

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

Board of Directors Meeting

MINUTES

Location: WLCA Community Center, 453 Mark Twain Blvd., Orlando, FL

March 21, 2017 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 Bob Borg, Associa Community Management Professionals; Sandy Horazak, Neighborhood Watch Coordinator and Newsletter Editor; and two homeowners.

MEETING SUMMARY

- Call to Order—the meeting was called to order at 6:30 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 directors were present, forming a quorum to conduct business.
1. **Adoption of Agenda** – Dennis Horazak moved and Cookie Symons seconded a motion to approve the agenda. The motion passed 5:0.
 2. **Approval of Previous Meeting Minutes**— Cookie Symons moved and Bob Conner seconded a motion to approve the minutes of the January 17, 2017 meeting. The motion passed 5:0.
 3. **Architectural Review Applications**—Harold Engold presented the ARC report, including approved applications for new roofing at 719 Cedarwood Court and 13200 White Cedar Court; new fences at 750 and 774 Spring Island Way; and a paver patio at 719 Cedarwood Court. All applications were approved and forwarded to the WLCA ARC.
 4. **Covenant Violations/Inspections**—The board reviewed the March 13th inspection report, resulting in the following actions:
 - A. The owner of Account 105-0812 has still has outstanding violations dating back to 2012 despite numerous letters and a mediation session. Harold Engold motioned to tell our attorney to send a pre-suit mediation letter directing the homeowner to remove vines, trim hedges in the back, remove debris from the sides of the house, and replace missing grass in the front lawn. Dennis Horazak seconded and the motion passed 5:0.
 - B. . Covenant violation letters citing serious lawn issues have been sent to the owners of Accounts 132-0174 , 105-0677 , 105-0583 , and 140-2076 . Violation letters will also be sent to the remaining owners in the inspection report.
 - C. Bob Borg proposed adopting a uniform architectural compliance policy for Cypress Isles. Dennis Horazak motioned to adopt the architectural compliance policy and mail it to all homeowners along with the notice of the annual meeting. The policy is attached to these minutes and will become effective on May 1, 2017. Cookie Symons seconded the motion, which passed 5:0.

5. **Grounds Maintenance** – Cookie Symons reported that the Cedarwood Pond aerator pump had apparently burned out, and that the pump installer plans to install anew pump within two weeks.

Dennis Horazak will contact our landscaper and the owner of Account 105-0169 regarding control of the owner’s plants between the wall and the tree stumps.

6. **COPS** – Harold Engold reported 5 hours of patrolling in February, 4 hours of patrolling in March, and half-day classes in CPR and Law Enforcement Vehicle Operation.
7. **Neighborhood Watch** – Sandy Horazak reported that no criminal or suspicious activity occurred in the neighborhood since the last meeting.
8. **Newsletter** — Sandy Horazak reported that the copy deadline for the second quarter 2017 newsletter is May 1st.
9. **Speed Hump Study** – Traffic data has reportedly been taken and sent to Orange County for compilation and analysis.
10. **Management Report**—Bob Borg reported that Account 134-4370 has paid all past due amounts, Account 129-1193 is re-sending a check that was apparently lost in the mail, and Account 105-1838 is preparing to make the final payment by the end of March.
11. **Annual Meeting Preparations** – The Annual Meeting will be on May 16, 2017 at 7:00 p.m. in the WLCA Community Building. Dennis Horazak will update annual meeting materials and send them to Bob Borg for mailing to homeowners.
12. The **next board meeting** will follow the annual meeting on May 16, 2017.
13. **Adjournment**— Dennis Horazak moved to adjourn and the meeting was adjourned at 7:29 p.m.

Meeting minutes prepared by Dennis Horazak, Secretary

Minutes approved by the Board of Directors at its meeting on _____, 2017.

President

Attachment: Waterford Lakes Tract N-25-A – Cypress Isles Architectural Compliance Policy

The Cypress Isles HOA has established an architectural compliance policy so all homeowners understand and know the ramifications of not complying with the Cypress Isles HOA Covenants. The entire community will be inspected every month by the Management Company and Board members. Letters will be sent to homeowners who are not complying with the covenants:

First Notice: Friendly reminder to correct the violation within 30 days. The owner is asked to respond if the violation cannot be corrected and explain why.

Second notice or final before attorney notice: If the violation has not been corrected within 30 days after receiving the first notice, a second letter will be sent explaining that the violation must be corrected within 30 days or the HOA attorney will be notified to resolve the issue. The owner is again asked to respond and explain why the violation has not been corrected.

Attorney Notice: The homeowner will receive a letter from the attorney informing them that the violation must be corrected immediately or court mediation will be arranged to resolve the covenant violation. The owner will be responsible for all legal fees to resolve this process.

We thank all Cypress Isles owners who comply with the covenants of the association. The Covenants are established to benefit all owners and maintain property values.

Date Adopted: March 21, 2017

Board Member Signatures:

_____	_____
_____	_____
_____	_____