

**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 16, 2025**

DIRECTORS PRESENT

Bob Conner, Vice-president

Dennis Horazak, Secretary

Cookie Symons, Director at Large

Christina Dones, Director at Large

President Harold Engold and Treasurer Myron Davis were absent with notice.

Also present were Terina Stevens, Towers Property Management, and homeowners Ed Magnell, Gail Strahan, Murray Yates, and Roger Tomkins.

MEETING SUMMARY

- Call to Order—the meeting was called to order at 5:32p.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 six directors were present, forming a quorum to conduct business.
1. **Adoption of Agenda**— Dennis Horazak moved to amend the agenda to include ratification of an online board vote about a tree removal. The motion was seconded and approved 4:0.
  2. **Approval of Previous Meeting Minutes**— Cookie Symons moved to approve the minutes of the July 15, 2025 meeting. The motion was seconded and passed 4:0.
  3. **Architectural Review Committee**
    - A. **Architectural Review Applications** – Terina Stevens reported the WLCA ARC approval of landscaping at 701 and 825 Spring Island Way, a fence at 701 Spring Island Way, roof replacement at 13768 Crystal River Drive, a trash can barrier at 819 Spring Island Way, a screen enclosure and pavers at 600 Divine Circle, and a pool enclosure at 800 Spring Island Way.
    - B. **Inspection Report** –WLCA now inspects all neighborhoods and sends monthly reports to Terina Stevens, who then distributes the report to all board members.
  4. **Grounds Maintenance**
    - A. **Weeds and Debris at Entrances** -- Christina Dones reported that Grasshoppers had been leaving dropped palm fronds on the ground and ignoring weeds in mulched beds belonging to Cypress Isles while spraying or removing weeds from adjacent mulched beds belonging to WLCA. When Terna Stevens was informed of this, she notified Grasshoppers who subsequently remedied those items. Cypress Isles will apparently need to continually monitor the performance of Grasshoppers.
    - B. **Replacing Entrance Mulch with Turf** – Dennis Horazak suggested replacing ground-level mulch at the entrances with turf. After discussion, the board decided to replace the mulch with topsoil and allow the existing grass to grow into the topsoil. The topsoil is planned to be funded by the budget line item for mulch.

5. **Neighborhood Watch** –Dennis Horazak reported that no criminal or suspicious activity occurred in the neighborhood since the last meeting.
6. **Newsletter** - Dennis Horazak reported the copy deadline for the next newsletter will be November 1<sup>st</sup>.
7. **Website Hosting Upgrade** -- Dennis Horazak reported that the website has been upgraded from Economy Hosting to Deluxe Hosting to improve website security. The upgrade increased the 2026 web hosting reserve contribution from \$180 to \$285.
8. **New Owner Welcome Committee** -- Christina Dones plans to deliver welcome baskets to the new owners at 806 and 824 Spring Island Way and 629 Divine Circle when they move in.
9. **Management Report**—
  - A. **Pond Maintenance Renewal** -- Terina Stevens reported that Aquatic Weed Control contract had been renewed at a cost of \$135 per month after 14 years at \$99 per month.
  - B. **Insurance Renewal** --The General Liability and Directors & Officers insurance policies have been renewed. The General Liability insurance premium increased by 7% to \$4,550.34 and the Directors & Officers insurance premium increased by 4.6% to \$1736.19
10. **Late Fee and Interest Waiver Request** – The owner of Account 303120 stated in an email that they mailed their check on July 2<sup>nd</sup> but have since received a late notice. The check was presumed lost in transit and the owner made an online payment. The board voted by email to waive the \$10.00 late fee and \$0.94 interest from the account.
11. **Landscape Contract Renewal** – Dennis Horazak motioned to renew the Grasshoppers landscaping contract for 2026. The motion was seconded and approved 4:0. The contract cost is the same as the 2025 cost.
12. **2026 Operating Budget** – Cookie Symons motioned to approve the proposed 2026 operating budget, which requires no assessment increase. The motion was seconded and approved 4:0. The approved budget is attached to these minutes.
13. The **next board meeting** will be November 18, 2025 at 5:30 p.m. in the WLCA Community Center.
14. **Adjournment**— With no further business the meeting was adjourned at 6:17 p.m.

Submitted by Dennis Horazak, approved by /s/ Harold Engold, 11/18/2025  
 Secretary President Date

		Cypress Isles Budget				
Waterford Lakes Tract N-25A		2025	2025	2026		
		Approved	Anticipated	Approved		
Acct #		Budget	End of Year	Budget	% Chg	
<b>INCOME</b>						
4000	Assessment Income	\$ 34,580	\$ 34,580	\$ 34,580	0.0%	
4710	Late Fees & Interest		\$ 632			
4900	Interest Earned - Operating Accounts					
	<b>INCOME</b>	<b>\$ 34,580</b>	<b>\$ 35,212</b>	<b>\$ 34,580</b>	<b>0.0%</b>	
<b>EXPENSES</b>						
<b>INSURANCE</b>						
5010	Liability	\$ 4,246	\$ 4,263	\$ 4,550	7.2%	
5020	D&O	\$ 1,659	\$ 1,659	\$ 1,736	4.7%	
	<b>INSURANCE</b>	<b>\$ 5,905</b>	<b>\$ 5,923</b>	<b>\$ 6,287</b>	<b>6.5%</b>	
<b>UTILITIES</b>						
5210	Electric - General	\$ 1,700	\$ 1,787	\$ 1,841	8.3%	
	<b>UTILITIES</b>	<b>\$ 1,700</b>	<b>\$ 1,787</b>	<b>\$ 1,841</b>	<b>8.3%</b>	
<b>MAINTENANCE &amp; REPAIRS</b>						
5300	Landscape Contract	\$ 11,388	\$ 11,392	\$ 11,388	0.0%	
5390	Aquatic Weed Control	\$ 1,200	\$ 1,188	\$ 1,620	35.0%	
53xx	Mulch, Sod & Power Washing	\$ 1,150	\$ 350	\$ 750	-34.8%	
	<b>MAINTENANCE &amp; REPAIRS</b>	<b>\$ 13,738</b>	<b>\$ 12,930</b>	<b>\$ 13,758</b>	<b>0.1%</b>	
<b>GENERAL &amp; ADMINISTRATIVE</b>						
7000	Management Fee	\$ 8,760	\$ 8,760	\$ 9,000	2.7%	
7200	Legal Fees	\$ 1,200	\$ -	\$ -	-100.0%	
7400	Storage Fee	\$ 95	\$ 113	\$ 113	19.1%	
7420	Postage & Delivery	\$ 869	\$ 781	\$ 781	-10.2%	
7430	Copies & Printing	\$ 332	\$ 285	\$ 285	-14.1%	
7440	Office Supplies	\$ 1,484	\$ 1,171	\$ 1,171	-21.1%	
7670	Corporate Annual Report	\$ 61	\$ 61	\$ 61	0.0%	
7700	Community Events	\$ 100	\$ 68	\$ 100	0.0%	
7880	Miscellaneous	\$ 103	\$ -	\$ 106	3.0%	
7890	Bank Charge	\$ -	\$ -	\$ -	New	
7895	Assessment Coupons	\$ 27	\$ 17	\$ 17	-37.1%	
7990	Bad Debt Expense	\$ 25	\$ -	\$ 25	0.0%	
	<b>GENERAL &amp; ADMINISTRATIVE</b>	<b>\$ 13,056</b>	<b>\$ 11,257</b>	<b>\$ 11,659</b>	<b>-10.7%</b>	
<b>RESERVE CONTRIBUTIONS</b>						
9005	Reserves - Pooled	\$ -	\$ -	\$ 750	New	
9010	Reserves - Website Hosting	\$ 180	\$ 180	\$ 285	58.3%	
	<b>RESERVE CONTRIBUTIONS</b>	<b>\$ 180</b>	<b>\$ 180</b>	<b>\$ 1,035</b>	<b>475.0%</b>	
	<b>TOTAL EXPENSES</b>	<b>\$ 34,579</b>	<b>\$ 32,077</b>	<b>\$ 34,580</b>	<b>0.0%</b>	
<b>CURRENT YEAR NET INCOME (LOSS)</b>		<b>\$ 1</b>	<b>\$ 3,135</b>	<b>\$ (0)</b>		
<b>NUMBER OF UNITS</b>		<b>140</b>				
		<b>Quarterly</b>	<b>Annually</b>	<b>Change</b>		
<b>2025</b>	<b>ASSESSMENTS</b>	<b>\$ 61.75</b>	<b>\$ 247.00</b>			
<b>2026</b>	<b>ASSESSMENTS</b>	<b>\$ 61.75</b>	<b>\$ 247.00</b>	<b>0.00%</b>		