

**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 19, 2017 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 nine (9) homeowners.

MEETING SUMMARY

- Call to Order—the meeting was called to order at 6:35 p.m.
 - Certification of Quorum—all directors were present, forming a quorum to conduct business.
 - Proof of Notice—Notice of the meeting was posted in the community as required by Florida Statutes and the Association’s governing documents
1. **Adoption of Agenda** – Dennis Horazak moved and Cookie Symons seconded a motion to approve the amended agenda. The motion passed 5:0.
 2. **Approval of Previous Meeting Minutes**— Bob Conner moved and Cookie Symons seconded a motion to approve the minutes of the July 18, 2017 meeting. The motion passed 5:0.
 3. **Homeowner Issue** – The new owners of 719 Spring Island Way questioned billing statements they had received for payments they had already made. Bob Borg explained that some items had crossed in the mail and the issue was resolved.
 4. **Architectural Review Applications**—Harold Engold presented the ARC report, including applications for fence and shutters at 909 Spring Island Way. The applications were approved and forwarded to the WLCA ARC.
 5. **Covenant Violations/Inspections**—The Board reviewed the September 7th inspection report. The new compliance policy is being followed and the appropriate letters and legal action will be completed per the compliance policy. The owner of Account 132-0174, whose longstanding violation had been sent to our attorney, requested a copy of the original landscaping plans in order to restore their empty flowerbed. The Board will provide a copy of original landscaping plans for future reference when completing inspections.

6. **Grounds Maintenance** – Cookie Symons reported that the Cedarwood Pond aeration pump, which had been idle since November 2016, has been replaced and the pond is being aerated. The areas around the ponds have been cleared in the aftermath of Hurricane Irma, and WLCA adjusted the sprinklers at the entrances.
The homeowner at 505 Spring Island Way reported that a pine tree at the entrance is leaning over his house and threatening to fall. The Board will review a pine tree issue at the front entrance with WLCA to determine the best resolution to remove this tree.
7. **COPS** – Harold Engold reported 9 hours of patrolling in August along with a 2-hour meeting.
8. **Neighborhood Watch** – Sandy Horazak reported that no criminal or suspicious activity occurred in the neighborhood since the last meeting except for an attempted theft of equipment from a landscaper.
9. **Newsletter** — Sandy Horazak reported that the copy deadline for the next newsletter will be November 1, 2017.
10. **Speed Hump Study** – Speed hump installation is pending, and Orange County will try to install them in early October at no cost to the Association. A homeowner asked for the specifications of the humps, and Pattie Stacy-Molina offered to provide them.
11. **Management Report**—Bob Borg reported on the August Financials, delinquencies and inspections.
12. **Budget** – Dennis Horazak motioned and Bob Conner seconded to approve the 2018 Budget as presented (copy attached). The motion passed 5:0.
13. **Holiday and Party Lights Policy** – A homeowner presented her case for decorative lighting at times other than the year-end holidays. The governing documents of WLCA and Cypress Isles are silent on the subject. Discussion ensued, including the takeaway points about HOA administration from a recent CAI conference:
 - It’s about customers, not unit owners
 - It’s about facilitating situations and programs, not managing numbers or units.
 - It’s about serving, not ruling.
 - It’s about flexible guidelines, not iron-fisted regulations.
 - It’s about reasonableness, not being strict at all costs.
 - It’s about conflict prevention, not litigation.
 - It’s about consensus building, not majority rule.
 - It’s about the general notion of service, not governance.

Decorative lighting policies from associations outside Waterford Lakes will be researched and reviewed at a later meeting in order to set up a policy.
14. The **next board meeting** will be on November 21, 2017.
15. **Adjournment**— Cookie Symons moved and Bob Conner seconded to adjourn and the meeting was adjourned at 7:47 p.m.

Meeting minutes prepared by Dennis Horazak, Secretary

Minutes approved by the Board of Directors at its meeting on _____, 2017.

President

Attachment: Waterford Lakes Tract N-25-A – 2018 Budget

ACCOUNT	2017 Budget	2018 Proposed	2018 Qrtly	%Change
INCOME				
Assessment Income	28,840.00	29,400.00	\$52.50	1.9%
Late Fees & Interest	0.00			
Interest Earned - Operating Accounts	0.00			
TOTAL INCOME	28,840.00	29,400.00	\$52.50	1.9%
ADMINISTRATIVE EXPENSES				
Bad Debt/ uncollectible assessments	500.00	300.00	\$0.54	-40.0%
Quarterly Statement Costs	980.00	700.00	\$1.25	-28.6%
Office Supplies	300.00	300.00	\$0.54	0.0%
Records Storage	100.00	100.00	\$0.18	0.0%
Website Maintenance		100.00	\$0.18	New
Miscellaneous Administrative	50.00	50.00	\$0.09	0.0%
Community		200.00	\$0.36	New
Printing & Copying	462.00	900.00	\$1.61	94.8%
Postage	290.00	700.00	\$1.25	141.4%
Insurance D&O	1,248.00	1,300.00	\$2.32	4.2%
Insurance – Liability	2,100.00	2,800.00	\$5.00	33.3%
TOTAL ADMINISTRATIVE	6,030.00	7,450.00	\$13.30	23.5%
UTILITIES				
Electric Service	740.00	700.00	\$1.25	-5.4%
Telephone Service	0.00	0.00	\$0.00	-
TOTAL UTILITIES	740.00	700.00	\$1.25	-5.4%
GROUNDS MAINTENANCE				
Landscape Maintenance	9,480.00	10,000.00	\$17.86	5.5%
Permits & Licenses	90.00	90.00	\$0.16	0.0%
Lakes / Ponds / Water Maintenance	1,248.00	1,230.00	\$2.20	-1.4%
Lighting Repairs	50.00	50.00	\$0.09	0.0%
TOTAL GROUNDS MAINTENANCE	10,868.00	11,370.00	\$20.30	4.6%
PROFESSIONAL SERVICES				
Legal Services	1,200.00	1,000.00	\$1.79	-16.7%
Management Fees	8,622.00	8,880.00	\$15.86	3.0%
TOTAL PROFESSIONAL SERVICES	9,822.00	9,880.00	\$17.64	0.6%
OTHER EXPENSES				
Reserve Retention Ponds Expenses	500.00	0.00	\$0.00	-100.0%
Reserve Greenbelt Expenses	50.00	0.00	\$0.00	-100.0%
Reserve General Expenses	830.00	0.00	\$0.00	-100.0%
TOTAL OTHER EXPENSES	1,380.00	0.00	\$0.00	-100.0%
TOTAL EXPENSES	28,840.00	29,400.00	\$52.50	1.9%
NET INCOME/(LOSS)	0.00	0.00		