

**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

September 15, 2020 6:30 p.m.

Notice:

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

DIRECTORS PRESENT

Harold Engold , President

Bob Conner, Vice-president

Dennis Horazak, Secretary

Cookie Symons, Director at Large

Treasurer Myron Davis was absent with notice.

Also present were Ron Shipwash, Associa Community Management Professionals; Sandy Horazak, Neighborhood Watch Coordinator and Newsletter Editor; and homeowners Gail Strachan and Ron Sherrard.

MEETING SUMMARY

- Call to Order—the meeting was called to order at 6:37p.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 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 4:0.
 2. **Approval of Previous Meeting Minutes**— Dennis Horazak moved to approve the minutes of the July 21, 2020 meeting. The motion was seconded and passed 4:0.
 3. **Architectural Review Applications**—
 - A. Homeowner Ron Sherrard questioned the denial of his application to install copper-colored gutters and downspouts. ARC Chair Harold Engold explained that WLCA paint guidelines require gutter and downspout colors to match the color of either the body or trim of the house.
 - B. Harold Engold presented the ARC report, including approved applications for paint at 504, 614, 854, and 908 Spring Island Way; a roof at 708 Divine Circle; and a fence at 13731 Crystal River Drive. These applications were approved and forwarded to the WLCA ARC.
 4. **Covenant Violations/Inspections**
 - A. **-Citation Discrepancies** - Ron Shipwash reviewed the August 28th ARC violation list with the Board. Several discrepancies were noted between the pre-inspection notes provided to CMP by Cypress Isles volunteers on August 17th and the ARC violations cited on the August 28th ARC Violation List provided by CMP. Ron took a copy of the August 17th list for further investigation.

B. **Account 149-1456** - The board directed Associa at the July 21st meeting to send a letter to owner of Account 149-1456 about ongoing ARC violations. The status of that letter was unknown and Ron was not familiar with the case. Dennis will inspect the property and report to Ron whether the violations still exist.

5. Grounds Maintenance

A. **Storm Drain Cover Pressure Washing** -- Cookie Symons reported that Dependable Property Care pressure washed 20 storm drain covers on Cedarwood Court, Crystal River Drive, Divine Circle, and Spring Island Way.

B. **Weir Repair** – After texting Associa OnCall, Ron Shipwash reported that the repair is scheduled for September 16th. The repair will be funded from Account 3404 – Reserves, Retention Ponds.

6. **COPS** – Harold Engold reported no patrolling because the “No Patrol” order is still in place due to COVID-19 concerns.

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 November 1st.

9. **New Owner Welcome Committee**— Sandy Horazak reported that there were no new owners since the July meeting.

10. **Management Report**— Ron Shipwash delivered the financials and delinquencies.

A. **Account 105-0198** - Ron verified that the owner of Account 105-0198 has paid the balance due and the account is current as of August 3, 2020.

B. **Legal Status Reports** – Board members asked Ron to look into the status of our monthly active file reports from Kracht Law Firm, which we have not received since November 2019. He said he would do so.

11. **Management Company Review** – Dennis Horazak motioned to approve a one-year contract with Towers Property Management starting November 1, 2020, which provides one month of overlap before the contract with Community Management Professional ends on November 30, 2020. The motion was seconded and approved 4:0.

12. **2021 Budget Approval** -- Dennis Horazak motioned to approve the 2021 budget with no increase in assessments. The motion was seconded and approved 4:0. The approved budget is attached to these minutes.

13. The **next board meeting** will be on November 17, 2020 at 6:30 p.m. at the WLCA Community Center.

14. **Adjournment**— Harold Engold moved to adjourn, there were no objections and the meeting was adjourned at 7:42 p.m.

Meeting minutes prepared by Dennis Horazak, Secretary

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

President

Attachment: Approved 2021 Operating Budget

Cypress Isles 2021 Budget						
GL #		2020 Budget	2021 Approved	Qtrly	\$ Chg	% Chg
	Income	\$ 53.50	\$ 53.50			
4000	Assessment Income	\$ 29,960	\$ 29,960	\$ 53.50	\$ -	0.0%
	Total Income	\$ 29,960	\$ 29,960	\$ 53.50		0.0%
	Administrative					
5010	Bad Debt	\$ 100	\$ 50	\$ 0.09	\$ (0.09)	-50.0%
5030	Coupons and Statements	\$ 700	\$ 735	\$ 1.31	\$ 0.06	5.0%
5080	NSF Charges	\$ -	\$ -	\$ -	\$ -	n/a
5090	Office Supplies	\$ 250	\$ 360	\$ 0.64	\$ 0.20	44.0%
5100	Storage	\$ 100	\$ -	\$ -	\$ (0.18)	-100.0%
5195	Miscellaneous Administrative	\$ 197	\$ 109	\$ 0.19	\$ (0.16)	-44.7%
5200	Community Events	\$ 200	\$ 200	\$ 0.36	\$ -	0.0%
5210	Printing & Copying	\$ 750	\$ 622	\$ 1.11	\$ (0.23)	-17.1%
5215	Postage	\$ 500	\$ 712	\$ 1.27	\$ 0.38	42.4%
5415	Insurance D&O	\$ 1,300	\$ 1,210	\$ 2.16	\$ (0.16)	-6.9%
5445	Insurance - Liability	\$ 4,300	\$ 5,146	\$ 9.19	\$ 1.51	19.7%
	Total Administrative	\$ 8,397	\$ 9,144	\$ 16.33	\$ 1.33	8.9%
	Utilities					
6000	Electric Service	\$ 711	\$ 750	\$ 1.34	\$ 0.07	5.5%
	Total Utilities	\$ 711	\$ 750	\$ 1.34	\$ 0.07	5.5%
	Grounds Maintenance					
6100	Grounds Maintenance	\$ 9,817	\$ 9,817	\$ 17.53	\$ -	0.0%
6199	Landscape Other - Crash Wall, etc.	\$ -	\$ -	\$ -	\$ -	n/a
6300	Permits & Licenses	\$ 61	\$ 61	\$ 0.11	\$ -	0.0%
6418	Lakes / Ponds / Water Maintenance	\$ 1,188	\$ 1,188	\$ 2.12	\$ -	0.0%
	Total Grounds Maintenance	\$ 11,066	\$ 11,066	\$ 19.76	\$ -	0.0%
	Professional Services					
7000	Accounting Fee/Tax Prep	\$ -	\$ -			
7020	Legal Services	\$ 500	\$ 500	\$ 0.89	\$ -	0.0%
7040	Management Fees	\$ 9,186	\$ 8,400	\$ 15.00	\$ (1.40)	-8.6%
	Total Professional Services	\$ 9,686	\$ 8,900	\$ 15.89	\$ (1.40)	-8.1%
	Reserve Funding					
5115	Website Hosting	\$ 100	\$ 100	\$ 0.18	\$ -	0.0%
3328	Reserves - Electric	\$ -	\$ -	\$ -		
3366	Reserves - Interest	\$ -	\$ -	\$ -		
3370	Reserves - Landscaping	\$ -	\$ -	\$ -		
3386	Reserves - Masonry	\$ -	\$ -	\$ -		
3404	Reserves - Retention Ponds	\$ -	\$ -	\$ -		
3428	Reserves - Sign	\$ -	\$ -	\$ -		
3442	Reserves - Greenbelt Areas	\$ -	\$ -	\$ -		
3446	Reserves - General Reserves	\$ -	\$ -	\$ -		
	Total Reserve Funding	\$ 100	\$ 100	\$ 0.18		
	Total Expenses	\$ 29,960	\$ 29,960	\$ 53.50	\$ -	0.0%
	Net Profit/(Loss)	\$ -	\$ -	\$ -	\$ -	