

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

May 19, 2015

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. Nineteen (24) residences of the required 47 were represented in person (7) or by proxy (18). A quorum was not met.

Ryan Kerlin, LCAM
Association Manager for Cypress Isles

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

Board of Directors Meeting

MINUTES

Location: Connect Realty (11513 Lake Underhill Rd., Orlando, FL)

May 19, 2015 7:00 p.m.

DIRECTORS PRESENT

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

Bob Borg and Ryan Kerlin, Associa Community Management Professionals

Sandy Horazak, Neighborhood Watch Coordinator and Newsletter Editor
Two homeowners

MEETING SUMMARY

- Call to Order— The meeting was called to order at 7:04 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** – Mr. Horazak moved and Ms. Symons seconded a motion to approve the agenda. The motion passed unanimously.
 2. **Approval of Previous Meeting Minutes**— Mr. Horazak moved and Ms. Symons seconded a motion to approve the minutes of the meeting on March 18, 2015. The motion passed unanimously.
 3. Designation of Officers and Committees-
 - A. Board officers- Mr. Engold moved and Ms. Symons seconded a motion to have current Board officers hold positons until 2016 elections. The motion passed unanimously.
 - B. Committees- Mr. Engold moved and Ms. Symons seconded a motion to have current committee members remain as is. The motion passed unanimously.

4. **Reports of Committees-**

- A. Architectural Review Committee- Mr. Engold reported that two applications were received and approved: a fence at 732 Spring Island Way, and a fence at 824 Spring Island Way. There are no pending application to review at this time. CMP will follow up the Approved ARAs during property inspections.
Mr. Engold announced that the WLCA ARC is developing a new paint book.
- B. Grounds Maintenance Committee- Ms. Symons reported that DPC will return to repair back entrance sign.
- C. COPS committee- Mr. Engold reported that there were 8 hours of patrols, 4 hours of meetings, and 4 hours of training since March 18.
- D. Newsletter- Ms. Horazak reported that the next newsletter will be published in August.
- E. Neighborhood watch- Ms. Horazak reported no activity since the last meeting. Ms. Horazak and Ms. Symons will meet to update the block captain assignments.

5. **Report of the Association Manager-** Ryan Kerlin went over the financials. The board asked CMP to record the recent entrance expenses as coming from reserve accounts instead of operating accounts.

Mr. Conner moved and Mr. Horazak seconded to send eviction notices to account 131-1536. Motion passed unanimously. Ms. Symons moved and Mr. Conner seconded to send an Intent-to-Lien letter to account 105-1838. Motion passed unanimously. Ms. Symons moved and Mr. Conner seconded to send an Intent-to-Lien letter to account 105-1184. Motion passed unanimously. Mr. Horazak moved and Mr. Davis seconded to file rent demand on account 129-1193. Motion passed unanimously. CMP will send a reminder letter, then an Intent-to-Lien letter to account 105-0224.

CMP noted that the Cypress Isles collection policy from 2009 is out of date. CMP will send a new collection policy to the board for approval at the next board meeting.

- 6. **Unfinished Business-** Mr. Engold reported that the pond aerator is not working. Mr. Conner and Mr. Engold will inspect to determine why it's malfunctioned. Mr. Davis will try to contact vendor who sold it.
- 7. **New Business-**
 - A. Next Board Meeting is scheduled for September. Budget workshop will be held on August 15th.
- 8. **Covenant Violations/Inspections—** The board reviewed the May inspection reports. CMP will only send violation letters after Board approval.
- 9. **Adjournment—**Mr. Horazak moved to adjourn and the meeting was adjourned at 8:34 p.m.

Meeting minutes prepared by Ryan Kerlin, Association Manager, and Dennis Horazak, Secretary
Minutes approved by the Board of Directors at its meeting on _____, 2015.

President