- D&C Parking Lot Maintenance #1133- Board requested manager set up an onsite meeting with vendor to discuss reduction of invoice as well as free sealcoat offered by the vendor. No payment to be released until direction given by Board.
- DiMasi CE Litigation #1967-008AP- ***Joe made a Motion to approve invoice in the amount of \$800. Patrick seconded and the Motion passed unanimously.***
- DiMasi CE Litigation #1967-006AP- After discussion, the Board did not approve invoice due to the fact that the propane tank is now hidden behind fencing and does not require plants. File can be closed for this matter. Board directed manager to send notices for unapproved double gate and removal of trailers being stored behind fencing. Photos will be provided to manager before notices are sent for verification.
- Arroyo Invoice #5279- 2019 Common Area Increase- ***Joe made a Motion to approve invoice in the amount of \$1,976.40. Seconded by John, Motion passed unanimously.***

- Arroyo Invoice #5280- 2019 Townhome Increase- **Joe made a Motion to approve invoice in the amount of \$1,333.08. Seconded by John, Motion passed unanimously.**
- ACE Surfaces Invoice 3001- Final Court Install- **Patrick made a Motion to approve all but \$2,400 of the invoice pending final repairs. Seconded by Joe, Motion passed unanimously.**
Manager asked for new invoice reflecting amount to be paid and then a final invoice for \$2,400 once repairs are fully completed.
- FL Community Law Group (Alliance)- Collections Invoices- (no invoice numbers on invoices- **John made a Motion to approve the two invoices in the amount of \$900 each for collection action on Account #1011036101 and Account #1011033501. Seconded by Joe, Motion passed unanimously.**

c. Collections –

- Board approved collection invoices listed above for further collections action.
- Board asked manager to send statements to accounts with small balances to remind owners to pay.
- Board asked manager to look into account #101101861 to see if OfferPad paid the contribution fee.
- Accounts requiring Board approval to be sent to Attorney for Collections:
 - a. Attorney Collections- **John made a Motion to engage Law Offices of John DiMasi for all collections going forward. Joe seconded and Motion passed unanimously.**
 - b. Account #101106410- **Joe made a Motion to approve account to be sent to DiMasi for collection action. Seconded by Steve, Motion passed unanimously.**
 - c. Account #101104480- Board directed manager to wait on this account until next Board meeting to see if owner bring account up to date.
 - d. Account #101102720- Unclear if account is on payment plan. Manager will reach out to accounting manager to advise and Board can review at October meeting for collections actions if not.

X. OLD BUSINESS

- a. Tennis/Basketball courts- Patrick reported that ACE and Arroyo will be meeting to fix the hole in the tennis court. Randall from Arroyo indicated to Patrick that he would pay ACE directly for the repair.
- b. TH paving/pothole repair- Berkshire Alley- Tabled until D&C Parking Lot Maintenance meeting.
- c. Paving- Mail kiosk parking, Salomon Cove- Tabled until D&C Parking Lot Maintenance meeting.
- d. Shade structures- Steve reported the TopLine pushed back install of new shade due to hurricane. Steve also reported on the outcome of testing of pressure washing old shades done by Honel. **Janelle made a Motion to approve Estimate 1108 from Honel in the amount of \$1,735.00 to clean the shade structures. Seconded by Joe, Motion passed unanimously. PO#092419/ GL Pressure Washing 6830.**
- e. Landscaping at Townhomes- On hold until Pulte completes repairs to the units.
- f. Townhome Monument Sign Replacement- Tabled.

- g. Townhome Structural Repairs/Repaint- Board waiting for legal counsel to advise.
- h. Pool/Clubhouse Termite Treatment- Board advised manager that type of termites at the clubhouse are not included in current bond and asked manager to have Massey give pricing for flying termites. Manager will also need to get bids to repair the damages already caused.

XI. NEW BUSINESS

- a. Violations-Enforcement-
 - Manager reported that the Violation log was cleaned up and enforcement is ongoing.
 - Attorney Demand- **Joe made a Motion to send 13628 Riggs Way to the attorney for Covenant demand for Prohibited Activity (rental violation). Steve seconded and the Motion passed unanimously.**
- b. Eblasts- Manager reported that Leland now requires electronic consent from residents to send out Eblasts. After discussion, Board decided to continue to manage their own communications and not have Leland do so. Leland offered this service at no charge if Board wishes to use at later time.
- c. Tot Lot Mulching- **Janelle made a Motion to approve Estimate #1109 from Honel for playground mulch installation in the amount of \$5,004.23. Seconded by John, Motion carried unanimously. PO# 092419.**
- d. Clubhouse & Mail Kiosk Repaint- Manager told Board prior manager passed down this bid as she felt it was needed. Board advised current manager this was done recently by Honel but manager could look to see if needed and ask Honel to give bid.
- e. Basketball Net Replacement- Manager reported that net install would be \$95 each replacement when damaged. Board agreed to continue this maintenance when needed. Manager will track how many times the net is being replaced and report to Board if it becomes frequent. Manager will order 4 extra nets to be stored at pool cabana when needed.
- f. Reserve Study Update- Manager provided Board with costs for update options from vendor used in the past but recommended that the Board engage Reserve Advisors for new study. Board asked manager to get estimate from Reserve Advisors.
- g. Estoppel Enforcement- A discussion was held on the current procedure that Leland emails Patrick when an estoppel is ordered for his guidance on any open items that need to be addressed and included on the estoppel. **Mike and Joe left the meeting.** After additional discussion, **John made a motion to have Leland manage the estoppel process fully. Seconded by Janelle. Motion passed 4-1.** If the board finds it is not working out, Board agrees to re-review the process.
- h. Electronic Records- Manager was asked to provide bid to have all documents in storage scanned into electronic files for ease of reference.
- i. Unapproved Screen Porch- A discussion was held on screened porch on Strode. Board advises owner was supposed to remove when home sold and this was not done. Manager will await action until clear instruction given by Board.
- j. Board Meetings- No November or December meetings per Board.
- k. ARB Guidelines Update- ARB Committee members in attendance inquired why guideline changes that were given to the Board were not approved. After discussion, manager recommended that the Board and ARB have a meeting with Counsel to suggest appropriate procedures going forward.

XII. ADJOURN:

John made a motion to adjourn the meeting. Janelle seconded and the Motion passed unanimously.