

**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, 2023 6:30 p.m.

DIRECTORS PRESENT

Harold Engold, President

Bob Conner, Vice-president

Dennis Horazak, Secretary

Cookie Symons, Director at Large

Christina Dones, Director at Large

Treasurer Myron Davis was absent with notice. Also present were Towers Property Manager Terina Stevens; Neighborhood Watch Coordinator and Newsletter Editor Sandy Horazak; homeowners Gail Strachan, Frank and Kim Gallagher, and Ed Magnell.

MEETING SUMMARY

- Call to Order—the meeting was called to order at 6:34 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—Five of six directors were present, forming a quorum to conduct business.
1. **Approval of Agenda**— Dennis Horazak moved to approve the agenda. The motion was seconded and passed 5:0.
 2. **Approval of Previous Meeting Minutes**— Bob Conner moved to approve the minutes of the July 18, 2023 meeting. The motion was seconded and passed 5:0.
 3. **Architectural Review Committee**
 - A. **Architectural Review Applications**— Harold Engold presented the ARC report, including applications for replacement fence panels at 927 Spring Island Way, a gazebo at 830 Spring Island Way, a front door and sliding glass doors at 738 Spring Island Way, replacement pavers at 836 Spring Island Way, and a trashcan visual barrier at 512 Divine Circle. These applications were approved and forwarded to the WLCA ARC.
 - B. **Inspection Report** –Board members discussed an issue with the fence violation at 523 Spring Island Way in the August 24, 2023 WLCA inspection report. Christina Dones reported that the 8-foot fence shown in the inspection report was erected by a previous owner and that the current owner should not be required to file a retroactive ARA. The estoppel process conducted by WLCA should have cited the previous owner for the violation but apparently did not. Dennis Horazak plans to meet with the WLCA Community Standards Department to resolve this issue.
 4. **Grounds Maintenance**
 - A. **Entrance Signage Refurbishment** – Taylor-Made Signs Inc replaced the lettering and logos at all four entrance monuments at a cost of \$7,000.
 - B. **New Landscaping Company** – Terina Stevens reported that United Land Services canceled their contract with Cypress Isles effective September 15th because their contract did not fit their re-

evaluated business model. United Land Services submitted an invoice for the full September amount, but Terina convinced the United Land Manager to remove charges for the 2nd half of September.

The board then considered the July 17th landscaping proposal received from Grasshoppers, who services the WLCA master and several surrounding neighborhoods. Terina also tried to obtain landscaping proposals from BrightView and DownToEarth but their annual revenue requirements were too high to quote for smaller communities. Dennis Horazak motioned to accept the Grasshoppers landscaping proposal to start October 1, 2023. The motion was seconded and approved 5:0.

Cookie Symons noted that the Grasshoppers proposal did not include mulch, and Terina confirmed that Grasshoppers offers mulch at additional cost. Board members opined that Cypress Isles could buy its own mulch and neighborhood volunteers could deliver and spread it at the entrances in the spring. Mulch volunteering will be included in the January and March 2024 board meeting agendas.

5. **Neighborhood Watch** – Sandy Horazak reported no criminal or suspicious activity occurred in the neighborhood since the last meeting.
6. **Newsletter**— Sandy Horazak reported that the copy deadline for the next newsletter will be November 1, 2023.
7. **New Owner Welcome Committee** – Christina Dones will purchase and deliver a gift basket to the new owners at 13213 White Cedar Court.
8. **Management Report**—Terina Stevens reported that negotiations have started between the plaintiff and our insurance company in the trip and fall lawsuit. The plaintiff’s initial proposal is that the Association pays \$500,000 to secure a dismissal of the action. The policy of our insurance company attorney is to deny the proposal. Cypress Isles has no standing in these negotiations between the plaintiff’s attorney and the insurance company attorney.
9. **2024 Budget Approval** –Dennis Horazak described the proposed 2024 operating budget. Bob Conner suggested and the board agreed to add \$1.00 to each quarterly assessment for Pooled Reserves to compensate for \$7,000 of reserve funds that were used to pay for entrance sign refurbishment. The resulting budget includes a 7.4% increase in assessments from \$54.00 to \$58.00 per quarter. Bob Conner motioned to approve the 2024 Cypress Isles Operating Budget. The motion was seconded and approved 5:0. The budget is attached to these minutes.
10. **MRTA Affidavit** – The Florida Marketable Record Title Act (MRTA) requires filing a Notice of Restrictions with Orange County at least once every 30 years after the filing date of the neighborhood Declaration. Dennis Horazak motioned to approve the Waterford Lakes Tract N-25A Neighborhood Association, Inc.’s Affidavit in Support of Marketable Record Title Action. The motion was seconded and approved 5:0. The affidavit will be signed by the Board president, notarized, and returned to the Manager.
11. **The Next Meeting** will be on November 21, 2023 at 6:30 PM in the WLCA Community Building.
12. **Adjournment**— With no further business the meeting was adjourned at 7:30 p.m.

Submitted by Dennis Horazak, approved by Harold Engold . 11/21/23
Secretary President Date

		Cypress Isles Budget			
Waterford Lakes Tract N-25A		2023	2023	2024	
		Approved	Anticipated	Approved	
Acct #		Budget	End of Year	Budget	% Chg
INCOME					
4000	Assessment Income	\$ 30,240	\$ 30,240	\$ 32,480	7.4%
4710	Late Fees & Interest		\$ 782		
4900	Interest Earned - Operating Accounts				
	INCOME	\$ 30,240	\$ 31,022	\$ 32,480	7.4%
EXPENSES					
INSURANCE					
05010	Liability	\$ 3,900	\$ 3,900	\$ 4,119	5.6%
05020	D&O	\$ 1,540	\$ 1,540	\$ 1,564	1.5%
	INSURANCE	\$ 5,440	\$ 5,440	\$ 5,683	4.5%
UTILITIES					
05210	Electric - General	\$ 1,405	\$ 1,692	\$ 1,800	28.1%
	UTILITIES	\$ 1,405	\$ 1,692	\$ 1,800	28.1%
MAINTENANCE & REPAIRS					
05300	Landscape Contract	\$ 10,144	\$ 9,480	\$ 11,530	13.7%
05390	Aquatic Weed Control	\$ 1,277	\$ 1,188	\$ 1,200	-6.0%
	MAINTENANCE & REPAIRS	\$ 11,421	\$ 10,668	\$ 12,730	11.5%
GENERAL & ADMINISTRATIVE					
07000	Management Fee	\$ 8,580	\$ 8,580	\$ 8,760	2.1%
07200	Legal Fees	\$ 1,000	\$ 2,800	\$ 800	-20.0%
07400	Storage Fee	\$ 13	\$ 36	\$ 36	0.0%
07420	Postage & Delivery	\$ 806	\$ 443	\$ 443	-45.0%
07430	Copies & Printing	\$ 404	\$ 275	\$ 275	-32.0%
07440	Office Supplies	\$ 313	\$ 965	\$ 965	208.6%
07670	Corporate Annual Report	\$ 61	\$ 61	\$ 61	0.0%
07700	Community Events	\$ 200	\$ 32	\$ 100	-50.0%
07880	Miscellaneous	\$ 187	\$ -	\$ -	-100.0%
07890	Bank Charge	\$ 177	\$ 76	\$ 76	0.0%
07895	Assessment Coupons	\$ 78	\$ 12	\$ 12	0.0%
07990	Bad Debt Expense	\$ 25	\$ -	\$ 25	0.0%
	GENERAL & ADMINISTRATIVE	\$ 11,845	\$ 13,281	\$ 11,554	-2.5%
RESERVE CONTRIBUTIONS					
090xx	Reserves - Pooled	\$ -	\$ -	\$ 583	0.0%
09010	Reserves - Website Hosting	\$ 130	\$ 130	\$ 130	0.0%
	RESERVE CONTRIBUTIONS	\$ 130	\$ 130	\$ 713	448.8%
	TOTAL EXPENSES	\$ 30,240	\$ 31,211	\$ 32,480	7.4%
	CURRENT YEAR NET INCOME (LOSS)	\$ (0)	\$ (188)	\$ -	
	NUMBER OF UNITS	140			
		<u>Quarterly</u>	<u>Annually</u>		
2023	ASSESSMENTS	\$ 54.00	\$ 216.00		
2024	ASSESSMENTS	\$ 58.00	\$ 232.00		