



Annual Meeting Review

If you were not able to attend the most recent HOA Board meeting in February, here is a summary of what you missed:

2023 Board: Faith resigned from the Board prior to the Annual Meeting due to moving from the community, which gave 3 open positions for the 2023 election. 3 Members volunteered prior to the meeting and filled the 3 positions. Josh Vaillancourt and Colin Barr were elected to new 3-year terms and John Sorrentino was elected to finish Faith's term which will be up for re-election in 2024.

2023 Budget: The Board officially approved the 2023 budget where dues will increase to \$650 per quarter.

Committees: The Board has established a Committee to review items in the Governing Documents like commercial Parking. The Board would also like to get volunteers for other Committees as well.

Meeting Minutes: If you would like to review the meeting minutes, simply log into the community website as all are posted or email Highland Community Management at: j.conklin@hcmanagement.org

Where Can I find Information About Up-Coming Meetings? All Meetings are notified by email and posting of signs at the guard house and soon at the clubhouse.

This newsletter details further board action, so please read each article for more information.

Committee Help Needed!

In order to help the community, the Board is looking to

set up committees for different areas. Please email Highland Community Management if interested in any of the following Committees:

- Community Events
- Holiday Décor
- Commercial Vehicle Review
- Amendment

Send email with name and property address to:

J.conklin@hcmanagement.org

Roof Damage from Hurricanes

With the recent storms that have occurred and caused damage to many homes in the community, the Board will be holding sending any violations for roof damage until March 2023.

We hope this gives homeowners enough time to be able to repair the damages.

If you are currently working with your insurance company to get your repairs done and will need more time, simply email Highland Community Management requesting additional time for the Board to review and be able to approve. We will ask for updates on your insurance claim for HOA files.



VOLUNTEER



Parking & Vehicle Update

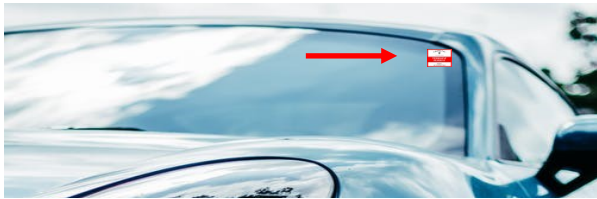
Vehicle Decals

To help curb unwanted visitors and trespassers in our community, while expediting the process of entering the subdivision through the main gate, every vehicle of full time residents is required to have either a window decal or remote for resident gate.

To request a decal or remote, please email admin@hcmanagement.org. Hang Tags will no longer be issued for full-time residents.

Where to Place Your Decal

Affix your decal to the upper-driver's-side window, facing the guard house.



Any Vehicles without a decal or hang tag, can still have access to the community, but must check in with Security and have a VALID DRIVERS LICENSE in order to be granted access.



Permanent Residents (RED DECAL)

- For permanent residents who live in the community *YEAR-ROUND*.
- Decal is affixed to the *OUTSIDE* window (see below).
- This decal is permanent, tamper-resistant, and reflective so the guards can see your decal at night.

Temporary Hang Tags for short-Term Guests ONLY

(given out at Guard House)

- For guests and visitors staying for a short period of time (less than 30 days)
- Tag is to be visible for security and on the vehicle while in the community
- These tags will begin to be color coded for length of stay, all hang tags have a maximum time length of 30 days.

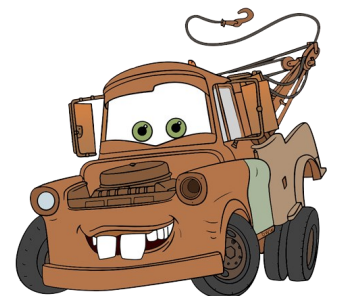
Towing Enforcement

As a reminder, street parking is only allowed parking on one side of the street (side without mailboxes), and you must first park vehicles in the driveway before street parking can be done. The Towing company is allowed to enforce towable violations without the requirement of prior board approval.

Towing will be conducting random monitoring throughout the community, and vehicles that are parked illegally may be towed, without warning, and at the owner's expense. This includes:

- Vehicles illegally parked in NO PARKING zones where signs are posted
- Vehicles on grass/lawns, on HOA property (more than 6 inches on grass is towable)
- Vehicles parked on street on side where mailboxes are present
- Vehicles parking on the street facing the opposite way of flow of traffic
- Parking within the 30 feet of an intersection or stop sign

Furthermore, there is a growing problem with guests/visitors parking in empty driveways or blocking driveways of other homeowners. Please reaffirm this is trespassing and homeowners can and will have vehicles towed at the expense of the vehicle driver.





2023 Budget

The Board of Directors has worked tediously on the 2023 Budget. Throughout 2022, the Board has made many efforts to help control and lower costs of different operating costs... However, due to past budgets and spending, the budget for 2023 had to be increased for both the large inflation rates of items and to recover short-fall expenses from past spending. Below are a few points made at the 2022 Annual Meeting discussing these items. If you would like a full list, a copy of the meeting minutes can be found on the HOA website.

Review and Discussion of 2023 Budget and significant increase

- Board review of budget mailed out to Owners and discussed the increase which is due to unforeseen expenses with taxes and insurance as well as the need to increase due to the shortfall of Operating expenses due to underfunding in past years.
- Board reviews all ways of attempting to save costs in which we have been able to with clubhouse pest control and other smaller items.
- Board has received several new landscaping bids to attempt to lower costs, however all bids were at least \$40,000 more than current costs.
- Board has received new security bids in which only 1, Freeman, was less expensive. Board approves Freeman Security in order to help save HOA funds.
- Discussion on ways to cut costs by having Owners do their own landscaping and removing security. It was noted that HOA cannot remove landscaping services due to governing documents and would need to have an amendment and vote in order to do this. It was also noted that the HOA already polled the community a year ago and the community voted they wish to keep security.
- Board discussed possible new ideas for future like RFID readers in place of remotes for gates and painting of clubhouse.
- Discussion on shortfall of Operating Costs and shortfall of Reserve Funding.

Payment Plans

Can I Make Monthly Payments?

The answer is YES!

The Board does allow for Owners to make payments on a monthly basis instead of a quarterly basis if this will help Owners with payment of dues. In order to do this, you will need to email Highland Community Management at: j.conklin@hcmanagement.org and request to have monthly payments. You will then receive a commitment letter to sign and return to have your payment plan in place. You must do this EVERY year in order to not receive late fees or interest charges.

Please make sure to include the following items in your email:

1. Name
2. Name of Community
3. Property Address



Board of Directors—Roles and Responsibilities

This document is intended to help clarify the responsibility of the HOA and Homeowners. This is intended to be a living document and potentially not all inclusive.

HOA Association Responsibility:

Provide HOA management to oversee communications and provide assistance to the HOA Board of Directors for their decisions.

Provide security into the community – vehicular access to community only

24 hours a day, 7 days a week.

Provide lawn maintenance throughout the community

April 1st to Sept 30th weekly lawn mowing

Oct 1st to Mar 31st as needed mowing (usually done bi-weekly)

Edging both hard and soft will be preformed at time of lawn mowing

Fertilization

Lawn

Ornamental shrubs and tree will be done twice a year

Palms will be done once a year

Pest control

Land and landscaping are monitored and spot treated a needed. Landscape damaging pests such as chinch bugs and fire ants.

Provide landscape maintenance throughout the community

Shrubs will be pruned as needed done monthly (each home to be trimmed once per month)

Palms will be trimmed bi-annually. Limbs under 2 inches in diameter and until 12 feet from the ground when over street and/or sidewalk.

Provide irrigation inspections and repair damaged items as needed, however homeowners may be charge for damage they caused or just normal wear and tear to the system.

12 times a year (Monthly)

If issues are seen during weekly maintenance of community, then they are noted and addressed with HOA management.

Maintain the community clubhouse for community usage

Maintain the community dock for community usage

Power washing of the HOA common area sidewalks, driveways, walls, and buildings as needed.

Provides mulch in the HOA common areas ONLY every year.

Maintain the Community Gates and Walls that are on HOA Common Property

Review and Approval of all Exterior Alteration Applications to ensure items are within rules of HOA and consistent with overall community standards and appearance

Homeowner Responsibility:

To inform all guests, tenants and vendors of the Rules and Restrictions of the Community and make sure they are followed accordingly.

Painting of the exterior of the house as required

Maintenance and repair of house roof as required

Replacement landscaping as required

Replacement of mulch at home in all mulch beds. This can be done by either the Homeowner or by the HOA landscaper with an approved

Individual Assessment letter signed and sent back to HOA. Mulch is to be completed per the Design Criteria and during the 1st Quarter of each year annually at a minimum.

Repair/replace grass as required

Ensure the irrigation system water is operable (water meter is unlocked and power is running to controller).

Irrigation system placement of sprinkler heads to ensure total grass coverage. Over time the landscaping may cover the sprinkler coverage of the lawn. Upgrades and changes to irrigation system

Power washing of the house, driveway and sidewalks associated with the address.

Trash and Recycling cans which need to be stored inside the garage or alongside of the home behind either hedges or a small fence.

Maintenance of all Hardwood Trees (examples: Oak Trees and Magnolia Trees)

Completion of Alteration Applications for any changes to be made to the exterior of the home and are approved prior to work being started.

Complete Maintenance of pools and pool enclosures, including screens

Pest Control of the interior of the home and outside the home for nuisance pests (example: hornets, pyramid ants)

In Compliance with Polk County Animal Ordinance: Please keep all pets on a leash and all waste must be picked up and disposed of

Community News

Check Your Water Bill!

It was discussed at the 2022 Annual Meeting, that some Owners were having issues with very high water bills. When they made an inquiry with Haines City, it was report that the city did not accurately read their meter and charged them for more water than used! If you see a increased water bill, you are urged to contact the Haines City Utility Billing department to review your meter readings.

Phone Number: 863-421-3699

Vandalism of Pool Heaters, Pumps, irrigation

Many Owners have reported vandalism to their pool heaters, pumps and irrigation systems. All these systems are located outside of the home and, if not locked, can be altered without your knowledge. Please make sure to check your systems and lock up their controls when possible to avoid issues.

Also, if you see anyone suspicious looking at these systems in backyards, please call the police and report immediately!

Broken Water Meter Covers

If your home has a water meter cover that is broken, Haines City has requested for you to report this directly to their utility department in order to schedule a repair. Please Call: 863-421-3699

Blocking Sidewalks when Parking

When parking in the driveway, please be observant that the vehicles are not blocking the use of the sidewalk in the community.

If a pedestrian can continue walking on the sidewalk by using the apron of your driveway, where they do not have to enter the street, you will be allowed to park as you are. However if a pedestrian must go onto the street, you are illegally blocking the sidewalk and could receive a violation.



Reminder of Making changes to the Outside of your Home

Please note! ALL exterior changes made to your home (including mulch and landscaping) requires to submit an application for review and approval prior to work. All applications can be found online at:

www.hcmanagement.org



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