

**WATERFORD LAKES TRACT N-25A NEIGHBORHOOD ASSOCIATION, INC.
(CYPRESS ISLES)**

Board of Directors Meeting

MINUTES

Location: WLCA Community Building (453 Mark Twain Blvd., Orlando, FL)

March 15, 2016 6:30 p.m.

DIRECTORS PRESENT

Harold Engold, President
Bob Conner, Vice-president
Myron Davis, Treasurer
Dennis Horazak, Secretary
Cookie Symons, Director at Large

Also present were Ryan Kerlin, Associa Community Management Professionals; Sandy Horazak, Neighborhood Watch Coordinator and Newsletter Editor; and one homeowner.

MEETING SUMMARY

- Call to Order—The meeting was called to order at 6:40 p.m.
 - Proof of Notice—Notice of the meeting was posted in the community as required by Florida Statutes and the Association’s governing documents
 - Certification of Quorum—All five directors were present, forming a quorum to conduct business.
1. **Adoption of Agenda** – Two items were added to the agenda. Mr. Horazak moved and Mr. Conner seconded a motion to approve the agenda. The motion passed 5:0.
 2. **Approval of Previous Meeting Minutes**— Ms. Symons moved and Mr. Horazak seconded a motion to approve the minutes of the January 19, 2016 meeting. The motion passed 5:0.
 3. **Architectural Review Applications**—Mr. Engold presented the ARC report.
 - A. The ARC processed applications for replacement windows at 726 Divine Circle, a fence At 920 Spring island Way, front door paint at 513 Divine Circle, front door paint and roof replacement at 732 Divine Circle, roof replacements at 621 Spring Island Way, 13206 White Cedar Court, and 13218 White Cedar Court, and a trash can blind at 915 Spring Island Way. All applications were approved and forwarded to the WLCA ARC.
 - B. Account 132-0174 – Holiday icicle lights are still hanging from the eaves on this property, showing the need for a policy on holiday light removal. CMP will research the steps needed for the board to promulgate a rule mandating holiday decoration removal by January 31.
 4. **Grounds Maintenance** – Ms. Symons reported that the crotons at the front entrance have died due to insufficient irrigation. Troy Bennett from DPC will coordinate with WLCA Irrigation Manager Brian Patton to resolve the problem. He will replace the crotons at no charge. Mr. Bennett has determined that the three bushes on Cypress Isles property behind 939 Spring Island Way were killed by dumped chemicals. He has removed the dead bushes and will replace them, along with the soil, at a later date. This will be a Cypress Isles expense.
 5. **COPS** – Mr. Engold reported five hours of patrolling and four hours of maintenance and meetings since January. Diligent follow-up was needed to get Duke Energy to fix the streetlight at 903 Spring Island Way. Mr. Engold will talk to WLCA about the absence of streetlights in he 500 and 600 blocks of Spring Island Way.

6. **Neighborhood Watch** – Ms. Horazak reported no activity since January.
7. **Newsletter & Website** — Ms. Horazak reported that the May newsletter announcing the annual meeting would be posted early in May. Mr. Horazak reported that the website is receiving 50 to 70 hits per week.
8. **Report of the Association Manager** – Mr. Kerlin reported the financial status of the Association and the status of delinquent accounts, leading to the following actions.
 - A. Account 134-4370 – The account is current with WLCA but delinquent with Cypress Isles. CMP will contact the owner or the property manager of this rental property requesting payment, then file an Intent To Lien if the response is not satisfactory.
 - B. Account 105-0812 – ARC violations still exist and a mediation demand letter was sent to the owner in January. The next step would be to file suit. CMP will clarify the status and options for the board.
 - C. CMP sent letters to owners who rent requesting a copy of the lease and listing all persons living in the residence. Mr. Horazak will send an updated list of rental owners, account balances, and ARC violations to CMP.
 - D. Account 105-0318 –The delinquency balance on this account prior to June 2015 was mistakenly waived by CMP, resulting in confusion about the account status. Mr. Horazak motioned that all fees and interest on Account 105-0318 be removed except for the \$10 collection fee from January 19, 2016, and that the mistakenly waived collection fees and interest be paid by CMP instead of the Association. Mr. Conner seconded the motion, which was then approved 5:0.

9. Unfinished Business

- A. Trash Can Storage Policy – Mr. Horazak motioned and Ms. Symons seconded a motion to ratify the policy on Storage of New Orange County Garbage and Recycling Containers. The policy was provisionally approved by email and is attached to these minutes. The motion passed 5:0.
- B. Pond Aerator Status – The solar-power source has been replaced by 120VAC power, the compressors and electrical parts have been converted, the hoses have been upgraded, and the system is now operational.
- C. Status of Renters – Mr. Horazak presented delinquency data and ARC violations for the rental properties in Cypress Isles.

10. New Business

- A. Annual Meeting Preparations – The Annual Meeting will be on May 17, 2016 at 7:00 p.m. in the WLCA Community Building, followed by a board meeting. Mr. Horazak will update annual meeting materials and send them to Mr. Kerlin for mailing to homeowners.
- B. Homeowner Tree Issue – The homeowner at 504 Spring Island Way wrote to complain that the oak trees at the entrance are clogging his gutters and saturating his lawn with leaves, spreading mold on his roof, and invading his foundation with roots. Ms. Symons will research property lines, and plans to join Mr. Engold and Mr. Horazak at the property on March 17 to assess the situation.

11. The **annual meeting** followed by the **next board meeting** will start at 7:00 p.m. on May 17, 2016 in the WLCA Community Building.

12. **Adjournment**—Ms. Symons moved to adjourn and the meeting was adjourned at 8:43 p.m.

Meeting minutes prepared by Dennis Horazak, Secretary

Minutes approved by the Board of Directors at its meeting on _____, 2016.

President

Attachment - Cypress Isles Policy on Storage of New Orange County Garbage and Recycling Containers

Approved by Board of Directors, January 21, 2016

In keeping with our governing documents, the new trash and recycle containers must be stored so they cannot be seen from surrounding properties. Many residents will store them in their garages. Others may prefer to store them outside. The following ideas are ways to meet the requirements of our governing documents.

Enforcement of the documents requirements is the responsibility of each neighborhood within Waterford Lakes. Neighborhoods may establish requirements that are stricter than what is listed below. Please contact your neighborhood board or property manager for additional information.

1. Store within a fenced yard.
2. Store behind a fenced area large enough for both containers. If this option is used:
 - The general shape will be an ‘L’ shape,
 - Homes with a pond view will need to have a barrier on the back of the ‘L’ as well,
 - Fencing should be at least 54” tall
 - The WLCA Fence Guidelines apply regarding materials and setback from the front of the home, and
 - Since this would be an external modification to the property, an Architectural Change Application should be submitted to the Architectural Control Committee (ARC) with all required documentation for fencing
3. Store behind plant materials
 - The general shape of the planting will be an ‘L’ shape,
 - Homes with a pond view need to have a barrier on the back of the ‘L’ as well,
 - Initial plant height should be at least 30” using plants expected to grow to at least 60”, and
 - Since this would be an external modification to the property, an Architectural Change Application should be submitted to the Architectural Control Committee (ARC) with all required documentation for landscaping