

CALABAY PARC AT TOWER LAKE HOMEOWNERS ASSOCIATION, INC.

MEETING MINUTES

BOARD MEETING

January 14, 2022

2:00 PM

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

- I. Call to order at 2:00 Pm by Josh Vaillancourt
- II. Verification of Quorum: 4 members in attendance, Leo absent
- III. Ratify approval of Minutes from previous Board Meeting: Josh moves to approve the meeting minutes; Bill seconds the motion and motion passes with unanimous approval by Board.
- IV. Purpose of Meeting
 1. Clubhouse water meter resolution – Bill
 - a. Meters were changed for the December Reading. Savings of \$219.58
 - b. Refund has been received- total of \$3500 refunded to HOA which will be applied to future water bills
 2. Review pressure washing of guard house, front wall
 - Board will be doing this work on a volunteer basis in order to save community funds. Board will be sending out an email for request for volunteers to help once a date has been set.
 3. 2022 Project: review security service providers and the technology, innovations, options and their associated costs.
 - Board has been working on a program to make check-in process digital, still working on program to see if application will work.
 - Board would like costs of pre-existing tech to use, current review shows initial costs of \$2000 with a \$100 per month use cost
 - Board requests for Bids from new Security Companies with technology already in place to review cost vs. current company
 - Security Meeting with committee will be scheduled to review once quotes are received
 4. Clubhouse Insurance status – Jennifer
 - Currently the HOA does have General Liability and D&O insurance but has been having issues to obtain property insurance for common areas (like clubhouse). Currently working with 3 insurance vendors to get this completed, hopefully by February. Until property insurance is obtained, the clubhouse will be closed to help avoid any undone issues.
 5. Current status on Tax Exempt process – Leo: We have managed to find the proper log-in information with IRS, current status with IRS is still pending review.
 6. DTE Follow up (Please See Meeting Notes Attached)
 - a. Irrigation evaluation and recommendations
 - b. Palm tree evaluation and recommendations
 - c. Community maintenance plot plan

7. Tower Lake Retention pond over growth resolution with ASI. Current estimate from DTW is roughly \$1,900.
 - a. Board will be doing this work on a volunteer basis in order to save community funds. Board will be sending out an email for request for volunteers to help once a date has been set.
8. Gate crash into car Dec 16th. – Jennifer
 - a. Still waiting on inside gatehouse camera footage from Secure One, HCM will be following up as the Board needs to determine who is accountable for issue.
9. Open Floor For Community Items.
 - a. Concerns of Loose Dogs and Pet Waste: Board requests for these violations to be reported to management with address so violations can be sent. This can also be reported to Animal Control and Code Enforcement.
 - b. Boat Dock Slips- Questions was asked if boats could be docked at boat slips- Board answers that Yes, boat can be docked at slips on a first-come-first-served basis and the owner is responsible for their boat should any issues occur while docked at slip.

V. Adjournment was called at 2:55 PM.

Landscaper-HOA Meeting

January 14, 2022

In attendance:

DTE: Andrew Davis, and Bismark Quiles

HCM: Jennifer Conklin

CPTL HOA: Colin Barr, Bill Taylor, Josh Vaillancourt

Follow up items from the November Meeting:

1. Estimate on resolving the over growth on the Tower Lake retention pond west wall. – We got that and waiting on ASI to reply.
2. The community maintenance plot map including day of execution (Example: Trimming, Lawn Cutting – DTE provided Jennifer with a plot map for Mowing and one for Detail trim work
 1. Detail trim work include pruning, hard edging, and weed control- Green, Blue and Red sections done this 2 week period and Purple and Orange to begin next week. HOA will email out information to owners.
 2. Mowing Map also submitted and will be sent out to Owners: Monday= Blue, Tuesday= Green, Wednesday= Orange
3. Palm tree evaluation and recommendation – DTE has information from their tree service that they will provide to HCM. Bi-Annual trimming will be done in February and then again August/September. DTE to provide list of homes where palms are infected with fungus for letters to be sent for homeowners to remove.
4. Irrigation evaluation and recommendation. – DTE has information from the irrigation team that they will provide to HCM. The Irrigation lead has been out with COVID.

Other Items

1. When will we have Palm Trees trimmed? – Tree service will be provided in Feb/arch and Aug/Sept. They will let HCM know date so we will can notify homeowners to have cars moved. Bi-Annual trimming will be done in February and then again August/September. DTE to provide February dates in order for Board to send notices to Owners so vehicles and items can be moved for trimming to be done. Any homes that have obstructions for trimming will be reported to HOA from DTE and trimming will be owner responsibility.
2. Concerned on Palm Trees not being cut that are low hanging dead branches. – DTE has been doing that and will look over what has been completed.
3. Weed control and spraying. – DTE was made aware of the situation and will be looking to control it better.
4. Hedge cutting to correct heights. Front 1-2-3, Sides 4, Back 6ft. Board again notified DTE that this needs to be meet with NO EXCEPTIONS! Any owners requesting for anything different from community standards are to reach out to the Board or management.
5. Water Meter box repair issues. DTE is not responsible for this. I talked with Haines City water department person in the community 1/14/22. We need to send a list to HC and see if we can get this addressed across the community.
6. Irrigation setting – Conversation with making sure timers are set correctly and consistent across the community. This includes the actual time of the meter. It was noted for owners who see a high irrigation water bill to contact Haines City to review billing as some owners have been able to find the high bill was due to reading of meter error.
 - a. Example Clubhouse was set to 60/30/60/30/30/30/60 2x/week Clock was of by 2 hours.
 - b. Mix of setting on houses. I have been told some are running 2x/week and others 1x/week

7. **Dead small palm tree or sick looking at the turn of Cherokee – DTE to look at the palm and potentially remove if in fact dead.**
8. **Noticed broken sewage caps and water meter boxes. Should this be resolved? If so by whom at what cost? – Owners are to report any new broken caps directly to DTE through their owner portal. Any old damage is the responsibility of the Owner. Owners can look to seek resolution from previous landscaper on their own. The Board requests that owners review their clean-out pipes/caps and make sure that they are located under the level of the grass to avoid damage. All clean out caps should be graded below the height of the grass which is homeowner responsibility.**
9. **Report on all the irrigation fixes that have occurred since DTE began. – There is suppose to be a monthly report from DTE, the Irrigation lead is out with COVID, but they will get one sent to HCM. Request that any irrigation damage due to homeowner/resident negligence is report from DTE to HCM so notices and invoices for repairs to be sent to owners.**
10. **Rumor has it that Sheen needs a lot of work in the back side of the houses since the irrigation system installed are no effectively covering the entire property – This will be included in the report, however this is a builder/owner issue and the HOA will not be paying for the resolution.**
11. **Crepe Myrtle trimming- DTE suggests for Crepe Myrtles to be pencil pruned (removing branches thinner than pencil) in place of previous trimming practices of removing all branches. Board will review and inform DTE on what is requested.**