

CALABAY PARC AT TOWER LAKE HOMEOWNERS ASSOCIATION, INC.

MEETING MINUTES

BOARD MEETING

February 1, 2024

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 Josh Vaillancourt, President
- II. Verification of Quorum: all 5 Board members present confirming quorum has been reached. Jennifer Conklin from Highland Community Management (HCM) also in attendance.
- III. Ratify approval of Minutes from previous Board Meeting: John motioned to approve, Jean seconded, minutes were approved as written by unanimous approval.
- IV. Prior to the agenda there was discussion from homeowners about towing actions.
 - a. One was due to expired license plate tags as the car was deemed inoperable per Florida law.
 - b. One was due to parking on the correct side of the street, however facing against traffic. Per the Florida law and most other states, this is considered parking illegally. It was suggested and approved to update the hang tags with this information as well.
- V. Purpose of Meeting
 - a. Finance Items
 - i. Any concerns that need to be addressed: No Concerns at this time, Year End Review has been completed.

Yearend Summary	12/31/2020	12/31/2021	12/31/2022	12/31/2023
Operational Fund Account				
Actual Operating Balance	\$ 88,830.51	\$ 12,626.77	\$ 46,477.55	\$ 226,931.00
Reserve Loan	\$ 74,100.00	\$ 16,826.74	\$ 21,048.98	\$ -
Prepaid Dues	\$ 62,603.44	\$ 58,125.14	\$ 64,726.08	\$60,921.43
Outstanding Bills	\$ 59,858.93	\$ 1,714.33	\$ 8,389.38	\$2,018.47
Adjusted Operating Balance	\$ (107,731.86)	\$ (64,039.44)	\$ (47,686.89)	\$ 163,991.10
Delinquency Dues	\$ 37,555.22	\$ 37,208.94	\$ 43,095.12	\$ 61,097.52
Reserve Funds Account				
Actual Reserve Balance	\$ 146,296.76	\$ 249,686.71	\$ 281,092.99	\$ 334,035.94
Fund Contribution	\$ 46,000.00	\$ 44,795.00	\$ 53,000.00	\$ 53,000.04
Loan to Operating	\$ 74,100.00	\$ 16,826.74	\$ 21,048.98	\$ -
Adjusted Reserve Balance	\$ 220,396.76	\$ 266,513.45	\$ 302,141.97	\$ 334,035.94
Reserve Study				
Fund Contribution	\$ 57,000.00	\$ 65,500.00	\$ 74,000.00	\$ 82,500.00
Fund Balance Required	\$ 332,762.00	\$ 368,485.00	\$ 385,861.00	\$ 410,207.00
Delta Fund Contribution	\$ (11,000.00)	\$ (20,705.00)	\$ (21,000.00)	\$ (29,499.96)
Delta Fund Balance	\$ (112,365.24)	\$ (101,971.55)	\$ (83,719.03)	\$ (76,171.06)

- b. Landscaper/Irrigation
 - i. Any concerns that need to be addressed?
 1. Irrigation reports from DTE was not complete for January. The report did not have fixes that were caused by landscapers. At this time we know there was damage that was fixed and HCM is not to pay the January bill until we have resolution on this topic with DTE.
 2. Concern with the landscapers damaging garbage fences.
 3. Concern with using too large of mowers between houses and causing other damages.
 4. Concern with dead lawns due to mower wheels or other issues. It was discussed that with the hot weather last year and the limited ability to water once a week, that this has caused a lot of issues within the community.
 5. Board will schedule meeting with DTE to discuss these concerns.
- c. Security
 - i. Review of Security Meeting and Creation of better security requirements and shared with Security Mgmt.
 1. This is a work in progress and will be shared with Security team and posted on community website.
 2. John reported on the meeting. It was a positive meeting in with Freeman Security owner on expectations and things that needed to be changed. The board is working with the security team to make some minor adjustments.
- d. Traffic
 - i. No Parking area painting on mailbox side of the street.
 1. Not only has the yellow lines been refreshed, but John also painted No Parking and Tow zone in the areas. At this time the community has been completed, Board will review if any other areas are needed in the future.
 2. There was concern with the yellow line not being visible at night. The board will be looking to see if we can come up with a solution. The reflective paint that was used wore off too quickly.
 - ii. Location and Installation of the 14 speeds bumps purchased in January.
 1. 6 used bumps and some material for \$300 purchased
 2. 8 used bumps and some material for \$600 purchased
 3. Long discussion on the placement of 7 complete strip to be installed in the community in the upcoming months. Areas for the installation will be the back gate entrance, Cherokee on the curve, Pineloch by the clubhouse, Copeland between Pineloch and Eola, Minniehaha at the south stop sign with Cherokee, Minniehaha in the 200 block area, and Minniehaha on the south end.
- e. Property Maintenance
 - i. Replace timer boxes (2) for the front lights. – Status
 1. Since we continue to have issues with someone adjusting the timers this will be done in the next month on 2/24/24. The new metal boxes are in and will be looked at.
 - ii. Tower Lake Retention Pond wall restoration
 1. Board reviewed three proposals received by time of meeting.
 2. Bill motion to approve using S&S Prestige for \$2,500, who did the Minniehaha retention area in 2023 Jean seconded and motion passes with unanimous Board approval.
 - iii. Retaining wall reinforcement on new HOA Tower Lake lot
 1. Josh has LRE Construction schedule for a site meeting on Feb 13th at 1:30. The goal will be the have a proposal after the onsite visit before they leave. Board will

review quote and discuss next course of action with financial responsibility of repair.

- iv. Street signs and stop sign renewal – Completed the end of December 2023
 - 1. The initial installation what completed the end of December 2023. There a few more stop signs and 1 street sign that need to be replaced and will be done by the end of February.
- v. Proposed parking area on empty lot off Cherokee near front gate.
 - 1. Bill presented the proposal that was sent to Haines City to have gravel installed for a parking area to be used initially for security guard parking and awaiting review from the City. If completed, Board would look long term to allow homeowners to rent parking spots on a monthly basis.
- vi. Any concerns that need to be addressed?
 - 1. Concerns with the old front gate being at the clubhouse and a potential liability issue. Thanks to those who volunteered to move the gate to a safer place that occurred after the meeting
- f. Violations
 - i. Discussion on how, when, and how much for various violations.
 - 1. Per Florida law there only need to be a single notice sent the property owner, then a fine could occur 14 days later.
 - 2. The HOA had implemented a 3 step notification process:
 - a. Notice of issue as a reminder to the homeowner
 - b. 14 days late a violation notice
 - c. 14 days later a final violation notice
 - d. 7 days later a fine was issued.
 - 3. The current Florida law states that a Fining Committee must approve any fines sent to homeowners of an HOA. This Fining Committee must have at least 3 people, of which cannot me a board member or a relative.
 - 4. Bill proposed that we establish a Fining committee by asking for volunteers from the community, Josh seconded and motion approved with unanimous Board approval.
 - ii. Concern with cars parking over the sidewalk and driveway aprons.
 - 1. Topic was tabled by the Board at this time for further review
 - iii. Concern with clutter around houses, driveways, and lianas.
 - 1. Topic was tabled by the Board at this time for further review
 - iv. Any concerns that need to be addressed?
 - 1. Concern was raised by a homeowner about notification of issues. The HOA management sends both an email and USPS letter to all address on file. This person wanted to have text messages sent also, however due to Florida law this cannot be done.
- g. ARC Request Review
 - i. Review Open ARC that are pending approval: None at this time
- h. Old Business – None at this time
- i. New Business
 - i. Mailbox maintenance ownership.
 - 1. Board confirms ownership of the mailbox, and post is still the responsibility of the homeowner. The board will be looking into possible new options that can be installed for new mailboxes by the homeowner in the future. At this time, all mailbox, posts, and address labels need to be the same. Information on where to purchase these items can be obtained by contacting HCM.
 - ii. Frequency of LTR forms. Should this be annual due to turnovers of roommates?
 - Topic was tabled by the Board at this time for further review

- iii. Should we look to replace the community vehicle tags due to the turn over? Is there a different LTR vs Permanent Resident.
 - Topic was tabled by the Board at this time for further review
- iv. Hang tag policy. What is it currently and what should it be?
 - Topic was tabled by the Board at this time for further review
- v. Front of community lighting enhancements: The front community signs and Guard House will be spruced up with new lights that can be changed for holidays. The lighting is called "Trim Light". We are looking at the installation being done in April of this year.

II. Adjournment was called at 6:34 PM