

CALABAY PARC AT TOWER LAKE HOMEOWNERS ASSOCIATION, INC.

MEETING MINUTES

ANNUAL MEETING

December 4, 2023

11:00am

Calabay Parc at Tower Lake

539 Pineloch Drive

Haines City, FL 33844

Join Via Phone or Online

- I. Call to order at 11:02 AM by Jennifer Conklin of Highland Community Management (HCM)
- II. Verification of Quorum: 12 homes in attendance, does not give quorum for meeting. Meeting was approved to proceed.
- III. Approval of Previous Minutes: John moves to approve meeting minutes, Leo seconds and motion passes with unanimous Board approval.
- IV. Purpose of Meeting
 1. Discussion of 2024 Budget
 - HCM presented the Approved 2024 budget noting that HOA dues will remain the same with no increase for 2024.
 - a) We have worked hard to not increase this upcoming year's assessment on the members.
 - b) With change in security last year allowed for a reduction in cost for this service.
 - c) We have still seen significant increases in utilities, and insurance as has everyone else.
 - d) We are still trying to rebuild the Reserve Funds to expected levels based on 2018 Reserve Study report.
 - e) We continue to see an increase in the unpaid HOA dues and remains a continued focus point.
 - Floor was open for questions/comments.
 - Question was asked if the HOA recovered the shortfall from 2022 in 2023. The board noted that all shortfall from 2022 was recovered in 2023.
 - Question asked to see if HOA can install solar panels on Clubhouse to lower electric cost. Board already looked into this option and at this time are unable to do so due to cost as it is higher due to clubhouse considered a commercial building and need to complete high priority projects within the community.
 - Bill makes a motion to move any remaining surplus funds from the Operating Account at the end of 2023 as a one-time Reserve Contribution to help Reserve Fund and minimize tax implications for yearend, John seconds the motion and motion passes with unanimous Board approval.
 2. Election of Board of Directors
 - Colin Barr resigned from Board due to selling of his home. Board thanked Colin for all his hard work for the community over the years.

- 3 seats were open for election for the 2024 Board – 3 intent to runs were received and all 3 were placed on the 2024 Board to fill all open seats.
- Your 2024 Board of Directors are: Josh Vaillancourt, Bill Taylor, Leo Pacheco, John Sorrentino and Jean Reese

3. New Business

- The replacement of the street signs:
 - a) Street Signs and Stop Signs have been delivered
 - b) Board will be replacing signs in January of 2024 and will look for volunteers to help
- Estimate for the retaining wall fix behind the lots on Tower Lake west side
 - a) Previous vendor has not contacted back for quote, Josh is looking at new vendors for quote for project
- Resolution on the November Security sign pole damage
 - a) Camera Pole was not damaged and needs to be re-cemented into ground and add bollards to each side of pole – awaiting quote for this.
 - b) Vehicle who caused damage has been notified via certified mail and police report filed. HCM will reach back out to vendor once quote is received for payment.
 - c) Due to re-occurring damage done to arm bar at entrance at Minniehaha gate, Leo moves that each time arm bar is damage due to vehicle hitting bar, a new bar is to be ordered and installed with cost to be billed to vehicle causing damage, Jean seconds and the motion passes with unanimous Board approval.
 - d) HCM will continue to get quotes for the addition of the split gate at security entrance.
- Repair to Dock Railings Update: repairs have been completed. Board will note on calendar to re-seal railings again each year to help preserve the new repairs.
- Parking Issues – Parking on wrong side of street
 - a) On-going issues recently of vehicle parked on wrong side of street, especially pool vendors. HCM noted that there are signs in the community, rules on back of hangtags and vendors are given handout with parking rules as well.
 - b) Board will be placing notices on vehicles noting if they are in violation and at risk of being towed also to help.
 - c) John moves to approve to paint all curbs on side of street with no parking with yellow stripes and stencil “NO PARKING, TOW ZONE” (test area on Cherokee to be done before entire community), Josh seconds and the motion passes with unanimous Board approval.
- Update to Empty Lot on Cherokee near Entrance
 - a) Board is looking to lay gravel in lot to make as security/temporary parking as it was prior to 2018.
 - b) Bill will be contacting vendors for cost to add gravel to lot in order to send to City for approval.
- Landscaping Concerns
 - a) Short palm trees not trimmed – should be trimmed monthly
 - b) Continue to use large mower between homes when smaller mower should be used.
 - c) Excessive weeds in plant beds continue and sloppy treatment of weeds damaged lawns
 - d) Mowers not altering mowing patterns causing ruts and damage
 - e) Not trimming trees over sidewalks and streets
 - f) HCM will look to set up meeting with landscaping and Board in January to discuss issues
- Security Concerns
 - a) Board is still receiving logs of license information in which this information is not to be stored or sent out for privacy reasons on an unsecured email.
 - b) HCM will look to set up meeting with Freeman and Board to discuss potential security

breach of information and request for Freeman to give guards a Freeman-Email address to use.

- Newsletter to be sent with following information:
 - a) Contact information for tow company and reminder of parking rules
 - b) Contact information for Haines City to replace any broken water meter covers as each homeowner must call and request repair.

V. Adjournment was called at 12:43 PM

Organizational Meeting for Election of Officers

I. Call to Order at 12:55 PM

II. Election of Officers as follows:

- President – Josh Vaillancourt
- Vice President – Leo Pacheco
- Secretary – Jean Reese
- Treasurer – Bill Taylor
- Director at Large- John Sorrentino

III. Adjournment was called at 1:30 PM