

**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

**November 16, 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  
Myron Davis, Treasurer

Director at Large Cookie Symons was absent with notice.

Also present were Terina Stevens, Towers Property Management; and 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—Four of the 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 4:0.
  2. **Approval of Previous Meeting Minutes**— Myron Davis moved to approve the minutes of the September 21, 2021 meeting. The motion was seconded and passed 4:0.
  3. **Architectural Review Committee**
    - A. **Architectural Review Applications**— Harold Engold presented the ARC report, including applications for fences at 510 and 535 Spring Island Way, paint at 13756 Crystal River Drive, and a wheelchair ramp at 806 Spring Island Way. The applications were approved and forwarded to the WLCA ARC.
    - B. **Exception to WLCA Streamlined ARA Processing** -- Harold Engold took exception to WLCA’s new processing procedure for Architectural Review Applications (ARAs) that allows Community Standards Department personnel or managers to bypass Cypress Isles, approve ARAs that meet all requirements for paint, windows, roofs, solar panels, and tree removals, and forward applications that do not meet the requirements directly to the WLCA ARC for review.

Harold noted that functioning neighborhood ARCs such as the Cypress Isles ARC should be the first to see the ARAs, but now they are not notified of an ARA’s existence until after it is approved or disapproved. As a result, neighborhood ARCs cannot inform their homeowners of the status of their ARAs. This summary dismissal from the process also has a demoralizing effect on neighborhood ARC members who had been responsibly processing ARAs.

The Cypress Isles board of directors unanimously agreed with Harold, taking exception to the current streamlined process, and recommending that the WLCA process be modified so that neighborhoods with functioning ARCs continue to be the first to process and return ARAs, usually within a day or so of receipt, before WLCA begins its streamlined process. Neighborhoods without functioning ARCs could still be processed exclusively by WLCA.

- C. **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.
4. **Grounds Maintenance** – Dennis Horazak delivered the report prepared by Cookie Symons, noting that Troy Bennett was paid \$1,200 from the masonry reserve account for refurbishing the entrance walls and caps.
  5. **Neighborhood Watch** – Sandy Horazak reported that in September a garage on Spring Island Way was inadvertently left open overnight, theft occurred, and expensive items were stolen. No other 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 February 1, 2022. The board plans to mail paper copies of the February *Cypress Isles News* to all homeowners, and to decide at the January 2022 board meeting whether to mail paper copies of additional issues or return to email and website delivery. Myron Davis volunteered to print the paper copies.
  7. **New Owner Welcome Committee**— Sandy Horazak reported that Pattie Stacy-Molina delivered welcome baskets to the new owners at 636 Divine Circle, 13209 Spring Haven Court, and 13215 Spring Haven Court.
  8. **Management Report**— Terina Stevens delivered the Manager’s Report including the following items.
    - A. **Misdirected Assessments** -- The homeowner whose assessments were sent to Associa instead of Towers on two occasions paid the full assessment and \$25.00 administrative fee on October 6<sup>th</sup>. The \$10.00 late fee and \$2.18 interest fee were waived.
    - B. **Delinquent Account** – The owner account set up on a payment plan required the first payment due by 9/30 and the second payment by 10/31. The 9/30 payment was received but the 10/31 payment has not yet been received.
    - C. **Online Payments** -- BB&T and SunTrust merged to form a new bank Truist with updated branding on their website and forms. Terina informed the Secretary, who updated the Cypress Isles website with the Truist name and logo. The Towers office received Truist forms to provide residents who need to sign up or cancel ACH, but the original BB&T forms will work for some time still as well.
  9. **Entrance Decorating Day** – Harold Engold, Dennis Horazak, and Scott Symons plan to decorate the entrances for the holidays starting at 2:00 p.m. on Wednesday November 24<sup>th</sup>.
  10. The **next board meeting** will be on January 18, 2022 at 6:30 PM in the WLCA Community Building.
  11. **Adjournment**— With no further business the meeting was adjourned at 7:37 p.m.

Submitted by Dennis Horazak, approved by \_\_\_\_\_ . \_\_\_\_\_  
Secretary President Date