

**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 18, 2018 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
Myron Davis, Treasurer
Dennis Horazak, Secretary
Cookie Symons, Director at Large

Also present were Bob Borg, Associa Community Management Professionals; Sandy Horazak, Neighborhood Watch Coordinator and Newsletter Editor; and homeowner Gail Strachan.

MEETING SUMMARY

- Call to Order—the meeting was called to order at 6:30 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.
 - Agenda - Dennis Horazak motioned to adopt the agenda, the motion was seconded and the agenda was adopted 5:0.
1. **Approval of Previous Meeting Minutes**—Dennis Horazak motioned to approve the July 17, 2018 minutes, the motion was seconded by Bob Conner and the minutes were approved 5:0.
 2. **Architectural Review Applications**—Harold Engold presented the ARC report, including minutes, and approved applications for paint at 903 SIW and paint for 707 SIW. All applications were approved and forwarded to the WLCA ARC.
 3. **Covenant Violations/Inspections**—Manager Bob Borg reviewed the violation list with the Board. Following the new Architectural Compliance Policy, appropriate letters were sent and legal action will be pursued on all owners after the second notice. CMP will update violation letter to include inspection date and to include a statement similar to, “If you have already corrected the problem, please ignore this notice.”

Dennis Horazak motioned to add the following text to the Cypress Isles Architectural Compliance Policy: “The Management Company will give Board members three days to review the ARC violation list before sending letters to violators.” The motion was seconded and approved 5:0.

4. **Grounds Maintenance** – Cookie Symons reported that the rear entrance wall repair and landscaping is progressing. A few bricks have fallen from the rear entrance wall across from the restored wall,

and this wall will cost about \$50 to repair. The Board reviewed the addition of new plants and replacing the missing bricks on the wall and agreed to the \$50 repair.

Harold Engold made repairs to the bubbler air hose in the small pond.

Cookie Symons reported that bushes planted by the owner of 504 Spring Island Way interfere with the maintenance of our front wall. Harold Engold motioned to remove the plants on HOA property behind the wall at 504 Spring Island Way. Bob Conner seconded the motion, which was passed 5:0.

5. **COPS** – Harold Engold reported 7 hours of patrolling Since the July meeting.
6. **Neighborhood Watch** – Sandy Horazak reported that no criminal or suspicious activity occurred in the neighborhood since the last meeting.
7. **Newsletter and Website** — Sandy Horazak reported that the copy deadline for the next newsletter will be November 1st.
8. **Management Report**— Bob Borg reported on the August financials, delinquencies and inspections. Total delinquencies over 120 days are only \$212.66.
9. **Budget** - Dennis Horazak motioned to approve the Cypress Isles 2019 budget. The motion was seconded and the budget was approved 5:0. The approved budget is attached to these minutes.
10. The **next board meeting** will be on November 20, 2018.
11. **Adjournment**— Dennis Horazak moved and Bob Conner seconded to adjourn and the meeting was adjourned at 8:09 p.m.

Meeting minutes prepared by Dennis Horazak, Secretary

Minutes approved by the Board of Directors at its meeting on _____, 2018.

President

Cypress Isles 2019 Budget

GL #		2018 Budget	2019 Approved	Qtrly	\$ Chg	% Chg
	Income	\$ 52.50	\$ 53.00	\$ 53.00	\$ 0.50	1.0%
4000	Assessment Income	\$ 29,400	\$ 29,680			
	Total Income	\$ 29,400	\$ 29,680	\$ 53.00		1.0%
	Administrative					
5010	Bad Debt	\$ 300	\$ 200	\$ 0.36	\$ (0.18)	-33.3%
5030	Coupon Costs	\$ 700	\$ 550	\$ 0.98	\$ (0.27)	-21.4%
5090	Office Supplies	\$ 300	\$ 300	\$ 0.54	\$ -	0.0%
5100	Storage	\$ 100	\$ 100	\$ 0.18	\$ -	0.0%
5115	Website	\$ 100	\$ 100	\$ 0.18	\$ -	0.0%
5195	Other Administrative Services	\$ 50	\$ 100	\$ 0.18	\$ 0.09	100.0%
5200	Community Events	\$ 200	\$ 200	\$ 0.36	\$ -	0.0%
5210	Printing & Copying	\$ 900	\$ 750	\$ 1.34	\$ (0.27)	-16.7%
5215	Postage	\$ 700	\$ 500	\$ 0.89	\$ (0.36)	-28.6%
5415	Insurance D&O	\$ 1,300	\$ 1,300	\$ 2.32	\$ -	0.0%
5445	Insurance - Liability	\$ 2,800	\$ 4,200	\$ 7.50	\$ 2.50	50.0%
	Total Administrative	\$ 7,450	\$ 8,300	\$ 14.82	\$ 1.52	11.4%
	Utilities					
6000	Electric Service	\$ 700	\$ 700	\$ 1.25	\$ -	0.0%
	Total Utilities	\$ 700	\$ 700	\$ 1.25	\$ -	0.0%
	Grounds Maintenance					
6100	Grounds Maintenance	\$ 10,000	\$ 9,720	\$ 17.36	\$ (0.50)	-2.8%
6300	Permits & Licenses	\$ 90	\$ 61	\$ 0.11	\$ (0.05)	-32.2%
6418	Fountains/Ponds/Lakes Services	\$ 1,230	\$ 1,260	\$ 2.25	\$ 0.05	2.4%
6600	General Repair & Maintenance	\$ -	\$ 64	\$ 0.11	\$ 0.11	New
6640	Lighting Supplies/Repair & Maintenance	\$ 50	\$ 25	\$ 0.04	\$ (0.04)	-50.0%
	Total Grounds Maintenance	\$ 11,370	\$ 11,130	\$ 19.88	\$ (0.43)	-2.1%
	Professional Services					
7000	Accounting Fee/Tax Prep	\$ -	\$ -			
7020	Legal Services	\$ 1,000	\$ 500	\$ 0.89	\$ (0.89)	-50.0%
7040	Management Fees	\$ 8,880	\$ 9,050	\$ 16.16	\$ 0.30	1.9%
	Total Professional Services	\$ 9,880	\$ 9,550	\$ 17.05	\$ (0.59)	-3.3%
	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	\$ 29,400	\$ 29,680	\$ 53.00	\$ 0.50	1.0%
	Net Profit/(Loss)	\$ -	\$ -	\$ -		