

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

Location: WLCA Community Center, 453 Mark Twain Blvd., Orlando, FL

September 17, 2019 6:30 p.m.

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 Sandy Horazak, Neighborhood Watch Coordinator and Newsletter Editor; and homeowners Pattie Stacy-Molina, Gail Strachan and Eddie Magnell. Kiera Francois was absent with notice; an Associa manager did not attend our meeting as required by their contract with Cypress Isles.

MEETING SUMMARY

- Call to Order—President Harold Engold called the meeting to order at 6:35 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 five directors were present, forming a quorum to conduct business.
 - Agenda - Dennis Horazak motioned and Cookie Symons seconded to adopt the agenda, and the agenda was adopted 4:0.
1. **Approval of Previous Meeting Minutes**— Cookie Symons motioned to approve the July 23, 2019 minutes. Bob Conner seconded the motion and the minutes were approved 4:0.
 2. **Architectural Review Applications**— Harold Engold reported that no ARC applications were received since the July meeting.

There were no reports on the status of proceedings against the owners of Accounts 132-0174 and 105-0583 due to the absence of Associa representation and Associa’s failure to deliver the legal status report from Kracht Law Firm, PA. Both items were tabled until the November meeting.

3. **Covenant Violations/Inspections**—There was no report on the September 12th neighborhood inspection due to the absence of Associa representation and Associa’s failure to deliver the Architectural Control Violations report. This item was tabled until the November meeting
4. **Grounds Maintenance** – on August 15th a speeding car on Lake Underhill crashed into the rear entrance wall on the southeast side of Spring Island Way. The wall was once again destroyed, following a 14-month restoration from a similar crash in March 2018. Cookie Symons reported having several phone conversations with the drivers’ insurance company GEICO about funding to restore the wall, but claim processing continues to move at a slow pace.

The broken curb on the west side of Spring Island Way near the crashed wall is the responsibility of Orange County. The county will be contacted later.

Harold Engold reported that the Cedarwood Pond aerator is still working after he repaired a section of the air supply line.

5. **COPS Committee** – Harold Engold reported no patrolling since July. COPS patrollers might attend the safety exposition on October 12th.
6. **Neighborhood Watch** – Sandy Horazak reported no criminal or suspicious activity since the last meeting.
7. **Newsletter and Website** — Sandy Horazak reported that November 1, 2019 is the copy deadline for the next newsletter. Dennis Horazak reported a spike in website hits immediately following the wall crash incident.
8. **New Owner Welcome** – Pattie Stacy-Molina reported no new owners since the July meeting.
9. **Management Report**— There was no report due to the absence of an Associa representative and Associa’s failure to deliver normal monthly documents.
10. **Credit Balance Refunds** –Kiera Francois had previously identified three accounts with surplus balances whose owners were continuing to pay assessments. Acting on Kiera’s recommendation to refund the surplus amounts, Dennis Horazak motioned to refund \$734.15 to Account 105-1663, \$1,407.97 to Account 127-1430, and \$743.54 to Account 129-1193. The motion was seconded and passed 4:0.
11. **Account 105-1443 Status** – The property is now for sale and bids have been received.
12. **2019 Budget Review** – Year-to-date expenses as of August 31st were 50% over budget, equaling the total annual amount budgeted for 2019. Four accounts are responsible for 97% of over-budget expenses: Assessment Statements (still listed as Coupons), Miscellaneous Administrative, Other Landscaping, and Legal. The Other Landscaping expense was the last payment for restoring the wall destroyed in 2018, for which Cypress Isles was reimbursed in 2018, and the Legal expense paid for outstanding legal invoices. However, the other two accounts are problematic. Assessment Statement costs were \$892 in 2017 and \$361 in 2018, but were \$1,605 for the first 8 months of 2019. Annual Miscellaneous Administrative Expenses were no higher than \$37 prior to 2017 but increased to \$829 and \$368 in 2017 and 2018, respectively. The year-to-date balance for Administrative Expenses is \$689, which is 589% over budget for the year. Repeated attempts to resolve these unexpected expenses with Associa and develop plans for the rest of 2019 have not been productive.

Dennis Horazak and Harold Engold will call Ron Shipwash at Associa to express the board’s disappointment with Associa’s performance and discuss options going forward.

13. **2020 Budget Approval** – A revised 2020 budget with \$53.50 quarterly assessments was developed during the meeting, replacing a previous draft with \$54.50 quarterly assessments. The revised budget reduced the amount for assessment statements from the \$1,400 proposed by Associa to \$700, which aligns better with previous actual costs. The 2020 quarterly assessment is \$0.50 (0.9%) higher than 2019 quarterly assessments.
Bob Conner motioned to approve the revised 2020 budget. Cookie Symons seconded the motion and the budget was approved 4:0. The 2020 budget is attached to these minutes.
14. The **next board meeting** will be on November 19, 2019.
15. **Adjournment**— Bob Conner moved to adjourn, there were no objections and the meeting was adjourned at 7:33 p.m.

Meeting minutes prepared by Dennis Horazak, Secretary

Minutes approved by the Board of Directors at its meeting on November 19, 2019

/s/ Harold Engold, President

Cypress Isles 2020 Budget						
GL #		2019 Budget	2020 Approved	Qtrly	\$ Chg	% Chg
	Income	\$ 53.00	\$ 53.50			
4000	Assessment Income	\$ 29,680	\$ 29,960	\$ 53.50	\$ 0.50	0.9%
	Total Income	\$ 29,680	\$ 29,960	\$ 53.50		0.9%
	Administrative					
5010	Bad Debt	\$ 200	\$ 100	\$ 0.18	\$ (0.18)	-50.0%
5030	Assessment Statement Costs	\$ 550	\$ 700	\$ 1.25	\$ 0.27	27.3%
5080	NSF Charges	\$ -	\$ -	\$ -	\$ -	n/a
5090	Office Supplies	\$ 300	\$ 250	\$ 0.45	\$ (0.09)	-16.7%
5100	Storage	\$ 100	\$ 100	\$ 0.18	\$ -	0.0%
5115	Website	\$ 100	\$ 100	\$ 0.18	\$ -	0.0%
5195	Miscellaneous Administrative	\$ 100	\$ 197	\$ 0.35	\$ 0.17	97.0%
5200	Community Events	\$ 200	\$ 200	\$ 0.36	\$ -	0.0%
5210	Printing & Copying	\$ 750	\$ 750	\$ 1.34	\$ -	0.0%
5215	Postage	\$ 500	\$ 500	\$ 0.89	\$ -	0.0%
5415	Insurance D&O	\$ 1,300	\$ 1,300	\$ 2.32	\$ -	0.0%
5445	Insurance - Liability	\$ 4,200	\$ 4,300	\$ 7.68	\$ 0.18	2.4%
	Total Administrative	\$ 8,300	\$ 8,497	\$ 15.17	\$ 0.35	2.4%
	Utilities					
6000	Electric Service	\$ 700	\$ 711	\$ 1.27	\$ 0.02	1.6%
	Total Utilities	\$ 700	\$ 711	\$ 1.27	\$ 0.02	1.6%
	Grounds Maintenance					
6100	Grounds Maintenance	\$ 9,720	\$ 9,817	\$ 17.53	\$ 0.17	1.0%
6199	Landscape Other - Crash Wall, etc.	\$ -	\$ -	\$ -	\$ -	n/a
6300	Permits & Licenses	\$ 61	\$ 61	\$ 0.11	\$ -	0.0%
6418	Lakes / Ponds / Water Maintenance	\$ 1,260	\$ 1,188	\$ 2.12	\$ (0.13)	-5.7%
6600	General Repair & Maintenance	\$ 64	\$ -	\$ -	\$ (0.11)	-100.0%
6640	Lighting Supplies/Repair & Maintenance	\$ 25	\$ -	\$ -	\$ (0.04)	-100.0%
	Total Grounds Maintenance	\$ 11,130	\$ 11,066	\$ 19.76	\$ (0.11)	-0.6%
	Professional Services					
7000	Accounting Fee/Tax Prep	\$ -	\$ -			
7020	Legal Services	\$ 500	\$ 500	\$ 0.89	\$ -	0.0%
7040	Management Fees	\$ 9,050	\$ 9,186	\$ 16.40	\$ 0.24	1.5%
	Total Professional Services	\$ 9,550	\$ 9,686	\$ 17.30	\$ 0.24	1.4%
	Reserve Funding					
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	\$ -	\$ -	\$ -		
	Total Expenses	\$ 29,680	\$ 29,960	\$ 53.50	\$ 0.50	0.9%
	Net Profit/(Loss)	\$ -	\$ -	\$ -	\$ -	