

**WATERFORD LAKES TRACT N-25A NEIGHBORHOOD ASSOCIATION, INC.
(CYPRESS ISLES)**

Board of Directors Meeting

MINUTES

Location: WLCA Field Office, 453 Mark Twain Blvd.

November 17, 2015 6:30 p.m.

DIRECTORS PRESENT

Harold Engold, President

Bob Conner, Vice-president

Myron Davis, Treasurer

Dennis Horazak, Secretary

Cookie Symons, Director at Large

Also present were Bob Borg and Ryan Kerlin, 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 6:56 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. **Adoption of Agenda** – Mr. Horazak moved and Ms. Symons seconded a motion to approve the agenda. The motion passed 5:0.
 2. **Approval of Previous Meeting Minutes**— Mr. Horazak moved and Ms. Symons seconded a motion to approve the minutes of the meeting on September 15, 2015. The motion passed 5:0.
 3. **Architectural Review Applications**—Mr. Engold presented the ARC report, including applications for a fence at 848 Spring Island Way, driveway stain at 861 Spring Island Way, and a roof at 636 Divine Circle. All three applications were approved and forwarded to the WLCA ARC.
 4. **Covenant Violations/Inspections**—The board reviewed the October 26 inspection report, resulting in the following actions:
 - A. Account 105-1838 -- The board agreed to send a “final before attorney” letter listing all ARC violations and instructing the owner to remedy them.
 - B. Account 105-0978 -- Ms. Symons moved and Mr. Davis seconded a motion to send a letter from our attorney listing all ARC violations and instructing the owner to remedy them. The motion was approved 5:0.
 - C. Account105-1812 -- Ms. Symons moved and Mr. Horazak seconded a motion for CMP to confirm the date of the last violation letter and then send a letter from our attorney listing all violations and announcing the start of mediation if the violations are not remedied by a date specified by the attorney. The motion was approved 5:0.
 - D. Account 129-1193 -- The board agreed to send a letter instructing the owner to replace dead sod in late February or early March 2016.
 - E. The board agreed to send letters to all owners with open violations listed on the ARC report.
 5. **Grounds Maintenance** – Ms. Symons reported continuing problems with the Cedarwood pond because the solar aerator is not working. The solar aerator is discussed under Unfinished Business.

6. **COPS** – Mr. Engold reported three hours of patrolling in September and four hours of patrolling in October. Mr. Engold exhibited the COPS car and distributed pamphlets about the COPS program at the WLCA Community Day on October 3rd.
7. **Neighborhood Watch** – Ms. Horazak reported property stolen from a car in the last week in October and an attempted home break-in on the first weekend in November. Police reports were filed for both incidents. Ms. Horazak and Ms. Symons have identified potential captains for blocks without captains, and homeowners in those blocks will be asked to contact the Watch Coordinators for email alerts.
8. **Newsletter & Website** — Ms. Horazak reported that copies of the newsletter had been mailed to all homeowners and residents who do not receive the newsletter by email, and that future copies will only be mailed to future new owners as they move in. Mr. Horazak reported a spike in website hits following the recent newsletter mailing.
9. **Report of the Association Manager** – Mr. Kerlin and Mr. Borg reported the financial status of the Association and the status of delinquent accounts, leading to the following actions.
 - A. Account 105-0224 – The Intent-to-Lien letter has been sent. CMP will call the owner requesting payment and send a letter from our attorney if payment is not received.
 - B. Account 105-1838 – The small claims case has been filed.
 - C. Account 129-1193 -- CMP will check whether this account is current.
 - D. Account 105-0318 – CMP will send a late notice reminder letter.
 - E. Account 105-0305 – Ms. Symons moved and Mr. Horazak seconded a motion send a rent demand letter. The motion was approved 5:0.
 - F. Account 105-0525 -- Ms. Symons moved and Mr. Horazak seconded a motion to send and Intent-to-Lien letter. The motion was approved 5:0.
 - G. Account 134-4370 – CMP will check the account status and email the results to the board.
 - H. Mr. Horazak will coordinate with CMP regarding payment from reserve accounts for upgrades to the entrances.
10. **Unfinished Business**
 - A. Pond Aerator Status – Mr. Horazak reported the need for professional help to diagnose and repair the solar aerator system since the manufacturer is no longer in business. Ms. Symons and Mr. Horazak will contact suppliers of related equipment for recommendations.
11. The **next board meeting** will be at 6:30 p.m. on January 19, 2016 at Connect Realty.
12. **Adjournment**—Mr. Horazak moved to adjourn and the meeting was adjourned at 8:10 p.m.

Meeting minutes prepared by Dennis Horazak, Secretary

Minutes approved by the Board of Directors at its meeting on _____, 2015.

President