

**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 20, 2016 6:30 p.m.**

DIRECTORS PRESENT

Harold Engold, President

Dennis Horazak, Secretary

Cookie Symons, Director at Large

Vice-president Bob Conner

Myron Davis was absent. Also present were Bob Borg, Associa Community Management Professionals; Sandy Horazak, Neighborhood Watch Coordinator and Newsletter Editor; and two homeowners.

MEETING SUMMARY

- Call to Order—the meeting was called to order at 6:42 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.
1. **Adoption of Agenda** – Dennis Horazak moved and Bob Conner seconded a motion to approve the agenda. The motion passed 4:0.
  2. **Approval of Previous Meeting Minutes**— Bob Conner moved and Cookie Symons seconded a motion to approve the minutes of the meeting on July 19, 2016. The motion passed 4:0.
  3. **Architectural Review Applications**—Mr. Engold presented the ARC report, including approved applications for painting at 528 and 813 SIW, screened porch and deck at 939 SIW and a sun room at 726 SIW. All applications were approved and forwarded to the WLCA ARC.
  4. **Covenant Violations/Inspections**—The board reviewed the September inspection report, resulting in the following actions:
    - A. Account 105-1184 – send to Attorney to resolve violations
    - B. Account 105-1126 – send final before attorney letter for violations with guidelines.
    - C. Account 105-0812 – send response with pictures to attorney for mediation
    - D. The board requested that 12 covenant violations letters be sent from the 9/16/2016 inspection report.
    - E. The board requested that future inspections include citations for shabby fences.
  5. **Grounds Maintenance** – Cookie Symons reported that the tree stumps at 504 Spring Island Way have been ground down. The Board requested bids to pressure wash the entrance sidewalks.
  6. **COPS** – Harold Engold reported over 5 hours of patrolling since the July meeting. A new person from another Waterford Lakes neighborhood has applied to join the COPS program.
  7. **Neighborhood Watch** – Sandy Horazak reported no activity since the last meeting.

8. **Newsletter & Website** — Sandy Horazak reported positive feedback on the shorter than usual August newsletter. Dennis Horazak reported that [www.cypressisles.org](http://www.cypressisles.org) receives over 30 hits per week.
9. **Management Report**—Bob Borg presented the management report.
  - A. Dennis Horazak moved and Cookie Symons seconded to send account numbers Accounts 105-0525 and 129-1193 to the attorney and send Account 105-0318 a final notice for collections. The motion passed 4:0.
  - B. Cookie Symons moved and Bob Conner seconded to waive all interest and late fees under \$20.00. The motion passed 4:0.
10. **Budget** – Cookie Symons moved and Bob Conner seconded to approve the 2017 Cypress Isles budget as presented with no assessment increase. The motion passed 4:0.
11. The **next board meeting** will be at 6:30 p.m. on November 22, 2016 at the WLCA community Center.
12. **Adjournment**— Cookie Symons moved to adjourn and the meeting was adjourned at 7:51 p.m.

Meeting minutes prepared by Dennis Horazak, Secretary

Minutes approved by the Board of Directors at its meeting on \_\_\_\_\_, 2016.

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President

Attachment A – Approved 2017 Budget

ACCOUNT NAME	2016	2017	2017	%Change
	BUDGET	BUDGET	QTRLY	from 2016
<b>INCOME</b>				
Assessment Income	28,840.00	28,840.00	51.50	0.0%
Late Fees & Interest	-	-	-	-
Interest Earned - Operating Account	-	-	-	-
<b>TOTAL INCOME</b>	<b>28,840.00</b>	<b>28,840.00</b>	<b>51.50</b>	<b>0.0%</b>
<b>ADMINISTRATIVE EXPENSES</b>				
Bad Debt/uncollectible assessments	424.00	500.00	0.89	17.9%
Coupon / Statement Costs	700.00	980.00	1.75	40.0%
Meeting Expenses	150.00	-	-	-100.0%
Office Supplies	140.00	300.00	0.54	114.3%
Records Storage	100.00	100.00	0.18	0.0%
Miscellaneous Administrative	24.95	50.00	0.09	100.4%
Printing & Copying	550.00	462.00	0.83	-16.0%
Postage	270.00	290.00	0.52	7.4%
Newsletter	10.00	-	-	-100.0%
Insurance D&O	1,276.02	1,248.00	2.23	-2.2%
Insurance - Liability	2,205.24	2,100.00	3.75	-4.8%
<b>TOTAL ADMIN. EXPENSES</b>	<b>5,850.21</b>	<b>6,030.00</b>	<b>10.77</b>	<b>3.1%</b>
<b>UTILITIES</b>				
Electric Service	863.79	740.00	1.32	-14.3%
Telephone Service	5.00	-	-	-100.0%
<b>TOTAL UTILITIES</b>	<b>868.79</b>	<b>740.00</b>	<b>1.32</b>	<b>-14.8%</b>
<b>GROUNDS MAINTENANCE</b>				
Landscape Maintenance	9,996.00	9,480.00	16.93	-5.2%
Permits & Licenses	65.00	90.00	0.16	38.5%
Lakes/Ponds/Water Maintenance	1,248.00	1,248.00	2.23	0.0%
Lighting Repairs	60.00	50.00	0.09	-16.7%
<b>TOTAL GROUNDS MAINTENANCE</b>	<b>11,369.00</b>	<b>10,868.00</b>	<b>19.41</b>	<b>-4.4%</b>
<b>PROFESSIONAL SERVICES</b>				
Accounting Fees/Tax Prep	15.00	-	-	-100.0%
Legal Services	500.00	1,200.00	2.14	140.0%
Management Fees	8,371.00	8,622.00	15.40	3.0%
<b>TOTAL PROFESSIONAL SERVICES</b>	<b>8,886.00</b>	<b>9,822.00</b>	<b>17.54</b>	<b>10.5%</b>
<b>RESERVES</b>				
Reserve Funding - Retention Ponds	990.00	500.00	0.89	-49.5%
Reserve Funding - Greenbelt Areas	36.00	40.00	0.07	11.1%
Reserve Funding - General	840.00	840.00	1.50	0.0%
<b>TOTAL RESERVES</b>	<b>1,866.00</b>	<b>1,380.00</b>	<b>2.46</b>	<b>-26.0%</b>
<b>TOTAL EXPENSES</b>	<b>28,840.00</b>	<b>28,840.00</b>	<b>51.50</b>	<b>0.0%</b>
<b>NET INCOME/(LOSS)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>