

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

**MEETING MINUTES**

BOARD MEETING

March 18, 2022

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 Colin Barr
- II. Verification of Quorum: 4 members in attendance- Faith absent
- III. Ratify approval of Minutes from previous Board Meeting: Bill moves to approve; Leo seconds the motion and motion passes with unanimous approval
- IV. Purpose of Meeting
  1. Property Insurance Status Update
    - i. We have been in contact with eight Insurance Agents.
    - ii. We have only received one Quote, but it was bundled with liability and very high. We have asked for a requote but have heard nothing yet.
    - iii. We have another quote that will be coming without retaining wall, and dock on it.
    - iv. The overall issues are that we had 4 claims in 2020. So, we are considered high risk even though 2 claims were denied and 1 not paid since it was below our deductible. Total payout on the other was just over \$9K.
    - v. Discussion on clubhouse use for events with homeowner property insurance use and board inspection. This was determined not feasible due to homeowner restrictions and action required.
  2. Work Items Updates:
    - a. Front Entrance power washing
      - Front wall power washing (Savings of \$1500)
      - 3/4 of the wall has been completed. The remaining to be completed on the weekend of April 2nd.
    - b. Tower Lake retention pond overgrowth
      - The tree was removed and cleaned up on Sunday Feb 27 with the help of 8 households, and 11 volunteers.
      - Some additional work targeted for the weekend of April 2nd is required to clean up the sewage drain exit.
      - Overgrowth seen at end of Cherokee- HCM with get quote from DTE
    - c. Guard House security camera installation update
      - Replacement of front and back gate camera's due to failing quality and ability to search properly. This has been ordered and waiting arrival. It could take several months due to supply chain issues.
      - Board requests for HCM to possibly have electrician look at electrical outside guard house.
    - d. Back gate exit gate spike strip installation
      - Has been installed 3/14/22
      - Will monitor to see if extra 3-foot strip is needed in future

- e. Front entrance flower beds- update
    - Little Ruby has been ordered and will not be available for a couple of months. At which time we will be sending a request for help to plant to the community.
  - f. Palm Tree trimming review
    - Began Feb 21st completed Mar 3rd. Observation is that this was the best job seen in years for the community.
3. Traffic Parking Restriction Changes- look to restrict parking on corners and stop signs
- a. Proposal to extend all no parking yellow strips in front of stop signs to 30 feet to be in compliance with Florida Statue 316.1945.1b4 by Bill, Seconded Colin, Approved unanimously
  - b. Proposal to create no parking yellow strips at all intersection to 20 feet to be in compliance with Florida Statue 3.16.1945.1b3 by Bill, Seconded Josh, Approved unanimously.
  - c. Proposal to create no parking yellow strips on narrow “tight” (non-mailbox sides) curves in community for 15 feet to allow proper sight around corners, Board votes unanimously approve this work to be completed.
  - d. Looked at various options for the Copeland circle traffic concerned. At this point in time, we will look to see how the above action will help with the situation.
  - e. Proposal for the purchase of yellow paint and reflective additive for cost of \$250 by Colin, seconded by Leo, Approved unanimously.
  - f. HCM will inform towing company to tow any vehicles in painted yellow areas in community.
4. Security Update
- a. Need gate remote registration (emailed and posted 2/2/22, need to be returned by 4/1/22)
    - Discussion of the reason to review and register all community clickers. A homeowner validated the need to perform this action as the previous homeowner did not leave their clicker and is still using it.
  - b. Discussion of restrictions of large semi-trucks and other procedures for security: tabled by Board at this time pending further investigation and review.
  - c. Multiple color tags based on month was discussed and we will look to understand the initial cost of securing these tags
  - d. Looking at various level of security screening it was determined that address validation and government id needs to be the minimal at this point in time. HOA mgmt. will reach out to the Security team to ensure the process will validate address number, and the driver provide a government id.
  - e. Replacement of existing residential car decal will be looked at to understand the potential cost. This is to be able to remove previous homeowner that have sold.
  - f. The Board agreed to remove the long-term rental car decal.
  - g. Purpose installation of a sign before the guard house to stop cars from proceeding forward until cleared. This would include painting the road for clarity. The sign would be installed on a post in the island that contains the camera. This was unanimously approved to proceed. HCM will work on having installed.
5. Landscaping/Irrigation
- a. Some reports from Jan and Feb received.
  - b. Several controller issues with no proposals
  - c. Mulch to be completed 3/28 to 3/31
  - d. We have a new account manager and meeting scheduled for Monday with Board
  - e. Will be working to fix an overall issue with communication from DTE
  - f. Board requests for DTE portal instructions to be added to the HOA website. HCM will look to add.
6. Violations
- a. House with \$1K fine what removal. This was due to power washing issues. Violations sent Aug, Sept, Oct, Nov. Board imposes fine Dec 2nd and letter sent. After that point the issue was resolved according to the owner. Motion was to impose a \$100/month fine for total of \$300, approved
7. Long Term Rental Documents
- a. At this point there is no list of Short-Term Rental or Long-Term Rental properties within the community.

- b. Community By-Laws amendment Section 3.1 dated 1/24/2014 states that HOA needs to be given a copy of the lease for all rental 7 months or more. At this point we have no leases on file for any Long-Term Rentals, yet we know there are several within the community
- c. HCM will create a document that can be sent to LTR owners to be completed, which adheres to the requirement stated in the amendment. Board will approve prior to sending.

8. Open ARC Requests Review: One request presented- unanimous Board approval

V. Adjournment was called at 6:02 PM