

*CALABAY PARC AT TOWER LAKE HOMEOWNERS ASSOCIATION, INC.*

**MEETING MINUTES**

BOARD MEETING

July 27, 2023

4:00 PM

Calabay Parc at Tower Lake  
539 Pineloch Dr (Clubhouse)  
And Via Teleconference  
Via Teleconference

- I. Call to order at 4:02 Pm by Colin Barr
- II. Verification of Quorum: All 5 Board Members present either in person or by proxy. Jennifer Conklin from Highland Community Management (HCM) is also in attendance.
- III. Ratify approval of Minutes from previous Board Meeting: John moves to ratify the approval, Colin seconds and motion passes with unanimous Board approval.
- IV. Purpose of Meeting
  - a. Finance Items
    - i. Status of property insurance quotes – We are paying the current insurance company and continue to look for lower quotes. Jennifer stated that we have paid the current insurance at the increase expected in the budget. There is no insurance company at this time willing to quote the community. This is primarily due to the reducing population of insurance companies within Florida.
    - ii. Issue with high water bill at the beginning of the year at guard house- HCM is continuing to contact Haines City to get further information.
    - iii. Determine where funding should be done for the following:
      1. Main Entrance new traffic arm. \$5,497
      2. Replacement of raised sidewalks (6 locations) \$5,600
        - Motion by Bill to have the above items covered by the Reserves fund instead of the operating funds. Seconded by Colin...motion approved
    - iv. Reserve Study status observation.
      1. The current projected funding of the Reserve fund is expected to be behind by \$105K at the end of the year compared to the reserves study.
        - The Reserve Study suggest Reserve funding should be \$82.5K in 2023, however we only funded the account to \$53K. This fund has been under funded 2019 to keep HOA dues under inflated.
        - We have also not kept up with the suggested maintenance. All suggested projects need to be reviewed and understand plans to address. Such as the retention pond walls on Minniehaha, the community walls around the property.
        - Other major projects in the study are the roads with expectation of 15 to 20 years. We are at least on year 19.
        - We have addressed some projects in the past several years, such as the boat dock decking, clubhouse roof, clubhouse painting, clubhouse AC, and guardhouse AC.

- v. Work to begin on 2024 Budget looking at the past year's actuals and estimating increases.
- b. Landscaper
  - i. July 6<sup>th</sup> there was a meeting with DTE Irrigation team on expectations and was discussed on proper procedures moving forward and that we received credit for over paid invoices.
  - ii. Any concerns that need to be addressed?
    - 1. Concerns with the height of the sprinkler heads being installed and being broken by the landscapers. Jennifer to send communications to the DTE.
    - 2. Concern with the water meter box covers being damaged repeatedly by the landscapers and who is responsible for repairs. The repairs is with the city of Haines City and the homeowner needs to communicate the situation to them to resolve. Jennifer to send communication to DTE about this situation.
    - 3. Several board people indicated that a community walk through might be needed again to look at landscaping and irrigation. This will be discussed for the best available time to do it.
- c. Security
  - i. Status of installation of front pedestrian gate keypad lock. – Need approval to have the work completed by a handyman: Josh has stated that he has what is needed to finish the repairs and plans to do it on August 1st. The new access code will need to be communicated to the community.
  - ii. Any concerns that need to be addressed?
    - Board discussed sending out an email blast to Owners reminding them of proper procedures when entering Security Gate and proper respect and etiquette to the guards.
- d. Traffic
  - i. Freshen up the white paint strips at the stop signed – Completed in June
  - ii. Any concerns that need to be addressed?
    - Concerns with the amount of space for cars at intersections. The board will be looking to extend as required several areas within the community to be at least 20 feet from all stop signs and sidewalks.
- e. Property Maintenance
  - i. Replace timer boxes (2) for the front lights. – Awaiting Completion pending available time
  - ii. Fixing major raised sidewalks causing tripping - Pending Minniehaha tree removal in May
    - 1. Was approved June 19<sup>th</sup> after reviewing 3 quotes. AR Gator LLC was awarded the job and completed on May 25<sup>th</sup>
  - iii. Retaining wall reinforcement on new HOA Tower Lake lot – Status, Pending quote, and TL homeowner agreements: Still waiting on complete information to understand the impact and the communicate with the homeowners that are also affected.
  - iv. New parking lot by guard house – Status: Item was tabled for future review
  - v. Concerns with the retention pond wall structure (Minniehaha) and when we should be repairing and painting them. Bill proposed that we accept the quote from S&S Prestige Cleaning for \$2,750 to pressure wash, fix cracks, and paint the Minniehaha retention pond walls. Seconded by Leo. Motion approved. We will be asking that the vendor ensures that a high quality semi gloss paint will be used and a \$500 added cost for paint upgrade was approved.
  - vi. Street signs and stop sign renewal – item has been tabled at this time until costs can be secured.

- vii. Legal review of options for fines for security at risk activity – Jennifer gave an update on this. Several lawyers were asked and they would not give a definitive answer on it. The only take away is that the HOA would not be liable for issues that occur due to breach of security. Police would need to be involved and the HOA would provide whatever information they have to help the investigation.
- viii. Any concerns that need to be addressed? – None at this time were submitted
- f. Violations
  - i. Any concerns that need to be addressed? – None at this time
- g. ARC Request Review
  - i. Review Open and Approved ARC as needed – None at this time
- h. New Business
  - i. Open Floor for Community Concerns
    - 1. Tillman Fiber requested access into the community to install high speed fiber optics. Colin motioned that we deny this as we have several options already within the community and the risk of damage to the community is too high. Seconded by Leo. Motion was approved.
    - 2. Discussion on increasing postal charges to the community. This is due to a new law that requires hardcopy payment statements to be sent in the mail to both the property address and homeowner mailing address if different before payment is due and 30 day later if later. Also there have been 3 increases in postage through USPS which will incur extra fees.
    - 3. Discussion on the use of a new security system by Butterfly MX. The initial installation would be \$25K for the system with yearly maintenance of \$12K. This will be looked at further by the board. The board will formulate the set of questions for the company to answer and decided if this is a viable solution before bringing to the community for input.

II. Adjournment was called at 6:00 PM