

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

**May 15, 2018 7:00 p.m.**

The Annual Homeowner Meeting and Election of Directors were scheduled for Cypress Isles Homeowners Association, Inc. The purpose of the annual meeting was to elect directors. Only 16 of the required 47 homeowners were represented in person (5) or by proxy (11). This would have been the first annual meeting since 2008 but a quorum was not met.

Bob Borg, LCAM

Association Manager for Cypress Isles

**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

**May 15, 2018 7:03 p.m.**

DIRECTORS PRESENT

Bob Conner, Vice-president

Myron Davis, Treasurer

Dennis Horazak, Secretary

Cookie Symons, Director at Large

President Harold Engold was absent with notice. Also present were Bob Borg, Association 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 7:03 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—four of the five directors were present, forming a quorum to conduct business.
1. **Approval of Previous Meeting Minutes**— Dennis Horazak moved and Cookie Symons seconded a motion to approve the minutes of the March 20, 2018 meeting. The motion passed 4:0.
  2. **Designation of Officers and Committees** – The Annual Meeting was not held due to lack of a quorum so the current Board remains. Board members agreed to table this item until all five directors are present at the July meeting.
  3. **Architectural Review Applications**—Cookie Symons presented the ARC report, including approved applications for shutters on front windows and a new front door at 713 Divine Circle; front door paint at 13218 White Cedar Court; fence replacement at 528 Spring Island Way; front screen door at 719 Spring Island Way; exterior shutters at 744 Spring Island Way; screen enclosure replacement at 524 Divine Circle; and a new roof at 511 Spring Island Way. All applications were approved and forwarded to the WLCA ARC.
  4. **Covenant Violations/Inspections**—Manager Bob Borg reported that seven homeowners have outstanding violations after two notices. Following the new Architectural Compliance Policy,

appropriate letters will be sent and legal action will be pursued. Owner accounts 144-1888, 129-7210, 105-0978, 105-0198, 105-0583, 140-2076, and 105-1443 will receive letters from our attorney.

5. **Grounds Maintenance** – Cookie Symons reported that the rear entrance wall and landscaping will be repaired starting by the end of May.
6. **COPS** – Cookie Symons reported 2 hours of patrolling in April along with the quarterly meeting.
7. **Neighborhood Watch** – Sandy Horazak reported that no criminal or suspicious activity occurred in the neighborhood since the last meeting.
8. **Newsletter and Website** — Sandy Horazak reported that the copy deadline for the next newsletter will be August 1<sup>st</sup>. Dennis Horazak noted that the website now has a link on the home page, “Cypress Isles Meeting Notice,” with the agenda for the next board meeting. Dennis also plans to reorganize and update the Architectural Review page to include current procedures and downloadable PDF versions of documents now displayed only as HTML.
9. **WLCA Ad Hoc Committee Meeting** -- Dennis Horazak reported that the WLCA Ad Hoc Committee will meet with Cypress Isles and six other neighborhoods on Monday June 4th to hear challenges with ARC membership and issues with ARC applications. The Ad Hoc Committee is reviewing overall processes for WLCA and neighborhood ARCs with the objectives of improving workloads, participation, consistency, and standardization.
10. **Management Report**— Bob Borg reported on the April financials, delinquencies and inspections. Total delinquencies over 120 days are only \$262.04. Accounts 105-1184 and 105-1838 will be sent to the attorney for collections. CMP will send notices to the seven owners who did not update their automatic assessment payments to reflect the quarterly assessment increase of \$1.00.
11. **ARC Guidelines** – Dennis Horazak motioned to approve new Cypress Isles ARC Guidelines for exterior paint, fencing, grandfathering, and trash, garbage and recycling container storage. These new Guidelines would supersede WLCA guidelines about those topics. The board reviewed and finalized the guidelines, Cookie Symons seconded the motion, and the guidelines were approved 3:1 with Bob Conner voting against because an ARC application is still required to repaint with the same color. The guidelines are attached to these minutes and will be mailed to all homeowners.

Prefabricated trashcan sheds and the elimination of wood fences were also discussed. Prefabricated trashcan sheds could be an alternative to fencing, but their architectural compatibility needs research. All wood fences develop a shabby look that devalues the appearance of the property. Under the proposal existing wood fences would have to be replaced with PVC fencing and no applications for new wooden fences would be approved. No action was taken on either item.

12. The **next board meeting** will be on July 17, 2018.
13. **Adjournment**— Dennis Horazak moved to adjourn and the meeting was adjourned at 8:14 p.m.  
Meeting minutes prepared by Dennis Horazak, Secretary  
Minutes approved by the Board of Directors at its meeting on \_\_\_\_\_, 2018.

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President

**Attachment: Cypress Isles ARC Guidelines for Property Modifications**



Article VIII (Architectural Control) of the Cypress Isles Declarations states that Cypress Isles defers to the WLCA Declarations in matters of architectural review of property modifications:

“Reference is made to Article VIII of the Master Declaration, and all Owners of property within the Neighborhood are subject to the terms, conditions and restrictions of the Master Declaration relating to architectural control. No construction of any kind, including but not limited to, erection of buildings, fences, walks, swimming pools, screened enclosures, mailboxes and play equipment, shall commence without the prior written approval of the architectural review committee (“ARC”) of the Master Association.”

In addition to the general compliance described in Article VII, Cypress Isles has its own Paint Color Book and ARC Guidelines.

ARC Guidelines for Property Modifications are described below.

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## WLCA and Cypress Isles Guidelines

Approved by the Cypress Isles Board of Directors on May 15, 2018.  
Effective May 15, 2018.

<b>Restoration or Modification</b>	<b>Relevant Guidelines</b>	<b>Plat or Survey</b>	<b>Color Sample</b>	<b>Sample Picture</b>	<b>Other Req't's</b>
Exterior Paint & Siding	Cypress Isles	-	Req'd	-	Color Books
Fencing & Living Fence (Hedges)	Cypress Isles	Req'd	-	Req'd	Access Agreement
Flags, Banners & Flag Poles	WLCA	Req'd	-	Req'd	-
Florida Friendly Landscape	WLCA	Req'd	-	-	Sketch
Front Entry, Walkways & Driveways	WLCA	Req'd	Req'd	-	-
Garden Area & Fish Ponds	WLCA	Req'd	-	-	Site Plan, Dimensions
Grandfathering	Cypress Isles	-	-	-	-
Landscaping	WLCA	Req'd	-	-	Sketch
Non-Living Lawn Objects	WLCA	Req'd	Req'd	Req'd	-
Pergolas	WLCA	Req'd	-	Req'd	Anchor Pictures
Play Sets	WLCA	Req'd	-	Req'd	Fence or hedge plan
Pools	WLCA	Req'd	-	-	Contractor Site Plan, Access Agreement
Pool Deck Modifications, Screen Room & Pool Screen Enclosure and Screen Room Enclosure	WLCA	Req'd	Req'd	-	Enclosure Drawing
Poured Concrete Curbing, Landscaping and Lawn Lighting	WLCA	Req'd	Req'd	-	Sketch
Room Addition	WLCA	Req'd	-	-	Contractor Site Plan, Access Agreement
Roof	WLCA	-	Req'd	Req'd	Roof type
Shutters-Hurricane, Aerials & Antennas	WLCA	Req'd	-	Req'd	Dimensions
Solar Panels	WLCA	Req'd	-	-	Installation diagram
Trampolines	WLCA	Req'd	-	-	Fence or hedge plan
Trash, Garbage, and Recycling Containers	Cypress Isles	Req'd	-	-	Sketch
Windows, Window Film & Shutters	WLCA	Req'd	Req'd	Req'd	-

## **Exterior Paint & Siding**

Approved by the Cypress Isles Board of Directors on May 15, 2018.  
Effective May 15, 2018.

Before starting to repaint the exterior of a structure, the Owner must submit a WLCA Architectural Review Application (ARA) even if the repaint color was the originally approved color scheme or was previously approved by the ARC. The ARA must include one of the following:

- a. Colors selected from the Cypress Isles Color Paint Book or the WLCA Color Paint Book.
- b. A copy of a previous ARA showing ARC approval of the proposed repaint colors; or
- c. Acceptable proof of the original color scheme if repainting with original colors, such as: (1) original documents from the builder, (2) original samples reflecting the originally approved color scheme, or (3) dated color photograph(s) of the house when it was built.

If a home has a brick or stone veneer, the stone or brick may not be painted.

### ***Cypress Isles and WLCA Paint Color Books***

Acceptable colors are shown in the Cypress Isles Color Paint Book and the WLCA Color Paint Book. However, paint manufacturers frequently change or discontinue colors and names of colors. If the color named in the Color Paint Book is not be available, an equivalent color may be used as long as it has the same hue (actual color), value (relative lightness or darkness), and chroma (relative brilliance or dullness) as the color in the Color Paint Book.

The Cypress Isles Paint Color Book and the WLCA Color Paint Book are available at the WLCA Office, 453 Mark Twain Boulevard. The WLCA Paint Color Book may be checked out for a maximum of 15 days and a \$100.00 returnable deposit will be collected at the time of the checkout. The WLCA Paint Color Book must be returned in good condition within 15 days to receive a returned deposit. The Cypress Isles Paint Color Book is also available to be checked out from a Cypress Isles ARC member.

### ***Exterior Doors and Garage Doors:***

The front door color may be the body color or trim color of the home or it may be selected from the additional door color list located in the back of the Cypress Isles Paint Color Book.

Wood front doors may be painted an approved color, a clear finish or a natural wood color stain.

The garage door and side access doors may be painted the body color or trim color of the home. Garage door window inserts must be painted the same color as the garage door.

Garage doors should be painted with either flat or satin finish paint. Front and side access doors may be painted with flat, satin, semi-gloss or gloss finish paint.

### ***Gutters and Downspouts:***

Gutters and downspouts shall either be white or painted to match colors of the parts of the house to which they are attached.

### ***Siding:***

The Architectural Review Application (ARA) shall include:

- A Plat/Survey plan or pictures of home, showing locations of siding.
- Information on type and color of siding. All siding must be the same color. Multiple colors of siding are not permitted.

## **Fencing & Living Fence (Hedges)**

Approved by the Cypress Isles Board of Directors on May 15, 2018.  
Effective May 15, 2018.

Cypress Isles follows the 2011 WLCA ARC Guidelines for Fencing & Living Fence (Hedges), with the following exceptions:

- (1) Cypress Isles also allows fencing layouts, materials, and colors that were previously approved by the ARC (“grandfathered”) to be replaced with identical layouts, materials, and colors.
- (2) Picket style wrought iron or aluminum fences no higher than 5 feet are allowed.
- (3) Living fences (hedges) must be well maintained and no higher than 6 feet.

Before starting to install new or replacement fencing, the Owner must submit a WLCA Architectural Review Application (ARA) even if fence was the original fence or was previously approved by the ARC. The ARA must include a plat or survey plan showing the location of the fencing as well as the height, length, type, material, and color of the fence.

If the fence is an exact replacement of an original or previously approved fence, the ARA must include either:

- (1) a copy of a previous ARA showing ARC approval of the proposed fence; or
- (2) acceptable proof of the original fence, such as
  - (a) original documents from the builder, or
  - (b) dated color photograph(s) of the house and fence when they was built;

## **Grandfathering**

Approved by the Cypress Isles Board of Directors on May 15, 2018.  
Effective May 15, 2018.

Cypress Isles respects stylistic continuity and allows modifications that were previously approved (“grandfathered”) by a duly appointed ARC to be restored to their previously approved state and appearance.

The Owner must submit a WLCA Architectural Review Application (ARA) for the item even if the item was the original design or was previously approved by the ARC. The ARA must include descriptive information as well as one of the following:

- a. Acceptable proof of the original item, such as: (1) original documents from the builder, (2) dated color photograph(s) of the house when it was built; or
- b. A copy of a previous ARA showing ARC approval of the proposed item.

## Trash, Garbage, and Recycling Containers

Approved by the Cypress Isles Board of Directors on May 15, 2018.  
Effective May 15, 2018.

In keeping with the WLCA governing documents, garbage and recycling 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. Containers stored outside must meet the following requirements.

1. Do not store in front of a garage door.
2. Store within an existing fenced yard or behind a fenced area large enough for both containers. If this option is used:
  - The general shape will be an ‘L’ shape to conceal containers from the street and from neighbors’ homes,
  - 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, height and setback from the front of the home, and
  - Since this would be an external modification to the property, an Architectural Review Application must be submitted to the WLCA Architectural Review Committee (ARC) with all required documentation for fencing with the building of the fence not commencing until the ARC approves the Application.
3. Store behind well maintained landscaping. If this option is used:
  - The general shape of the planting will be an ‘L’ shape to conceal containers from the street and from neighbors’ homes,,
  - Homes with a pond view will 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 Review Application must be submitted to the WLCA Architectural Review Committee (ARC) with all required documentation for landscaping with the landscaping work not commencing until the ARC approves the Application.