

CALABAY PARC AT TOWER LAKE HOMEOWNERS ASSOCIATION, INC.

AGENDA

BOARD MEETING

January 13, 2022

4:00 PM

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

- I. Call to order at 4:01 PM by President Colin Barr
- II. Verification of Quorum: all Board members present either in person or online
- III. Ratify approval of Minutes from previous Board Meeting: Josh moves to ratify approval, John seconds the motion and motion passes with unanimous approval.
- IV. Purpose of Meeting
 - a. Finance Items
 - i. Summary of the current state of affairs: See attached
 - b. Landscaper
 - i. Any concerns that need to be addressed: Board members met with Down to Earth to discuss irrigation issues and will be working to make sure repair requests sent in through their portal are communicated better with residents.
 - ii. Owner asks who is responsible for rain sensors- Board noted that homeowners are responsible for replacement of rain sensors.
 - c. Security
 - i. Reason for move of residents away from hanging tags. It was noted that residents were using hang tags and giving them to visitors, so they did not have to be stopped at security. It was also noted that residents and vendors for homeowners were abusing use. Also, the cost of the hang tags had increased by over double which does not help raise in HOA dues. Residents have the option of getting a decal or purchase a remote for access into the community if they do not want to be logged in. Owners complained that this policy is causing a back-up at the gate and many feel that security should not have to check in residents if security knows them – Board discussed that this is not an option as the rules and procedures must be the same for everyone within the community and exceptions cannot be made for full-time residents or this would be considered selective enforcement.
 - ii. Logs are kept for usage of issues as they arise. We have used these to find people who damaged the gates. Logs are not given out to residents or guests. Any owner requesting this information due to a legal issue (like accident or theft) must have police request documents per their investigation.
 - iii. Video are only available for a certain time period due to storage space. Board urges owners that if an issue happens at the gate, to send an email to HCM or Board as soon as possible after the event with date and approximate time so the video footage can be downloaded for files and reviewed so corrective action can be taken.
 - iv. Emergency vehicles using the back gate have access with a knox box key. If entry in front gate, there is no stopping. HCM will remind security that any marked police

- vehicles or first-responder vehicles are to be let into the community without any delay or need to be logged in.
- v. Any abuse of Security guards will be considered a community violation. Security has been informed to notify HCM of all issues in which video footage will be downloaded, saved, and reviewed. Possible violations and fees can incur for residents harassing security for enforcing HOA rules and procedures.
 - vi. Owners voiced concerns on visual presentation of some guards and professionalism. Board asks for Owners to email over dates and times when issues occur moving forward in order to have video confirmation that can be reviewed with security. HCM noted that per the security contract, the Board can demand to remove guards from working at the community which will be used when needed.
 - vii. Concerns of lack of consistency between day and evening guards. Board is aware that some guards are not being consistent in following the procedures and allowing vehicles into the community without being logged – Board is monitoring this issue and will be discussing with Security.
 - viii. Requests of security from Owners: use of name tags, no weapons in sight on guards, guards to have signage to show all valid addresses in community.
 - ix. Board reviews attorney drafted rules and procedures for security at gate: Colin moves to approve the document, John seconds the motion and motion passes unanimously. HCM will send out through email blast and post to website.
- d. Violations
- i. Any concerns that need to be addressed: No concerns given
- e. ARC Request Review
- i. 341 house painting – continue to review as paint samples are required
- f. Old Business
- i. Status of clubhouse AC resolution – item has been repaired
 - ii. Status of property insurance quotes – HCM is currently working on getting more quotes
 - iii. Status of commercial vehicle definition
 - Board reviews drafted definitions on what will be considered a commercial vehicle for HOA- see attached
 - Discussion on allowing possible exceptions for owners who have vehicles that look like they could be commercial vehicles but are not used for any work or commercial use. Board will look to draft an appeal form that owners can submit, and the Board will review and decide on a case-by-case basis.
 - Discussion on weight limit in document- Board will review and look to adjust as needed.
 - iv. Status of street parking options with respect to household car max
 - Discussion on limiting total amount of vehicles full-time residents are allowed in the community to help with street parking issues – Board discussed that a possible maximum number to be 6 vehicles.
 - Requests from Homeowners for possible exception to the 6-car visitor vehicle rule for one-time events. Board will review this request and create an application for Owners to submit to be granted approval for extra visitor parking for a specific event with dates and times. Board has not yet approved to allow extra visitor access and will be voted on at future meeting.
 - Owner concerns of current households who have more than 6 vehicles if they would have to remove vehicles from the community. Board stated that homes that are over the vehicle limit if and when the rule is approved, will be grandfathered in as long as they own the vehicle that was in the community prior

- to rule. Once the vehicle is sold, Owners will not be able to receive approval for new vehicle and will need to adhere to maximum number of vehicle rule.
 - Board will begin to draft document on maximum vehicle for full-time residents to be reviewed and voted on.
- g. New Business
 - i. Irrigation Control protection
 - 1. Due to the cost of replacement we need to make sure homeowners are protecting them with lightening protection devices at some level. This can be done at the circuit breaker or whole house system.
 - ii. Need to Get Budget Approved no later than mid-November
 - 1. Budget Approval Meeting at the beginning of November or get an Amendment to move the Annual Meeting back to November. This allows time for all homeowners to get financial information by the end of the year.
 - 2. Board approves that moving forward, there will be a Budget meeting held the 3rd week in October each year in order to review and approve a budget.
 - iii. When should the Reserve Study be updated with all the cost of living increases? Last study was done in 2018. Board approves for cost of new Reserve study to be added to the 2024 budget.
- h. Approved Protects
 - i. New Thermostats (3) at Clubhouse. – Bill to install in January/February
 - ii. Traffic Parking Restrictions (yellow paint lines) – Colin and John will be reviewing dates for work to be done
 - iii. Replace timer boxes (2) for the front lights.- Josh has box and will schedule installation with is schedule
 - iv. Outdoor water spigot at guard house. Quote of \$375 was approved and work completed.
- i. Pending Projects
 - i. Back gate spike strip replacement- replacement has arrived and Board will be installing within the month along with more signs
 - ii. New parking lot by guard house. Pending quotes on installation of gravel: item has been tabled until Board can get more information from City.
 - iii. RFID at the gates - \$21K- item is tabled for future review
 - iv. Retaining wall reinforcement on new HOA Tower Lake lot...Josh to get quotes
 - v. Painting of Clubhouse: 3 quotes were presented, Board requests for 1 more quote to be received prior to voting.
 - vi. Speed Bumps: The Board will be reviewing the possibility of installing rubber surface-mounted speed bumps within the community to help with excessive speeding. Will be looking to install 12-13 around entire community.

V. Adjournment called at 7:40 PM

Jennifer Conklin

From: William Taylor
Sent: Monday, January 9, 2023 5:49 PM
To: Jennifer Conklin
Subject: 2022 Yearend Financials

Yearend Summary	12/31/2020	12/31/2021	12/31/2022
Operational Fund Account			
Actual Operating Balance	\$ 88,830.51	\$ 12,626.77	\$ 46,477.55
Reserve Loan	\$ 74,100.00	\$ 16,826.74	\$ 21,048.98
Prepaid Dues	\$ 62,603.44	\$ 58,125.14	\$ 64,726.08
Outstanding Bills	\$ 59,858.93	\$ 1,714.33	\$ 8,389.38
Adjusted Operating Balance	\$ (107,731.86)	\$ (64,039.44)	\$ (47,686.89)
Delinquency Dues	\$ 37,555.22	\$ 37,208.94	\$ 43,095.12
Reserve Funds Account			
Actual Reserve Balance	\$ 146,296.76	\$ 249,686.71	\$ 281,092.99
Fund Contribution	\$ 46,000.00	\$ 44,795.00	\$ 53,000.00
Loan to Operating	\$ 74,100.00	\$ 16,826.74	\$ 21,048.98
Adjusted Reserve Balance	\$ 220,396.76	\$ 266,513.45	\$ 302,141.97
Reserve Study			
Fund Contribution	\$ 57,000.00	\$ 65,500.00	\$ 74,000.00
Fund Balance Required	\$ 332,762.00	\$ 368,485.00	\$ 385,861.00
Delta Fund Contribution	\$ (11,000.00)	\$ (20,705.00)	\$ (21,000.00)
Delta Fund Balance	\$ (112,365.24)	\$ (101,971.55)	\$ (83,719.03)

Operational Fund Take aways:

1. Operating fund balance is getting better, but still off from a new zero balance. (\$47,686.89)
2. Delinquent Dues are growing. (\$43,095.12)
3. Still need to borrow funds from prepaid dues and reserve fund to cover bills. (\$85,775.06)

Reserve Fund

1. Getting healthier. (Net Delta deficit to Reserve Study is \$83,719.03)

Thank you for your support,
Bill Taylor

Dear Homeowners:

Commercial Vehicles have increasingly become an issue in the community, and since the development of this subdivision, the covenant rules and restrictions (CRRs), which should have been provided to you when you purchased your home, state the following restrictions:

Section 3.5. Parking. No truck or van, boat, trailer, recreational vehicle, commercial vehicle or other types of non-passenger vehicles, equipment, implements or accessories shall be parked, stored or otherwise kept on any portion of the Property unless the same are fully enclosed within the garage constituting an integral part of a Unit. The term "commercial vehicle" shall include, without limitation, all autos, trucks, vans and other vehicular equipment, which bear signs or shall have printed thereon any reference to a commercial undertaking or enterprise or which are otherwise reasonably obvious as to their intended use. Vehicles regulated by this Section which are in the process of loading or unloading shall not be considered to be "parked" so long as such vehicles shall not be kept on the Property overnight. Further, the Association may promulgate further rules and regulations affecting the parking of any vehicles on the Lot which appear in the best interests of all Owners. Anything contained herein to the contrary notwithstanding, the phrase "truck or van" is not intended to apply to minivans and sport utility vehicles used for domestic purposes and possessing no commercial markings or signage.

From time-to-time, it becomes necessary to review, revise, and clarify rules and restrictions to provide a more specific policy to ensure consistency throughout the community.

The purpose of having restrictions on commercial vehicles in a gated community is due to various factors that include, but are not limited to:

- Road and property damage caused by larger, heavier vehicles due to width and weight-bearing limits;
- Increased parking challenges due to the number of spaces a commercial vehicle occupies;
- Diminished visual appeal of the community, which can impact lower property values;

As of January 1, 2023, the attached Commercial Vehicle policy will be implemented. This should provide reasonable time for those with commercial vehicles to comply with the policy.

Please read the policy thoroughly, and if you have any questions, please contact the Board for further clarification. Thank you.

* add appeals letter

INTERNAL NOTE – NOT PART OF THE LETTER >>

Car Covers | Cover Anything

SAMPLE RESTRICTIONS FOR COMMERCIAL VEHICLES:

Commercial Vehicles. No commercial vehicles may be kept on any Lot and/or within Common areas, with a few exceptions (see below). *Homeowners with commercial vehicles are required to either store their vehicle in their garage, remove their signage (such as magnetic signs), or cover their vehicles with professional car covers when not in use (example: .*

The Board of Directors may approve other exceptions, based on a case-by-case scenario. Approved and excepted vehicles must be drivable, well-maintained, and clean with no fluid leakages, damage, faded paint, or other unsightly condition.

Prohibited Commercial vehicles are defined as:

1. Any truck or vehicle with tonnage in excess of one ^{7,500 lb.} ~~(1) ton (2000 pounds)~~ that may or may not have advertising signage, with few exceptions (see below);
2. Any vehicle used for the purpose of transporting persons for hire (such as busses, vans, taxis, etc.), with few exceptions (see below);
3. Any vehicle designated, used or maintained primarily for the transportation of property (such as package delivery, moving vans, moving pods or storage containers, courier services, etc.), with few exceptions (see below);
4. Any vehicle used for pulling or towing (trailers, tow trucks, etc.);
5. Any vehicle used for recreational purposes (includes boats, campers, ATV trailers, horse trailers, RVs, or modified vehicles that serve recreational purposes, etc.);
6. Any vehicle used for construction;
7. Any vehicle used for providing services to another person or entity for a fee or profit;
8. Any vehicle that is fully wrapped or painted, advertising a business, service, or product;
9. Any company-owned vehicle issued by a company for use by an employee;
10. Any truck with a modified bed for the purpose of any type of work activity and not for personal household use.
11. Any vehicle with visible work equipment located on the outside of the vehicle, such as ladders, pipes, tools, commercial equipment, etc.
12. Any other vehicle of a size that would not fit in a standard garage.

Excepted and Approved Commercial vehicles include:

1. Any law enforcement, government, or emergency vehicles (less than one (1) ton); Per Florida State Statute (S.B. 476), law enforcement officers are automatically excepted from any and all HOA commercial vehicle prohibitions;
2. Any personally owned vehicle used for independent business purposes that have either removable signage or no more than one-third (1/3) of the vehicle wrapped or painted (includes Lyft, Uber, real estate or insurance agents, medical providers, mobile notaries, cosmetic or direct sales consultants, food or floral delivery);
3. Any commercial vehicle dispatched for emergency response for specific periods of time (such as utility workers, roofers, construction and renovation services, insurance companies, military, government agencies, non-profit charities, and other agencies or organizations temporarily assisting with disaster recovery or emergency response services.

4. Storage pods, moving trailers or moving vans (up to 20 feet), may be permitted for no more than three (3) days, with written permission by the Board or Community Manager.
5. Recreational vehicles and trailers (up to 15 feet) may be permitted for no more than two (2) days, with written permission by the Board or Community Manager.