

**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 21, 2021 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
Dennis Horazak, Secretary

Treasurer Myron Davis and Director at Large Cookie Symons were absent with notice.

Also present were Terina Stevens, Towers Property Management; and Sandy Horazak, Neighborhood Watch Coordinator and Newsletter Editor.

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—Three of the five directors were present, forming a quorum to conduct business.
1. **Approval of Agenda**— Bob Conner moved to approve the agenda. The motion was seconded and passed 3:0.
 2. **Approval of Previous Meeting Minutes**— Dennis Horazak moved to approve the minutes of the July 20, 2021 meeting. The motion was seconded and passed 3:0.
 3. **Architectural Review Committee**
 - A. **Architectural Review Applications**— Harold Engold presented the ARC report, including approved applications for paint at 860 Spring Island Way and a pergola at 636 Divine Circle. Both 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.

The board agreed with the Manager’s proposal to conduct neighborhood inspections during the first two weeks of the month instead of near the end of the month.
 4. **Grounds Maintenance** – Dennis Horazak delivered the report prepared by Cookie Symons.
 - A. **Entrance Pillar Refurbishing** -- The walls and the caps have been refurbished and Troy Bennett checked the results yesterday afternoon to ensure the project was done properly. Troy will submit his invoice for \$1,200 to be paid from the masonry reserve account.
 - B. **Sidewalk Water at 13749 Crystal River Drive** – Standing water covers a large sidewalk section along Crystal River Drive from 13749 Crystal River Drive to 733 Spring Island Way. The storm sewer at that location is the only sewer in the area with standing water on the sidewalk above it.

The problem might be a faulty underdrain, or runoff from the property, or a combination of both. Terina Stevens will report the flooding on this sidewalk to Orange County

5. **Neighborhood Watch** – Sandy Horazak reported that no criminal or suspicious activity occurred in the neighborhood since the last meeting.
6. **Newsletter and Website** — Sandy Horazak reported that the copy deadline for the next newsletter will be November 1st.
7. **New Owner Welcome Committee**— Sandy Horazak reported that three new owners have moved into Cypress Isles.
8. **Management Report**— Terina Stevens reported that a homeowner whose assessments were sent to Associa instead of Towers on two occasions asked to have her late fees, interest, and collection costs waived. The board declined to waive the collection cost and agreed to delay waiving her late fees and interest charges until Towers receives a future assessment on time.
9. **2022 Budget Approval** – Dennis Horazak motioned to approve the 2022 operating budget. The motion was seconded and approved 3:0. The approved budget features no increase in assessments and is attached to these minutes.
10. The **next board meeting** will be the Budget Meeting on November 16, 2021.
11. **Adjournment**— With no further business the meeting was adjourned at 6:53 p.m.

Submitted by Dennis Horazak, approved by _____

Secretary

President

Date

12. Attachment— Approved 2022 Cypress Isles Operating Budget

		Cypress Isles Budget		
Waterford Lakes Tract N-25A		2021	2021	2022
		Approved	Anticipated	Proposed
		Budget	Expenses	Budget
Acct #				
INCOME				
4000	Assessment Income	\$ 29,960	\$ 29,960	\$ 29,960
4710	Late Fees & Interest		\$ 720	
4900	Interest Earned - Operating Accounts			
	INCOME	\$ 29,960	\$ 30,680	\$ 29,960
EXPENSES				
INSURANCE				
05010	Liability	\$ 5,146	\$ 3,273	\$ 3,273
05020	D&O	\$ 1,210	\$ 1,310	\$ 1,310
	INSURANCE	\$ 6,356	\$ 4,583	\$ 4,583
UTILITIES				
05210	Electric - General	\$ 750	\$ 933	\$ 1,140
	UTILITIES	\$ 750	\$ 933	\$ 1,140
MAINTENANCE & REPAIRS				
05300	Landscape Contract	\$ 9,817	\$ 9,480	\$ 9,954
05390	Aquatic Weed Control	\$ 1,188	\$ 1,188	\$ 1,188
	MAINTENANCE & REPAIRS	\$ 11,005	\$ 10,668	\$ 11,142
GENERAL & ADMINISTRATIVE				
07000	Management Fee	\$ 8,400	\$ 8,400	\$ 8,400
07200	Legal Fees	\$ 500	\$ 2,183	\$ 1,500
07420	Postage & Delivery	\$ 712	\$ 1,106	\$ 1,100
07430	Copies & Printing	\$ 622	\$ 486	\$ 500
07440	Office Supplies	\$ 360	\$ 427	\$ 427
07670	Corporate Annual Report	\$ 61	\$ 61	\$ 61
07700	Community Events	\$ 200	\$ 211	\$ 200
07880	Miscellaneous	\$ 109	\$ -	\$ -
07890	Bank Charge	\$ -	\$ 24	\$ 24
07895	Assessment Coupons	\$ 735	\$ 30	\$ 735
07990	Bad Debt Expense	\$ 50	\$ -	\$ 48
	GENERAL & ADMINISTRATIVE	\$ 11,749	\$ 12,928	\$ 12,995
RESERVE CONTRIBUTIONS				
09010	Reserves - Website Hosting	\$ 100	\$ 100	\$ 100
	RESERVE CONTRIBUTIONS	\$ 100	\$ 100	\$ 100
	TOTAL EXPENSES	\$ 29,960	\$ 29,212	\$ 29,960
	CURRENT YEAR NET INCOME (LOSS)	\$ -	\$ 1,468	\$ 0
	NUMBER OF UNITS	140		
		Quarterly	Annually	
	2021 ASSESSMENTS	\$ 53.50	\$ 214.00	
	2022 ASSESSMENTS	\$ 53.50	\$ 214.00	