

Lake Sawyer South Community Association- Board of Directors Meeting

6972 Lake Gloria Blvd Orlando, Florida 32809-3200
Mary Munera CAM

Date: April 23, 2019 **Time:** 6:15 pm

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

MINUTES

I. CALL TO ORDER: The meeting was called to order at 6:15pm

II. ESTABLISHMENT OF BOARD QUORUM:

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

III. PROOF OF MEETING NOTICE: Notice was posted at entrance 48hrs prior to the meeting.

IV. APPROVE MEETING MINUTES: The March 26, 2019 Board Meeting Minutes were reviewed and amended.

Steve made a motion to approve the March 26, 2019 meeting Minutes as amended. Jeff seconded the motion. All voted in favor, motion passed unanimously.

V. PRESIDENT'S REMARKS: The Newsletter should have the trash pick up days added to it. tried to wedge open the mens bathroom door at the pool. Steve will check the cameras for footage of the incident. Management will have the door repaired. The "h" fell off the Londale sign.

VI. RESIDENT COMMENTS ON AGENDA ITEMS: A homeowner thanked the Board for their volunteer of service to the community. Mrs. Walton reviewed the different social media sites the community is listed on.

VIII. FINANCIALS/COLLECTIONS: Manager Munera suggested a better system be put in place for managing projects/purposes. She will work with the Board on creating a set system for them to follow for setting scopes of work and contract terms, selection of qualified vendors, monitoring the projects and approval of the work/release of funds. Patrick suggested that the HOA get a performance and conditions language and retainer added to the contracts in order to keep them running on time. Steve stated he agreed and each Board member can have a different project or area of the community where they are the point of contact and spokesperson for the Board. Receipts for purchases should be given to Management right away. The Board informed Manager Munera that Lowe's corporate no longer can produce a receipt for the purchase made last autumn for the HOAs records as it doesn't stay in their system that long.

a. Approval of Outstanding Invoices –

Per Patrick, the Arroyo invoice #4228 is being reviewed as some of the scope is different from the finished project. No magnolia trees ended up being planted.

Steve made a motion to ratify the approval of payment for Honel Maintenance pressure washing invoices #11849 in the amount of \$6,976.00 and #11334 in the amount of \$7,000.00. Patrick seconded the motion. All voted in favor, motion passed unanimously.

Steve made a motion to approve the payment of the invoice to Honel Maintenance for \$2188.00 for invoice #11331 for the electrical work performed at the sign. Janelle seconded the motion. All voted in favor, motion passed unanimously.

b. March 2019 financials- Manager Munera is reviewing the financials from December 2018- March 2019 one by one. Management must close the 2018 financials as is. Management has informed the Board that some items (many are Reserve line items) will not be able to be posted without the work having been completed and the vendors providing the full invoice for services. Steve made a comment that the community is at the mercy of vendors for the progress of the paperwork for the projects. One example of this is the delay with the permitting for the shade structure.

The Board will be sending copies of the credit card receipts for purchases to management asap.

- c. Collections – Review Alliance and AR Reports- The collections reports from Alliance CAS and Leland’s AR report were reviewed in detail. All of the capital contribution collection issues have been addressed by Leland. Manager Munera was directed by the Board to contact Alliance and Rystone to request representatives from each to attend the May Board meeting to account for all of their activity and provide a copy of the contract.

Patrick made a motion not to honor any payment plan from account 101106080. Steve seconded the motion. All voted in favor, motion passed unanimously

IX. OLD BUSINESS

- a. Tennis Court Project- The asphalt and curbing were poured. The benches selected are blue. No lights will be installed at the courts as play after dark is prohibited.

- b. TH paving/pothole repair-

Patrick made a motion to approve the letter created to address the paving needed on Berkshire Oak Alley to Westside Village neighborhood bordering the Lake Sawyer community. Jeff seconded the motion. All voted in favor, motion passed unanimously

- c. Paving- Mail kiosk parking, Salomon Cove-

Steve made a motion to approve payment to D&C Parking Lot Maintenance for the concrete work performed at the mailbox and paving along Salomon and for Management to calculate the number of square feet less 2.5ft of milling the from the edge of the mail kiosk parking area to determine what is left to the pay for that work and then release that payment. Patrick seconded the motion. All voted in favor, motion passed unanimously

- d. Shade structures Pressure washing- townhomes, single family homes, common area- The permit is in process with Orange County.

- e. Landscaping –landscaping at townhomes- No additional action at this time.

- f. Holiday Decorations/Lighting- The wiring has been pulled and the new lights arrived 4/22/19 and should be installed the following week.

- g. Townhome Garage Painting- Empire Works- Jeff Gavrich is no longer employed with Empire Works. Empire was requested to finish by 4/21, they have not met that deadline.

X. NEW BUSINESS

- a. Landscape Contract – additional terms- Manager Munera performed a lengthy community wide walk through with Arroyo. The details of her requests are listed in her Manager’s Report. Jeff Gavrich requested to be a part of the walk through. He will be attending the next one. Common area mulch looks good. Arroyo needs to keep on top of leaf removal. The mulch is getting blown out of the tree rings by the leaf blower machines.
- b. Arroyo – estimates- The Board reviewed all of the proposals. We still need the location and estimate for the shut off valves. Common area mulch looks good. Arroyo needs to keep on top of leaf removal.

Steve made a motion to retain Arroyo as the landscaper for the regular maintenance services. Janelle seconded the motion. Four -Steve, Janelle, John, Patrick voted in favor, 1- Jeff, against, so motion passed.

John ended his participation in the meeting after this vote.

- c. Townhome Monument Sign Replacement- Patrick spoke with Mike with Honel to discuss options. Mike will produce some designs to choose from.
- d. Townhome Structural Repairs and Repaint- Pulte’s crews have destroyed a lot of sod in the area. This should be an item brought to their attention when the walk through is done per Jennie Shannon. Since the HOA will be painting the townhomes, Management suggests requesting Pulte to provide the palette of the most current colors used during their repair work and then have a paint distributor color match the other units. Sherwin Williams and Florida Paints are being approached for the palette.
- e. Violations – Enforcement and Damages- The County needs to be requested to go back onsite to investigate the land moved at 7826 Brofield. A neighbor will allow access for the inspection to take place from their yard. Management to contact Shana Thomas’s supervisor regarding the follow up. The County is should be getting involved for the homes that are running businesses out of them.

Steve made a motion to approve sending 7826 Brofield to DiMasi firm for covenant enforcement for failure to get an ARB approved application for the landscape project. Janelle seconded the motion. All voted in favor, motion passed unanimously

- f. Board – Meet and Greet- The Board will be hosting a meet and greet at the Townhome triangle park. Date and time to be determined.

XI. ADJOURN:

Steve made a motion to adjourn the meeting at 9:00pm Janelle seconded the motion. All voted in favor, motion passed unanimously

Upcoming Events/Meetings - at First Baptist Church of Windermere

May 28, 2019

June 25, 2019

July 23, 2019

****Community Manager onsite visits: Wednesdays or Thursdays of the 1st and 3rd week, monthly. Owners are welcome to communicate via email or phone, but may make an appointment in advance for time to meet the manager, to discuss urgent community needs, during onsite visits.****

Websites: www.LakeSawyerSouth.com ; www.LelandManagement.com

Board Positions

Joe Milazzo-President

Steve Mileski- Vice President

John Tramell- Secretary

Patrick Spikes- Treasurer

Jeff Gavrich – Director

Mike Walker- Director

Janelle Shay- Director

ARB Members

Lemarie Godsey

Bea Spencer

Katrina Chrisno

Appeals Committee

Paul La Rosa

Chad Wilson

Henry Perez