

## East Lake Cove Homeowners Association Inc.

### Official Board Meeting Minutes

**Date:** August 19, 2014

**Time:** 7:00 p.m.

**Location:** Narcoossee Community Center, 5354 Rambling Road, St. Cloud, FL 34771

**Attendance:** Brad Danker, Jeff Clark, Tab Bartlett, Mike Hileman, Jorge Miranda CAM from World of Homes.

**Absent:** Frank Bermudez, and Toni Johnson

**Members:** As indicated on the sign-in sheet.

1. **Certify a quorum:** With 4 of the 6 Directors of the Board present, a quorum was achieved.
2. **Call to order:** Mr. Danker called the meeting to order at 7:06 p.m.
3. **Certify meeting notice:** Mr. Hileman certified that the meeting notice was posted in accordance with Florida Statutes and the governing documents of the association.
4. **Approval of Prior Meeting Minutes:** Mr. Miranda reviewed the meeting minutes from June 17, 2014. Mr. Hileman motioned to approve the minutes. Motion was seconded by Mr. Danker. All were in favor and the motion carried. 4:6
5. **Financial Review:**
  - a. **July 2014:** Mr. Miranda reviewed the July 2014 financials. Mr. Bartlett motioned to approve the financials as presented. Motion was seconded by Mr. Clark. All were in favor and the motion carried. 4:6 In addition, the board unanimously approved sending the one account that has not issued payment on an approved payment plan to the attorney for collections.
  - b. **Corporate Authorization Resolution:** The necessary documentation needed to authorize signors for the reserve CDs was provided for execution, however with the secretary absent from the meeting. They will be forwarded to Mrs. Johnson for execution.
6. **ARC Approvals:** The following ARC forms have been approved by the ARC committee from the date of the last board of directors meeting.
  - 1) **1911 Passiflora: Repaint Home exterior per approved color scheme/Install storm door.**
  - 2) **1915 Big Cypress Drive: Install 6' white privacy fence**
  - 3) **4964 Lazy oaks way: Repaint Home Exterior per approved color scheme**
  - 4) **1901 Lazy Oaks Loop: Install Brick paver patio deck on rear of home**
7. **Old Business:**
  - a. **Reserve Fund Amendment – Budget Meeting:** The board unanimously approved to have the firm of Clayton and McCulloh prepare an informative letter and limited proxy for the association to distribute for the membership. The board also discussed the possibility of holding a community event in which to educate and inform the membership of the issue then to gather the necessary signature/written approvals.
  - b. **Dock Sealer:** The board reviewed the proposed breakdown of the application coverage for the two sealers. Mr. Clark stated the calculations from the vendor must be incorrect due to the application variance he indicates. Mr. Miranda will clarify with the vendor. Mr. Danker then motioned to approve \$5000 for the use of the 10x product on the dock for the flat surfaces only. The motion was seconded by Mr. Bartlett all were in favor and the motion carried. 4:6



- c. **Sidewalk Repairs / Grinding:** The board was provided a proposal summary showing estimates for the removal and replacement of the damaged pieces of sidewalk 1352 sf, as well as for the grinding of the 845 lineal feet. Mr. Danker motioned to approve the combined cost of \$12,542 for this project. In addition to having World of Homes manage this project for a 10% fee of the final amount. The motion was seconded by Mr. Clark, all were in favor and the motion carried. 4:6

8. **New Business:**

- a. **Roadway weed Growth:** The board directed to table this item and for World of Homes to seek more estimates for the future consideration.
- b. **Tennis Court Fence improvement:** The board reviewed an estimate to enhance the tennis court fence. The board directed to table this action until further notice.
- c. **Attorney Renewal:** The board unanimously directed to proceed with renewing the contract with the firm of Clayton and McCulloh.
- d. **Pond Maintenance Renewal:** The board unanimously approved to renew the contract with the current pond maintenance company. Mr. Hileman stated he would monitor the ponds to assure proper service is being received.
- e. **2014 Tax Return CPA Agreement:** Mr. Bartlett motioned to approve the firm of Joseph R. Michalak, LLC. The motion was seconded by Mr. Clark. All were in favor and the motion carried. 4:6
- f. **F. Swing Bar Painting and reflector tape estimate:** Mr. Danker motioned to approve the swing arm gates in black. The motion was seconded by Mr. Clark. All were n favor and the motion carried 4:6

9. **Open Discussion:**

- a. **Community Event (Bright House Marketing):** The board discussed the benefit of holding a community event in which the board could also educate the membership about the need to establish reserves correctly. The board was provided estimates to cater with barb-b-que, and pizza as well as providing tents, chairs and tables. Mrs. Bartlett volunteered to be on a committee to coordinate this event. Mr. Danker motioned to approve \$3000 for this event. The motion was seconded by Mr. Clark, all were in favor and the motion carried. 4:6
- b. **Landscape Contract:** This topic was tabled until further notice.
- c. **Main Entry Sign:** Mr. Danker informed the rest of the board that he was in contact with the vendor that performed the sign project for a neighboring community. He will forward the estimate to Mr. Miranda once he has received. This item is pending.
- d. **Bulletin Board at Entrance:** The board discussed the benefits of having a Bulletin Board at the main entrance as well as the draw back of location and having to slow down to read the information. Mr. Clark will take a picture of an example of one near by and forward to the rest of the board for consideration.
- e. **Mailboxes:** Members of the community discussed the feedback related to the newly approved mail box replacements. She advised they are flimsy and that she found a more durable option made by Rubbermaid. She will forward it to the manager for distribution.

10. **Next Scheduled Meetings: August 19, October 21(Budget), November 18 (Annual) at 7:00 p.m. at Narcoossee Community Center, 5354 Rambling Road, St. Cloud, FL 34771.**

11. **Adjournment:** Mr. Danker motioned to adjourn the meeting at 8:32 p.m., seconded by Mr. Clark. All were in favor and the motion carried. 4:6





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Respectfully Submitted by:

**Jorge Miranda, LCAM**

Licensed Manager / Agent

On Behalf of the Secretary of East Lake Cove HOA

The foregoing minutes of the Board of Directors have been officially approved by:

\_\_\_\_\_

Director Signature

\_\_\_\_\_

Director Name

\_\_\_\_\_

Date

**Action Items:**

- **WOH to establish communication with the neighboring HOA and management.**
- **WOH to gather estimates for Park Rules signs.**
- **WOH to address homeowners who performed unauthorized tree removal.**
- **WOH to coordinate with C&M to prepare the mailing for the reserve fund approval that is scheduled for October 21<sup>st</sup>.**
- **WOH to include sidewalk repair in future proposed annual budgets.**
- **WOH to gather estimates on crack filling the roadways in the community.**
- **WOH to confirm the coverage area for the dock sealer with the vendor.**
- **WOH to assist Mrs. Bartlett to coordinate the community event. Also to have Bright House offer their contribution to the event as well. Sign in table, bouncy houses, food, beverage, tents, tables, chairs, on September 27<sup>th</sup>, or 28<sup>th</sup>. 10 am to 2 pm.**

