

CALABAY PARC AT TOWER LAKE HOMEOWNERS ASSOCIATION, INC.

MEETING MINUTES

BOARD MEETING

May 20, 2022

3:00 PM

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

- I. Call to order at 3:01 PM by Colin Barr, president
- II. Verification of Quorum: 4 Board members present in person or by phone confirming quorum
- III. Ratify approval of Minutes from previous Board Meeting: Bill moves to approve minutes, Colin 2nds the motion and motion passes unanimously
- IV. Purpose of Meeting
 1. Property Insurance Status Update: Highland Community Management (HCM) reports that insurance has been received and binded for the clubhouse and property. HCM will send out email notification that clubhouse will be open moving forward.
 2. Work Items Updates:
 - a. Front Entrance power washing- Board notes this is 90 % completed by the Board
 - b. Tower Lake retention pond overgrowth- Board states this work has been completed by volunteers
 - c. Guard House security camera installation update- Equipment is received and Board will be meeting with vendor to confirm placement for installation to begin
 - d. Front entrance flower beds- update- Bill moves to approve the quote from Royal Landscape for the little ruby plants without delivery in which Colin and the Board will deliver and Colin to oversee installation with volunteers from the community, Colin 2nds the motion and motion passes unanimously. HCM will send out an email blast for date of installation for volunteers. Anticipated pick-up of plants to be scheduled for June 19, 2022.
 - e. Traffic Parking Restriction Changes- status – Board has tabled this item pending further review at this time
 3. Security Update
 - a. Cost of new Residential car decals and review of rfid cards/decal chips- Board has tabled this item pending further review of cost and usage
 - b. Cost of additional color hanging tags (3 colors) Approved: Yes- awaiting delivery and will set up color code system for months. – Board has approved the use of a color-coded system for hang tags so each month will be a different color to help security be able to monitor hang tags expirations. HCM will be supplying the new color each month to security during monthly inspections. This will begin in June 2022.
 - c. Security implementation of revised standards – The requirements below have been given to the security guards and new procedures have been implemented.
 - List of all valid address sent to security
 - Only government issued ID will be accepted at gate to register

4. Landscaping/Irrigation
 - a. Status of Irrigation proposals
 - The Board noted that current landscaper has not been sending timely reports for irrigation repairs. HCM will reach out to make sure these are received.
 - Board states that small repairs will be automatically approved. Any large repairs (such as timers) will be approved by HCM but the approvals will be sent to the Board to monitor the repairs to review frequency of requested repairs.
 - Bill requested for list of Owners who have moved their irrigation timers into the interior of the home or who have locked their timers in such a way for landscapers to not access to have on file should there be any irrigation issues in the future. HCM will request this from the landscaper and review files for any lists previously sent.
 - b. Evaluation of current landscaping
 - The Board and HCM did their Annual Walk-Thru inspection today prior to the meeting. We are happy to report that this inspection was much better than last year! It was noted some areas that seem to be neglected and require work from the landscaper. HCM will be creating a report with pictures to send to the landscaper to have these issues completed.
5. Violations
 - a. Any concerns that need to be addressed – None were noted at this time
 - b. Amend the December 2021 approved suspension of optional services from 120 days late in HOA dues. – This item was removed by the Board as HCM stated that violation fees and fines are under the same collection process as Dues. It was also noted that if there is a pending fee/fine on an owner account prior to the next quarterly dues, any payments made will be posted to the fee/fine first before the quarterly dues making the dues delinquent which is per Florida Statutes 720.
6. Financials
 - a. Pending results of taxes submission and audit: Audit is being completed and should be received by end of June.
 - b. Summary of the current state of affairs: Bill reported that when reviewing the current financial completed, the HOA is ahead compared to this time in 2021, however the HOA is still not in a strong financial stability due to raise in costs.
 - c. Summary of outstanding delinquent payments- HCM reported that current information for April has been delayed due to the new system and working on issues, however this should be completed soon, and no further delays will be expected. Board requests for HCM to send out an email blast to owners about the New System and to make sure they register and know all payment options.
7. Amendments of Governing Documents Discussion
 - a. The Board has reviewed items to be added to the ballot for amendments to the Governing Documents. The following items will be added to a possible amendment to be voted on for the Annual Meeting in December which HCM will have created:
 - Section 5.1 All liens and delinquent assessments should pass to the new home owner.
 - Section 5.7 All home sales shall have a one time initial assessment amount equal to one year's annual assessment rate.
 - b. Board discussion on amending the quorum required for amendment approval from the current requirement to double: Board decides to keep quorum as it is written in the documents.
8. Changes of Design Criteria Discussion
 - Board reviewed 2 possible updates/changes to the Design Criteria: 1. To amend pool setback from 15 feet to 10 feet and 2. Add a pre-approved roof color list which all applications submitted with one of these choices will be approved but any other color choices will be up for Board review.

- Bill moves to approve the changes, Colin 2nds the motion and motion passes unanimously.

9. Review Open ARC Requests- No outstanding requests at this time.

10. Open Floor to Community Concerns

- a. Owner questions why the uncollected dues on the financial spreadsheet increased in April. It was noted that as this is the start of a new quarter with 2nd quarter dues, the amount uncollected will raise as owners sometimes pay their dues on monthly payment plans or late.
- b. Owner request to maintain landscaping installed by Ridgewood Lakes – Board approves for landscaper to maintain the plants currently, however if the plants die they will not be able to replace the plants with same plant and when the owner sells the home, the plants must be removed prior to closing.
- c. Board announces that Leo has resigned from the Board. Board requests for HCM to send out an email blast for any owner who would like to serve on the Board to email HCM for the Board to review so a member can be appointed until the next election.

V. Adjournment was called at 4:42 PM