

CALABAY PARC AT TOWER LAKE HOMEOWNERS ASSOCIATION, INC.

MEETING MINUTES

BOARD MEETING

March 7, 2024

4:00 PM

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

- I. Call to order at 4:00 PM by Josh Vaillancourt
- II. Verification of Quorum: 4 Board members present confirming quorum was reached. Leo absent
- III. Ratify approval of Minutes from previous Board Meeting: Josh moves to approve the meeting minutes, Johns seconds and the motion passes with unanimous Board approval.
- IV. Purpose of Meeting

a. Finance Items

- i. Discussion on HOA dues delinquency and actions being done.

	Feb-24	
	# accts	Fees
Axiom	2	\$17,634.77
Mankin Law	13	\$47,818.96
HCM Mgmt > 90 days	0	\$0.00
HCM Mgmt < 90 days	37	\$17,316.58
Total	52	\$82,770.31

b. Landscaper/Irrigation

- i. Meeting summary from Feb 7th.
 1. Still concerns with irrigation timers not set correct, mowing of mulch, mowing around trees too close to not have to trim, mowing between houses, hedge trimming not straight. Jennifer to follow up with DTE on continued concerns.

c. Security

- i. Homeowner expressed concern with one specific guard and her interactions. The board had set her the video captured by the guard house cameras and tried to show at the meeting for review. This was not accomplished due to the homeowner not allowing it to happen and continued to share her view of the situation, which was not at all confirmed on the video.
 - Board would like to request Freeman to attend next meeting to address Owners with their concerns. HCM will send invitation.
- ii. Concern that the Restricted Visitor request are not being enforced.
 - This will be looked to further. It appears that homeowners are giving these forms to security without giving them to mgmt. This will need to be addressed.

d. Traffic

- i. Status for speed bump installation: Board requests HCM to order remaining anchors needed to complete installation. Board is also looking to purchase more speed bumps for other areas within the community.

- e. Property Maintenance
 - i. Replacement of front main gate east side timer – was completed 2/10/24
 - ii. Replace timer box for the front lights. – Board will continue to monitor the area and possible addition of camera if further vandalism occurs. Someone is vandalizing the timers and electrical panel to turn off lights on front wall near exit side. If person responsible is caught, legal action will be taken.
 - iii. Tower Lake Retention Pond wall restoration – work completed in February
 - iv. Retaining wall reinforcement on new HOA Tower Lake lot – Status, Pending quote, and TL homeowner agreements.
 - Josh shared the cost estimate to work to be done will be \$12,400. The wall agreement states that all 4 lots on the west side of Tower lake will share in all cost to maintain the wall.
 - Josh proposed that HOA lot will cover \$6,400, and that the other 3 lots will be assessed \$2,000 each. They will be given up to one year to pay without interest or penalty. This was seconded by Jean, and unanimously approved. HCM will be sending notices to affected homeowners.
 - v. Street signs and stop sign renewal has been completed by the Board
 - vi. Proposed parking area on empty lot off Cherokee near front gate. – This is still being worked with Haines City. Bill had a meeting with the Haines City Planning department on March 5th. The proposal is being escalated to the Mr Keene head of Public Infrastructure. Item is tabled until such time that further information from the city is given.
 - vii. Front of community lighting enhancements. – Pending Installation for April 2, 2024
 - viii. Replacement of Street lights with LED: Found out that Duke Energy was charging the HOA for 43 lights, however there is only 41. It seems 2 were removed with the security guard house was installed in the 2015 timeframe. We will be getting a rebate. The quote from Duke is not currently available.
- f. Violations
 - i. Status of the Finning Committee formation.
 - Over 15 homeowners volunteered to be on the committee
 - Further explanation of the role of the committee was given to homeowners in attendance.
 - Proposal to accept 5 volunteers (Valquiria Miller, Michele Nielson, Liza Collado, Mary Reifschneider, and Marielys Camacho-Reyes) with Stephen Roe as an alternative. This was approved by the board to proceed. HCM to send information and confirm acceptance by the volunteers.
 - ii. Concern with cars parking over the sidewalk and driveway aprons.
 - The HOA cannot remove cars in the driveway blocking the sidewalk but violation notices will be sent and Owners could face legal fees or fines.
 - The Board will be removing vehicles in the road that have at least one full tire in the grass.
 - iii. Concern with clutter around houses, driveways, and lianas.
 - There is nothing in the community documents to address this situation. The Board urges for residents to communicate with picture to HOA mgmt. If there is a violation according to Haines City, Polk County, or Florida state ordinance.
 - iv. Annual community walk through will be held on April 2nd from 8am to 5pm. HOA membership notification will occur before that.
- g. ARC Request Review
 - i. Review Open ARC that are pending approval?
 - Lot 8 and Lot 9 ARC for new build has expired. HCM to send information to the requestor/land owner.
 - ii. Any concerns that need to be addressed?

- h. Old Business
 - i. None at this time
- i. New Business
 - i. Mailbox maintenance options; item is tabled until next meeting
 - ii. Frequency of LTR forms: Board requests for HCM to send out a poll via email to get Owners property status such as: Short-term rental property, Long-term Rental property, full-time residents, part-time residents with no Short Term Rental activity. Once information is received, Board will review on better enforcement of Long-Term Rental Agreement.
 - iii. Should we look to replace the community vehicle tags due to the turn over: item is tabled until next meeting
 - iv. Hang tag policy. What is it currently and what should it be?
 - Only Visitor/Guest that are in the community more than 2 days can receive a hang tag. They are not available to homeowners. HCM will remind security of this policy.
 - v. Community event: item is tabled until next meeting

II. Adjournment was called at 6:02 PM