

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

**MEETING MINUTES**

BOARD MEETING

May 19, 2022

4:00 PM

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

- I. Call to order at 4:00 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: Colin moves to approve the minutes, Bill seconds the motion and passes with unanimous approval.
- IV. Purpose of Meeting
  - a. Finance Items
    - i. Status of property insurance quotes: Renewal received was approved and cost was what was currently budgeted. HCM is still working on new quotes for Board review.
    - ii. Discussion on updated collection policy to help with collection of unpaid HOA dues with new attorney, Mankin Law. The new policy will still follow Florida Statutes for collection process, but new attorney fees will be charged directly to homeowner instead of HOA and HOA collecting from Homeowner. Bill moves to approve collection policy and attorney, Leo seconds and motion passes with unanimous approval.
  - b. Landscaper
    - i. Community mulching was completed the week of March 20<sup>th</sup>. – Board agrees that HOA will not send information for vendor mulching options starting in 2024 in order to confirm that the HOA has no responsibility in mulching of Homes.
    - ii. Date for palm tree trimming – May 17<sup>th</sup> and will occur for 2-3 weeks.
    - iii. DTE meeting on irrigation was held on April 18<sup>th</sup>.
      1. New technician will be brought into the community.
      2. All previous irrigation bills are being reviewed by DTE.
      3. All future irrigation bills are to be held by DTE until review of the past 5 months for excessive over charges.
    - iv. Any concerns that need to be addressed? – Board requests for a certified letter to be sent to Down to Earth requesting follow-up information on review of past invoices and updated inspection reports for May. HCM will look to send notice via certified mail and email.
  - c. Security
    - i. Email 3/18 stated that security was allowing non-homeowners into the community that have driver licenses that have expired.
      - Discussion regarding to allow vehicles into the community if passenger is a resident of the community with a valid ID and driver does not have license. This would also be for residents with disabilities who cannot drive. Security will need to allow vehicles into the community IF passenger has a valid ID showing an

address to a home within the community and logging information from passenger ID and vehicle tag in log. HCM will send an email.

- Discussion on incident at front gate with ID: Board has reviewed video footage and demands follow-up response from Freeman on incident. HCM will look to follow up on this and send information to Board.
  - Bill motions to move 1 camera on gate at Minniehaha lower in order to be able to capture license plates better when vehicles are entering, Josh seconds the motion and motion passes unanimously. HCM will schedule a meeting with Camera vendor and Colin to discuss.
- ii. Status of installation of front pedestrian gate keypad lock.- will be completed 5/27/23. If not done by 6/1/23 – vendor will be hired to complete. HCM will email out code once completed.
- d. Traffic
- i. Status of commercial vehicle definition – review of City Code has updated commercial vehicle definition and updated draft for commercial vehicles to be anything with a payload capacity of over 1 ton. Colin moves to approve policy with update and to begin enforcement on July 1, 2023, Josh seconds and motion passes unanimously. HCM will email out.
  - ii. Freshen up the white paint strips at the stop signs- will be completed 5/27/23. Colin moves to approve purchased of white paint, Bill seconds and motion passes unanimously.
  - iii. Replace the spike strip at Minniehaha exit gate – Installed March 18<sup>th</sup>
  - iv. Installation of speed bumps – Installed March 18<sup>th</sup>
  - v. Blocking the sidewalk definition. – current code is vehicles cannot block more than ½ of sidewalk. Bill moves to use City definition for violations, Colin seconds and motion passes unanimously.
- e. Property Maintenance
- i. Replace timer boxes (2) for the front lights. – will be completed 5/27/23
  - ii. Clubhouse exterior painting – Completed the week of March 20<sup>th</sup>.
    - 1. Cost for clubhouse was \$5,800.
    - 2. We had the retaining wall behind clubhouse pressure washed and painted for an extra \$500.
    - 3. Request to add No Parking Sign to grass area behind clubhouse – Board approves and HCM will order signs
  - iii. Fixing major raised sidewalks causing tripping - tree removals have been completed, pictures taken of locations and quotes to be sent out.
  - iv. Replacement of sliding door on the east side of the guard house – completed
  - v. Retaining wall reinforcement on new HOA Tower Lake lot – Status, Pending quote, and TL homeowner agreements. Tabled until quote is received by Josh
  - vi. New parking lot by guard house – tabled at this time per further review
  - vii. Front gate issues: Due to recent issues with front gate malfunctions, the Board ratifies its approval to remove the front gate and install an arm bar for security at this time.
  - viii. Front entrance gate resolution – Board will continue to review costs and budget to re-install the front gate as a double split gate possibly in 2024. Board will also review changing of resident gate on Minniehaha to a split gate with median based on review with Haines City.
  - ix. Power washing the entrance towers, sidewalks, and the front wall. (roughly \$3,000 from Buddy) – Completed the week of March 20<sup>th</sup>.

- x. Concerns with the retention pond wall structure and when we should be repairing and painting them. The block cracks are getting larger (Ex. Minniehaha pond walls). Board requests to receive quotes to repair cracks with Lexon caulk and re-paint. HCM will look to get quotes.
  - xi. Street signs and stop sign renewal – tabled until update from John received
  - xii. Legal review of options for fines for security at risk activity – HCM has contacted attorney who is still reviewing. Upon attorney suggestion, the Board will continue to call the police and submit a report when damage is done and look to press charges with police if responsible party does not contact HOA and submits payment for repairs.
  - xiii. Sent out 2Q community newsletter. Sent March 23<sup>rd</sup>.
  - xiv. Any volunteers to work on a summer community gathering event – Board requests for separate email to be sent to request for volunteers to organize a community event and get more ideas for event. HCM will send out email.
- f. Violations
- i. Any concerns that need to be addressed: Lot 305 – discussion of violations sent regarding dog waste and unleashed pets. Board approved to remove violation fine for pet waste at this time and requested Owner to correspond with management if future violations occur. Board also approves for Owner to install in ground teether/leash on the side of the home so the dogs will be able to use the side yard only and it must be installed within a mulch bed. Board requests HCM to add the restrictions of having an in-ground teether for dogs into the Design Criteria for Owners.
- g. ARC Request Review
- i. Discussion of cost of submitting Alteration Applications, Board Response: HCM as a standard practice charges an extra fee for extra work in dealing with items such as Architecture Change Requests, which is common practice with most HOA management companies today. Most management companies charge anywhere from \$75 to over \$200 per application! HCM had decided to charge a much smaller rate as this goes only for their supply and labor cost with making sure all requirements for each application are completed. The CPTL Board and HCM have agreed to only charge for complex and incomplete ARC submissions. There is even more additional work involved with getting complex and incomplete ARC applications ready for board review. There is no cost charged for ARCs that utilize the approved house colors, roof, lighting, mulch, and plants as long as all required documents listed on the application are submitted with the application. If there is a unique request that is complete so that no additional work is required, then this will be dealt with on a one off basis. It was deemed that the homeowners were to pay the additional cost instead of the HOA itself since a completed ARC is the responsibility of the homeowner.
  - ii. The board reviewed updated verbiage on drafted Alteration Application and approved new verbiage to be added. New applications will be placed on the website.
- h. Old Business
- i. 2023 community walking inspection April 7<sup>th</sup>. Jennifer, Josh, and Bill. Primary concern was the irrigation within the community. Board and HCM still working with Down to Earth.
  - ii. March 18<sup>th</sup> Community Volunteer Day
    - 1. 4 Board members, and 3 community members present. Reinstallation of the spike strips at the Minniehaha exit gate, additional spike strip warning signs, front pedestrian gate combination knob, and speed bumps installed on Cherokee, Minniehaha, and Tower Lake.

i. New Business

- i. Next Community Volunteer Day scheduled for April 15<sup>th</sup> did not happen. What is the outlook for additional events? – Board tabled until after Summer
- ii. Lot 170- needs to be addressed due to multiple violations, back dues, and black pool health issues.- Board will contact Code Enforcement to resolve issues. Home is in tax foreclosure – HOA has lien in place
- iii. Clubhouse Fee rates and sanitization fee discussion.- Board has approved an updated fee for clubhouse rental which is now \$125 in place of \$200. New form has been posted to website.
- iv. Back gate camera vandalism status- item has been corrected.
- v. 239 Minniehaha common area by wall resolution- Board tabled until further review can be done

II. Adjournment was called at 6:45 PM