

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

**July 21, 2020 7:00 p.m.**

**Notice:**

**These Draft Minutes are not official until approved by a majority vote of the  
Directors at an official meeting.**

The Annual Homeowner Meeting with Election of Directors was scheduled for Cypress Isles Homeowners Association, Inc. The purpose of the annual meeting was to elect directors. However, only 22 of the required 47 homeowners were represented in person (8) or by proxy (14). This would have been the first annual meeting since 2008 but a quorum was not met.

Kiera Francois

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

**July 21, 2020 7:05 p.m.**

DIRECTORS PRESENT

Harold Engold , President

Bob Conner, Vice-president

Dennis Horazak, Secretary

Myron Davis, Treasurer

Cookie Symons, Director at Large

Also present were Kiera Francois, Associa Community Management Professionals; Sandy Horazak, Neighborhood Watch Coordinator and Newsletter Editor; Pattie Stacy-Molina, Welcome Committee; and three homeowners.

MEETING SUMMARY

- Call to Order—the meeting was called to order at 7:05 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. **Approval of Agenda**— Bob Conner moved to approve the agenda. The motion was seconded and passed 5:0.
  2. **Approval of Previous Meeting Minutes**— Dennis Horazak moved to approve the minutes of the March 17, 2020 meeting. The motion was seconded and passed 5:0. The board did not meet in May because of the COVID-19 shutdown.
  3. **Designation of Officers and Committees** – The Annual Meeting was not held due to lack of a quorum so the current Board remains. Bob Conner moved to retain the current officers. The motion was seconded and approved 5:0. The 2020 Board of Director positions are: President Harold Engold, Vice-president Bob Conner, Secretary Dennis Horazak, Treasurer Myron Davis, and Director-at-Large Cookie Symons.

Dennis Horazak moved to retain the current committee members. The motion was seconded and approved 5:0. Committee appointments are:

Cookie Symons and Harold Engold, Architectural Review Committee;

Cookie Symons, Ground Maintenance Committee;

Harold Engold, COPS Committee;

Sandy Horazak and Cookie Symons, Neighborhood Watch;

Sandy Horazak, Newsletter;

Dennis Horazak, Website; and

Pattie Stacy-Molina, Welcome Committee.

4. **Architectural Review Applications**— Harold Engold presented the ARC report, including approved applications for landscaping at 819 Spring Island Way; paint at 768 Spring Island Way, 739 Spring Island Way, and 13731 Crystal River Drive; and roofs at 939 Spring Island Way, 13731 Crystal River Drive and 524 Divine Circle. All applications were approved and forwarded to the WLCA ARC.
5. **Covenant Violations/Inspections**
  - A. **June 26<sup>th</sup> Inspection** -- Manager Kiera Francois reviewed the ARC violation list with the Board. Myron Davis moved to refer ongoing violations by the owner of Account 149-1456 to our attorney for further action. The motion was seconded and passed 5:0. Appropriate letters will be sent and legal action will be pursued. The next inspection will be July 24<sup>th</sup>.
  - B. **Photograph Processing Charges** -- Treasurer Myron Davis questioned why Cypress Isles is being billed for processing photographs of ARC violations even though those photographs are entirely digitally transferred from phone to computer to correspondence. Kiera Francois will investigate the rationale behind the charges.
  - C. **New Inspection Procedure** – Cypress Isles began a new inspection procedure in May by which board and committee members pre-inspect the neighborhood about a week before the CMP inspection and send the list of violations to the manager to use during her inspection. The pre-inspection is planned for every other month while the manager continues to inspect every 30 days. The next CMP inspection is planned for the week of August 24<sup>th</sup> so the Cypress Isles team plans to inspect during the week of August 17<sup>th</sup>.
  - D. **Trash Can Guideline Reminder** – Many homeowners continue to leave their trash cans where they can be seen from the streets and surrounding properties, in violation of ARC guidelines. The next newsletter will include an article reinforcing the guideline.
6. **Grounds Maintenance**
  - A. **Weir Repair** -- Dennis Horazak reported that three companies were asked for proposals to repair the weir at the south end of the pond between Crystal River Drive and Divine Circle. Two companies responded with bids of \$745 and \$448. Dennis Horazak moved to accept the proposal from Associa On Call for \$448 to repair the weir. The motion was seconded and passed 5:0. Funds will come from Account 3404 – Reserves, Retention Ponds.
  - B. **Telephone Cable Box Cover** -- Dennis Horazak moved to approve approximately \$124 for the purchase of an artificial rock from Wayfair to cover the green cable box at the front entrance. The motion was seconded and passed 5:0. Pattie Stacy-Molina offered to provide Wayfair discount information.
  - C. **Storm Drain Cover Pressure Washing** -- Cookie Symons moved to ask Dependable Property Care for an estimate to pressure wash 20 storm drain covers on Cedarwood Court, Crystal River Drive, Divine Circle, and Spring Island Way. The motion was seconded and approved 5:0.
7. **COPS** – Harold Engold reported no patrolling because the “No Patrol” order is still in place.

8. **Neighborhood Watch** – Sandy Horazak reported that no criminal or suspicious activity occurred in the neighborhood since the last meeting.
9. **Newsletter and Website** — Sandy Horazak reported that the copy deadline for the next newsletter will be August 1<sup>st</sup>. Planned articles include reminders for pressure washing and concealed trash cans.
10. **New Owner Welcome Committee**— Pattie Stacy-Molina reported that welcome baskets have been delivered to new owners at 713 Divine Circle, 801 Spring Island Way, and 13731 Crystal River Drive. Pattie will deliver baskets to 536 Divine Circle and 523 Spring Island Way this week.
11. **Management Report**— Kiera Francois delivered the financials and delinquencies and reported that the financial position of the Association is sound. Kiera will research reported payments by the owner of delinquent Account 105-0198.
12. **Management Company Review** – Cookie Symons stated that periodic contract reviews are good business practices but we have not explored other management companies since we selected CMP from among seven candidates in 2004. The board agreed to research management companies, noting that any management change would have to be made before December to facilitate assessment billing for 2021. Dennis Horazak will update the RFP for community managers and circulate it to board members for review and comment. The final RFP will be sent to candidate companies including CMP.
13. The **next board meeting** will be the Budget Meeting on September 15, 2020. A workshop will be held on September 5 to finalize the budget.
14. **Adjournment**— Cookie Symons moved to adjourn, there were no objections and the meeting was adjourned at 8:02 p.m.

Meeting minutes prepared by Dennis Horazak, Secretary

Minutes approved by the Board of Directors at its meeting on \_\_\_\_\_.

\_\_\_\_\_

President