

**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, 2022 6:30 p.m.**

DIRECTORS PRESENT

Harold Engold, President  
Bob Conner, Vice-president  
Dennis Horazak, Secretary  
Myron Davis, Treasurer  
Cookie Symons, Director at Large

Also present were Terina Stevens, Towers Property Management; Sandy Horazak, Neighborhood Watch Coordinator and Newsletter Editor; and homeowners Gail Strachan and Ed Magnell.

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.
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**— Cookie Symons moved to approve the minutes of the July 19, 2022 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 a driveway border upgrade at 517 Spring Island Way, a paver pad for trash and recycle cans at 507 Divine Circle, and a fence replacement at 13215 Spring Haven Court. The applications were approved and forwarded to the WLCA ARC.
    - B. **Covenant Violations/Inspections** -- Manager Terina Stevens reviewed the ARC violation list with the Board. Appropriate letters will be sent and legal action will be pursued.
    - C. **Backyard Structures Rules and Regulations.** – Dennis Horazak reported that a draft of “Rules and Regulations for Backyard Structures” has been posted on the WLCA website following approval of the 8<sup>th</sup> amendment to the WLCA Declaration on August 27<sup>th</sup>. The Rules specify the location, size, and appearance of structures such as sheds, pergolas, gazebos, playsets, trampolines, and other structures that were previously prohibited by the Declaration. Comments on the Rules should be sent to Dennis Horazak at [densus@bellsouth.net](mailto:densus@bellsouth.net) by September 28<sup>th</sup>.
  4. **Grounds Maintenance** – Cookie Symons reported difficult communications with United Land Services regarding large patches of dead turf on the west side of the front entrance. Cinch bugs are the likely cause of the problem, and the Cypress Isles contract includes pest control, but United Land Services has been slow in responding.

The black background behind the metal lettering at the front entrance will need repainting soon. The rear entrance signs receive much less sunlight and do not need repainting.

5. **Neighborhood Watch** – Sandy Horazak reported no criminal or suspicious activity occurred in the neighborhood since the last meeting.
6. **Newsletter and Website** — Sandy Horazak reported that the November newsletter will include information about new community-wide inspections to be conducted by the WLCA, and an article urging residents to tell Orange County about sidewalks needing repair to reduce the chances of slips and falls. The copy deadline for the next newsletter will be November 1, 2022.

The Cypress Isles website domain has been renewed for another five years until 2027. Myron Davis will transfer responsibility for the website to Dennis Horazak to facilitate payments for future auto-renewals

7. **New Owner Welcome Committee** — Harold Engold is prepared to deliver welcome baskets to two new owners when they move in.
8. **Management Report**— Terina Stevens reported receiving notification regarding a slip & fall incident where the plaintiff is seeking judgement against Orange County and Cypress Isles. Documentation has been provided to the insurance agent. The claim is in process and will be assigned to a Claim Examiner. The board has been kept in the loop via email.

A foreclosure complaint and summonses were issued to the owner of Account 301023 in March but no further actions have been taken. Our attorney has not furnished a status report for this account since July. Terina will continue requesting this status report.

Our attorney estimated a cost around \$750 to file a Notice of Restrictions with Orange County to satisfy the Florida Marketable Record Title Act (MRTA). This amount is included in the 2023 proposed budget.

In May an owner reported that one of the two “White Cedar Court” street signs on opposite sides of the same pole was missing. The manager reported the problem to Orange County, but Orange County closed the case without replacing the sign. When the manager noticed the sign was still missing during July’s end of month inspection, she reopened the case.

9. **2023 Budget** – Harold Engold and Dennis Horazak described the proposed 2023 operating budget, which includes a 0.9% increase in assessments from \$53.30 to \$54.00 per quarter. Bob Conner motioned to approve the 2023 Cypress Isles Operating Budget. The motion was seconded and approved 5:0. The budget is attached to these minutes.
10. The **Next Meeting** will be on November 15, 2022 at 6:30 PM in the WLCA Community Building.
11. **Adjournment**— With no further business the meeting was adjourned at 7:30 p.m.

Submitted by Dennis Horazak, approved by Harold Engold . 11/15/22  
 Secretary President Date

		<b>Cypress Isles Budget</b>		
<b>Waterford Lakes Tract N-25A</b>		<b>2022</b>	<b>2022</b>	<b>2023</b>
		<b>Approved</b>	<b>Anticipated</b>	<b>Proposed</b>
<b>Acct #</b>		<b>Budget</b>	<b>Expenses</b>	<b>Budget</b>
<b>INCOME</b>				
4000	Assessment Income	\$ 29,960	\$ 29,960	\$ 30,240
4710	Late Fees & Interest		\$ 804	
4900	Interest Earned - Operating Accounts			
	<b>INCOME</b>	<b>\$ 29,960</b>	<b>\$ 30,764</b>	<b>\$ 30,240</b>
<b>EXPENSES</b>				
<b>INSURANCE</b>				
05010	Liability	\$ 3,273	\$ 3,273	\$ 3,900
05020	D&O	\$ 1,310	\$ 1,310	\$ 1,540
	<b>INSURANCE</b>	<b>\$ 4,583</b>	<b>\$ 4,583</b>	<b>\$ 5,440</b>
<b>UTILITIES</b>				
05210	Electric - General	\$ 1,140	\$ 1,338	\$ 1,405
	<b>UTILITIES</b>	<b>\$ 1,140</b>	<b>\$ 1,338</b>	<b>\$ 1,405</b>
<b>MAINTENANCE &amp; REPAIRS</b>				
05300	Landscape Contract	\$ 9,954	\$ 9,480	\$ 10,144
05390	Aquatic Weed Control	\$ 1,188	\$ 1,188	\$ 1,277
	<b>MAINTENANCE &amp; REPAIRS</b>	<b>\$ 11,142</b>	<b>\$ 10,668</b>	<b>\$ 11,421</b>
<b>GENERAL &amp; ADMINISTRATIVE</b>				
07000	Management Fee	\$ 8,400	\$ 8,400	\$ 8,580
07200	Legal Fees	\$ 1,500	\$ 175	\$ 1,000
07400	Storage Fee	\$ -	\$ 12	\$ 13
07420	Postage & Delivery	\$ 1,100	\$ 746	\$ 806
07430	Copies & Printing	\$ 500	\$ 374	\$ 404
07440	Office Supplies	\$ 427	\$ 290	\$ 313
07670	Corporate Annual Report	\$ 61	\$ 61	\$ 61
07700	Community Events	\$ 200	\$ 40	\$ 200
07880	Miscellaneous	\$ -	\$ 12	\$ 187
07890	Bank Charge	\$ 24	\$ 164	\$ 177
07895	Assessment Coupons	\$ 735	\$ 73	\$ 78
07990	Bad Debt Expense	\$ 48	\$ -	\$ 25
	<b>GENERAL &amp; ADMINISTRATIVE</b>	<b>\$ 12,995</b>	<b>\$ 10,347</b>	<b>\$ 11,845</b>
<b>RESERVE CONTRIBUTIONS</b>				
09010	Reserves - Website Hosting	\$ 100	\$ 100	\$ 130
	<b>RESERVE CONTRIBUTIONS</b>	<b>\$ 100</b>	<b>\$ 100</b>	<b>\$ 130</b>
	<b>TOTAL EXPENSES</b>	<b>\$ 29,960</b>	<b>\$ 27,036</b>	<b>\$ 30,240</b>
	<b>CURRENT YEAR NET INCOME (LOSS)</b>	<b>\$ -</b>	<b>\$ 3,728</b>	<b>\$ (0)</b>
	<b>NUMBER OF UNITS</b>	<b>140</b>		
		<u>Quarterly</u>	<u>Annually</u>	
<b>2022</b>	<b>ASSESSMENTS</b>	<b>\$ 53.50</b>	<b>\$ 214.00</b>	
<b>2023</b>	<b>ASSESSMENTS</b>	<b>\$ 54.00</b>	<b>\$ 216.00</b>	