

**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 22, 2016 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, Associa Community Management Professionals; Sandy Horazak, Neighborhood Watch Coordinator and Newsletter Editor; and three 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—all directors were present, forming a quorum to conduct business.
1. **Adoption of Agenda** – Dennis Horazak moved and Cookie Symons seconded a motion to approve the agenda. The motion passed 5:0.
 2. **Approval of Previous Meeting Minutes**— Bob Conner moved and Cookie Symons seconded a motion to approve the minutes of the September 20, 2016 meeting. The motion passed 5:0.
 3. **Architectural Review Applications**—Harold Engold presented the ARC report, including approved applications for new fences at 623, 725, and 731 Divine Circle; a new fence at 621 Spring Island Way; and a solar heating system at 866 Spring Island Way. All applications were approved and forwarded to the WLCA ARC.
 4. **Covenant Violations/Inspections**—The board reviewed the November inspection report, resulting in the following actions:
 - A. The Board requested that nine covenant violation letters be sent per the 11/7 inspection report. In the future CMP will send “final before attorney” letters after the second notice.
 - B. Account 105-0812 has remedied some of the violations noted in the mediation session but more remediation is still needed. CMP will do another inspection and inform the attorney of our findings.
 5. **Grounds Maintenance** – Harold Engold reported that all the entrance lights are working, but that the aeration pump for the Cedarwood Pond stopped working. The pump installer has been contacted.
 6. **COPS** – Harold Engold reported 8 hours of patrolling since the September meeting. The Orange County Sheriff Office landed its new helicopter at the WLCA Recreation Center on October 30th during the Trunk or Treat event. OCSO plans to land the helicopter again for the Waterford Winter Festival scheduled for December 10 from 11 a.m. to 3:00 p.m.

7. **Neighborhood Watch** – Sandy Horazak reported that several residents noticed a suspicious vehicle in the neighborhood and noted its license number. The driver, who claimed to be a private detective, subsequently left the area.
8. **Newsletter & Website** — Sandy Horazak reported that the fourth quarter newsletter had been posted on the website. The next newsletter is planned for February 2017.
9. **Management Report**—Bob Borg presented the management report, resulting in the following actions:
 - A. Bob Conner moved and Dennis Horazak seconded to file a lien against Account 105-1838 . The motion passed 5:0.
 - B. Dennis Horazak moved and Bob Conner seconded to file a lien against Account 134-4370 if the owner does not respond within 45 days to the Intent to Lien letter that was sent on November 7th. The motion passed 5:0.
 - C. Cookie Symons moved and Bob Conner seconded to file a lien against Account 129-1193 if the owner does not respond within 45 days to the Intent to Lien letter that was sent on November 7th. The motion passed 5:0.
 - D. Bob Borg reported that six owners were contacted about their surplus balances ranging from \$100 to \$481. Four owners replied that they were aware of the balances but not concerned, and two owners did not respond.
10. **Unfinished Business** –
 - A. Dennis Horazak moved and Bob Conner seconded to approve \$225 for Splash & Dash Inc. to pressure-wash the sidewalks at the entrance areas. The motion passed 5:0. This was a ratification of an email vote.
 - B. Dennis Horazak moved and Cookie Symons seconded to approve the use of quarterly statements instead of coupon books for homeowner assessments. The motion passed 5:0.
11. The **next board meeting** will be at 6:30 p.m. on January 17, 2017 at the WLCA community Center.
12. **Adjournment**— Bob Conner 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 _____, 2017.

President