

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

## **MEETING MINUTES**

### BOARD MEETING

August 7, 2021

10:00 AM

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

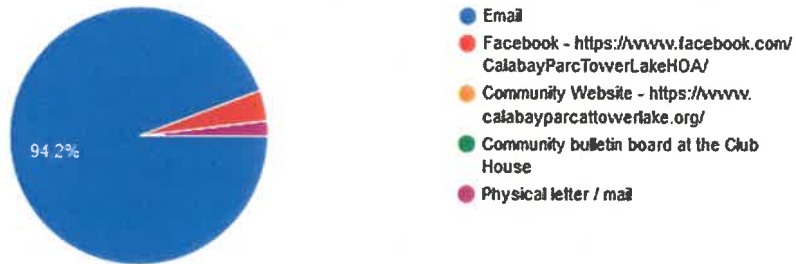
- I. Call to order at 10:06 AM by Joshua Vaillancourt
- II. Verification of Quorum: 4 of 5 Board Members present, Leo joined meeting 15 minutes after called to order making all 5 members present confirming quorum. Jennifer from Highland Community Management (HCM) was in attendance.
- III. Ratify approval of Minutes from previous Board Meeting and Reminder of Meeting Code of Conduct: Josh moves to ratify approval of meeting minutes, Colin seconds the motion and the motion passes with unanimous approval.
- IV. Purpose of Meeting
  1. Review of quotes from Gate Tech- requested clarification
    - Board reviewed clarification emailed over of 3 quotes for gate
    - Board moves to seek new quotes for turn-around arm bar and also change of entrance/exit gate in order to also review. HCM will reach out to get quotes.
  2. Review of recent community walk-thru and report on 2-week notice given to ASI
    - The Board and HCM reviewed the discussions of the last 2 meetings with ASI and also the email sent requiring for ASI to have all the community standards met prior to August 1, 2021 as they have not been completed since March.
    - Upon an internal community review with the Board and HCM, it was noted that this was not completed by the time required. The Board will be requiring a credit for services due to lack of contractual obligations not met.
    - HCM also met with the COO of ASI earlier this week to discuss the findings. ASI has sent an email to the Board with a course of action to remedy this situation and what will be done moving forward. The Board will be reviewing this and discussing with ASI.
    - The Board and HCM will be looking to receive new landscaping quotes as confidence with ASI has been lost at this time and would like to get a new vendor.
    - A homeowner voiced concerns of locking of irrigation timers- The board noted that this item has been tabled at this time until we receive a new vendor or resolve the issues with the current vendor.
  3. Review of Scope of work for Landscaping to send out for new quotes
    - Board requests to add reference list requirement- HCM will add
    - Board will send out for new bids and requests owners to also refer any companies they would like in order to receive bids for review.
  4. Review and Follow-Up on Old Business
    - Camera on Guard House: Colin will reach out to homeowner to review camera and cost for next meeting
    - New Community Survey: Board reviewed survey responses given and answered questions sent

from survey (see attached)

- a. Park/Playground: It was noted that the HOA does not have any common area owned by the HOA in order to build a park or playground as all open areas are either privately owned lots or retention ponds where no items can be installed.
  - b. Concerns on allowing Yard Sale: Board noted that all vehicles would register with guard house. HCM noted other communities that are gated have Yard Sales and no issues have ever been reported.
  - c. Fences for homes: The Board noted that this issue has been reviewed many times to see if options could be given to allow fences and so far, none of the options have proven to be able to work. The Board offers for any owner who would like to develop a possible plan for the allowance of fences to do so in order for the Board to review.
  - d. More Community Votes on Items: It was discussed that the Board is elected by the community to be able to make decisions for the community unless the item requires a community vote, however the Board has issued several polls for items to get community input prior to voting to make sure the Board is acting as the community would like.
  - e. Community would like to see some more community events like the Food Trucks. The Board opened the floor to anyone who would like to be a part of the Events committee, which 4 volunteers were given, but the committee is open for more volunteers. Our current committee is: Faith, Breanna, Ashley and Diana.
- Open Floor
    - a. Concerns were given about excessive noise and parties within the community and requests the HOA to be able to kick out the individuals violating the quiet hour policy. HCM discussed that the HOA does not have the authority to evict people from the community for a violation. Legally the HOA can only send violations to owners which can result in a legal fee or fine if the violation is re-occurring per Florida Statutes. It was also noted that Haines City Police put out a publication regarding noise violations in which states that noise complaints should be reported directly to the police in order to help resolve the issue in a timely manner. The Board also suggested to inform the HOA with audio proof of the violation after contacting the police.
    - b. A homeowner suggested that the Board look to remove the full service landscaping within the community and have all landscaping responsibilities at homes be the responsibility of the homeowners to help decrease HOA fees. HCM noted that this cannot be done at this time as the Governing Documents of the Community state this service must be offered and maintained. The Board noted that any owner who would like to see any changes within the Governing Documents should look to start a petition with the requested changes listed and if the petition is signed by 2/3 of homeowners (not residents) the Board would be happy to have this change submitted in order to have a special meeting and vote held.
    - c. A homeowner who is new to the community requested the Board to introduce themselves, the Board did introductions. The Board requested for HCM to add the Board members and their term limits to the community website, HCM will work on getting this completed.
5. Review outstanding ARC applications and ratify any outstanding decisions from previous meeting: Bill moves to ratify the decisions of the ARC applications as listed (see attached), Josh seconds the motion and the motion passes unanimously.
- V. Schedule Next Board Meeting: Next meeting, which will be solely a budget meeting, will be held on Monday, September 15<sup>th</sup> at 4:00 PM
- VI. Adjournment was called at 12:16 PM.

By what means would work best for you to receive general communication about community and board events?

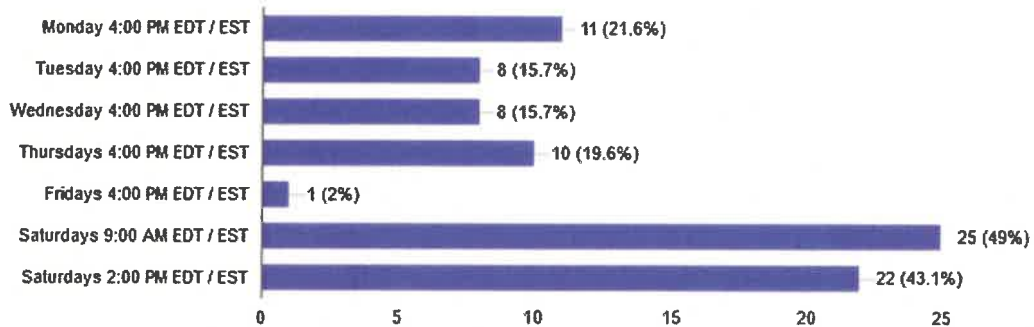
52 responses



In the past Board of Directory Meetings were scheduled at different times and different days. We are looking to create a more standard schedule for when board meetings are held.

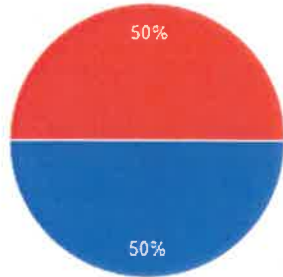
What days and times would work best for you. Please select 2 options below.

51 responses



**Which gate do you most often enter the community via?**

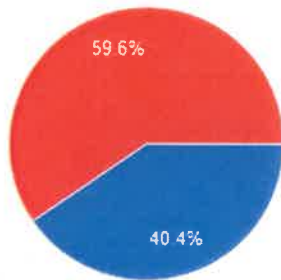
52 responses



- Tower Lake (commonly referred to as main gate - where the guards are posted)
- Minnehaha circle (commonly referred to as back gate)

**Which gate do you most often exit the community via?**

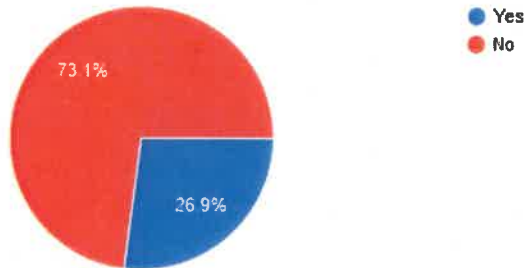
52 responses



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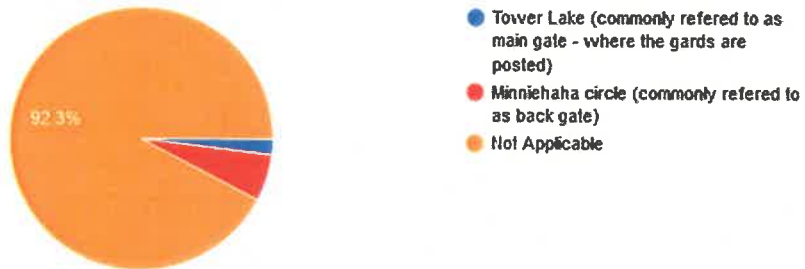
Do you have children who attend one of the local schools in person (not remote / home schooling)?

52 responses



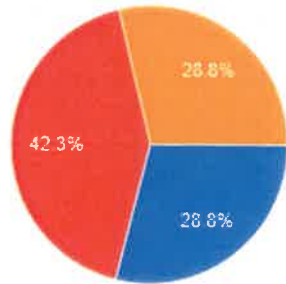
If you do have a child who attends the local school, and they take the school bus to and / or from, which gate do they normally use to access the community?

52 responses



### Have you attended the recent Food Truck Event in the community?

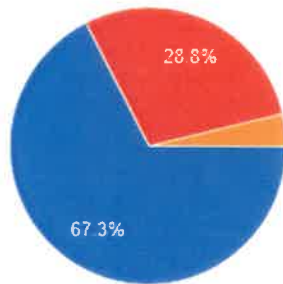
52 responses



- Yes
- No
- I am not local to the community so could not attend.

### What are your feelings on the Food Truck Events?

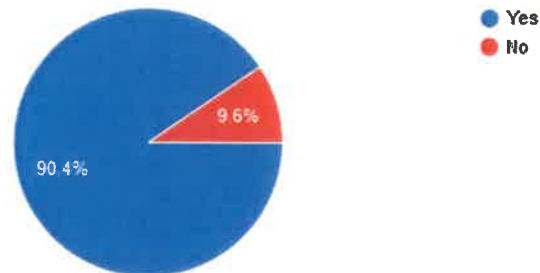
52 responses



- I enjoy / support them happening
- I do not care either way
- I do not enjoy / support them happening

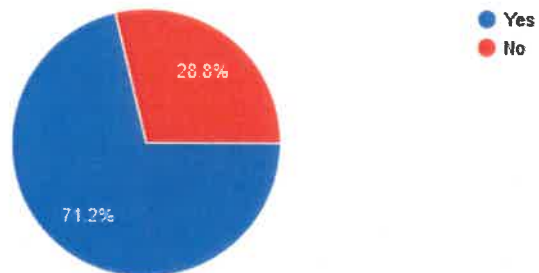
Would you approve of an "ice cream truck" coming into the community on Saturdays at 12:00 noon? They would only pass through 1 time that day, and only on that day.

52 responses



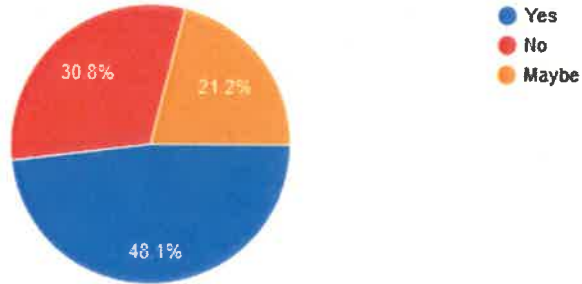
Would you support the community holding an annual community garage sale? This would require allowing external visitors to enter the community without a set destination. We could still record names on drivers licenses but would increase general traffic.

52 responses



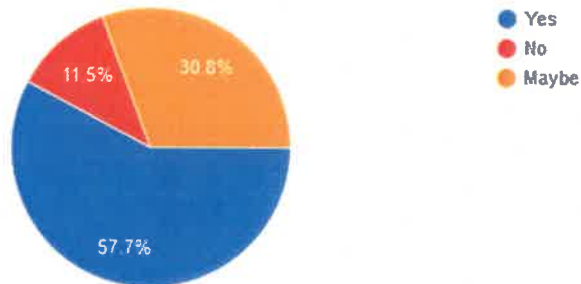
Would you participate in (selling or buying) an annual community garage sale?

52 responses



Would you be interested in participating in an annual Community Feast / Gathering at the Clubhouse? This is very loosely asked at this point, but would likely be the Saturday around January 1st of each year, at the Clubhouse. Activities / Food / Beverages would all be planned accordingly in the future, this is just to see if we have a large interest in this type of event.

52 responses





Feedback:

being unable to visit the US at the moment is extremely frustrating and not being able to Attend our home

Our only concern with the yard sale day would be after the yard sale ends, how and who would do a community sweep to make sure there are no lingering non residents??

Can we please somehow have a park built in the community it would allow kids from all community meet and give our kids a very close location to play. Also a dog park would be nice, I know it's a huge ask but it'll help make our community more family oriented.

I would attend all if I lived in the area.

We would love the ability to put in some kind of fence for our dog

Love these ideas!!!

I wanted to go to the food trucks but ended up having obligations both times.

I've heard about the possibility of fences in the community. Would love to see that happen. Even if it meant a change in lawncare.

It would be nice to have meet and greet for homeowners . Getting to know your neighbors.

Not sure I want to open the community up to the community for a garage sale. We have a hard enough time controlling traffic and parking.

I would enjoy having activities at the clubhouse such as cards, coffee, breakfasts, craft shows, take out dinners to name a few. I hosted many events at our former clubhouse and would volunteer to either lead the event or volunteer

Would like same input or survey on board decisions as community verse 5 people

Community events are great! You get to know or meet your neighbors.

With regard to food trucks and ice cream van. There is so much talk of external access by unwanted people this seems in the same category and provides opportunities for further unwanted visitors. There are complaints about solicitation and I'm finding it hard to segregate that from these events. If food trucks are coming in they should be at club house not outside someone's house. The garage sale fits the same category. It gives the opportunity for strangers to reconnoiter empty houses.

## Alteration Applications Reviewed from 6/18/21 to 8/6/2021

### **Denied:**

- Lot 40, 41, 45: new home builds
- 809 Sheen: patio extend and backyard landscaping
- 665 Copeland- olive tree
- 198 Minniehaha- pool

### **Approved:**

- 306 Cherokee- screen front patio
- 653 Copeland- screen front patio
- 615 Copeland- storage container in pool area
- 414 Towerlake- paint
- 349 Cherokee- solar
- 812 Sheen- front landscaping
- 609 Copeland- roof
- 661 Copeland- palm tree
- 540 Pineloch- patio
- 347 Cherokee- water softener and garbage can screen
- 124 Minniehaha- paint
- 341 Cherokee- dead palm tree removal
- 665 Copeland- oak tree removal and hedge instal