

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

**MEETING MINUTES**

ANNUAL MEETING

December 4, 2021

2:00pm

Calabay Parc at Tower Lake  
539 Pineloch Drive  
Haines City, FL 33844

- I. Call to order at 2:02 PM by President Josh Vaillancourt
- II. Verification of Quorum: all 5 Board Members present along with Jennifer Conklin of Highland Community Management (HCM). 22 homes present either in person, online or by proxy which does not fulfill quorum. Board open floor to community to approve moving forward with Annual Meeting or to adjourn meeting for 30 days. Vote was 21-1 in favor of moving forward with Annual Meeting.
- III. Approval of Previous Minutes: Josh moves to ratify approval of meeting minutes, faith seconds the motion and motion passes with unanimous approval
- IV. Purpose of Meeting
  1. Discussion of Approved 2022 Budget
    - HCM presents the Approved 2022 budget. Quarterly dues will now be \$550 per quarter.
    - Board discusses the results from drafting the 2022 Budget:
      - The income to pay the HOA expenses come from the HOA dues that homeowners pay.
      - Currently we have \$55,308 of unpaid HOA dues.
      - Increase from 2021 Budget is \$31,600 or 4.76%.
      - Increases year to year:
        - Contractual Service increase from 3 to 5%
        - Utilities budget estimate was 9%
          - Actual commercial utilities will increase this year
            - Water 12%
            - Electric 8%
        - Increase Reserve funding to get on track with 2018 Reserve Study recommendation
      - We have had several years of expenses exceeding budget and has depleted our operating funds.
      - Overall allocation of the budget
        - Contracted Services 74%
          - Landscaper 43%
          - HOA mgmt. 3%
          - Security 28%
        - Reserve Funding 7.5%
        - Utilities 5%

- Repairs and Maintenance 5%
    - Admin Cost 3.5%
    - Bad Debt 2.5%
    - Misc Expenses 2.5%
  - Board discusses the extra \$5 increase due to unforeseen taxes to be paid to security. Board is working on getting state tax exemption in order to stop payment of taxes, but do not know if and when this will be completed. (see attached).
  - Floor was open to community:
    - a) Owner asks where to find full financials- it was stated that they are located on the HOA website or can email HCM.
    - b) Owners discuss tax exemption and if this could lower dues this year if the HOA receives this. It was noted that dues cannot be decreased and any savings will become a surplus in the HOA funds.
  - Bill Taylor discusses delinquent accounts that are past due more than 90 days and the possibility of restricting amenity access per the Florida Statutes. HCM noted that letters must be sent to owners to inform them of restriction of amenity privileges prior to removing them. Bill moves to approve HCM sending notices to all Owners who are 120 days delinquent and restrict their amenity privileges which include the clubhouse and Minniehaha gate, Colin seconds the motion and motion passes unanimously. HCM will draft the letter for Board approval and then be sent to all owners who are 120 days delinquent or more.
  - Board requests for HCM to send an email blast on ways to be able to pay HOA dues and to send with all delinquent statements. HCM will have this completed.
2. Election of Board of Directors
- 1 intent to run was submitted for the 1 open position for the 2022 Board.
  - Bill Taylor was elected for a 3 year term by default.
  - Request for next year's election for a separate email be sent to inform owners and not just included with the Annual meeting Notice. Board will review this request.
3. New Business: Floor was Open to Community:
- Concerns regarding parking during the Holidays was discussed. It was noted that towing companies will not tow on Thanksgiving and Christmas unless it is an emergency. Board will require security to give out hangtags to ALL vehicles during the holidays so everyone receives the parking restrictions which are on the back of the tags and that it will be easy to find where cars are located for illegal parking. HCM also noted that homeowners have the right to call any tow company for vehicles that are parked on their yard, driveway or completely blocking their driveway so as not allow access.
  - Concerns on security allowing more than 6 guest vehicles per home. The Board stated that they are still working on a digital system for security in order to be able to enforce this rule effectively.
  - Discussion on reviewing to make the circle of Copeland Drive One-Way only.
  - Request for a Community Playground. Board noted that this has been discussed previously and the HOA does not own any land where a playground could be installed and also not within the HOA budget as this time.
  - Discussion on inspections and who reports violations. HCM noted that they do an inspection once per month and note all seen violations in which letters are sent. It was also noted that any homeowner can report a violation by emailing HCM with the address and a picture. All reported violations (including reports from board members) remain 100% confidential.
  - Request for more community events. The Board agrees and now that COVID is beginning to lessen, more events will be discussed. The Board also requested for anyone who would like to be a part of the Events committee to email HCM and they will be added to the committee.

- Concerns about speeding in the community. The Board will review this concern.
- Request for Security to call Owners and get approval prior to allowing access to community. Board noted that this cannot be done due to traffic issues this has created on Bates Road in the past and police required this to end or face fines. Currently owners can be added to the Restricted Access list in which the owner needs to fill out a form and inform security who is allowed and all others will be denied access.
- Compliments given for the New Landscaping company, everyone happy with the work at this time.
- Request for the Board to send out a reminder to Owners on the new Mulch procedures for 2022. Board will have HCM send out an email blast.

V. Adjournment called at 4:05 PM

### Organization Meeting to Elect Officer Positions

- I. Call to order at 4:15 PM
- II. Election of Officers are as follows:
  - President – Colin Barr
  - Vice President- Leo Pacheco
  - Secretary- Faith Kresiz
  - Treasurer- Bill Taylor
  - Director- Josh Vaillancourt
- III. Adjournment at 5:00 PM

---

# Calabay Parc at Tower Lake HOA

4110 S. Florida Ave. Suite 200; Lakeland, FL 33103  
Ph. (863) 940-2863 Email: [j.conklin@hcmanagement.org](mailto:j.conklin@hcmanagement.org)

## Updated 2022 Budget

To: Homeowners  
From: Your Board of Directors  
Email: [cpatlhoa@gmail.com](mailto:cpatlhoa@gmail.com)

During the Board of Directors extensive review of the HOA budget for 2022 and multiple meetings and emails sent to the community, the Board had approved the Budget for 2022. Since the approval of the budget, unforeseen issues have occurred where the Board had to re-review the 2022 Budget and make certain adjustments in order to provide ample funds for the expenses of the Community.

After our last Budget meeting, the Board has been informed that the HOA is required to pay sales tax for our Security Services per tax code FL 12A-1.0092. The Board has reviewed this in length and at this time, the HOA will now be required to pay state sales tax. However, we are currently working on receiving State Sales Tax exemption certificate in order to stop the payment of such taxes. This will also help the HOA moving forward as we will be able to remove any state sales tax on goods and services. The only downfall is that in order to receive this can take time (9-11 months), so until we can receive our certificate, the Board has needed to Budget in the additional amount for 2022. With the addition of this unexpected cost, the Board has approved for the 2022 Budget to be raised from the originally approved \$545 per quarter to \$550 per quarter. A copy of the new Budget is provided to you with this letter.

We understand that this change is not a change that we would like to have happen, however for the best interest of the community to make sure that there is proper funding, the increase has been deemed necessary. A reason for the raise in 2022 was also made to help recover funding for our community Reserves as they have been grossly underfunded for the past 2 years due to COVID and the Board's attempt to keep costs down as much as possible during that time. When you review the increase, we are still only at a 5% inflation increase from last year, this is actually a much lower increase than owners will see in their property taxes this year as the current increase on property taxes in the community are at 10%.

We look forward to answering any further questions or concerns you might have regarding this at our annual meeting on December 4, 2021.

Sincerely,  
The Board of Directors  
For Calabay Parc at Tower Lake HOA  
[cpatlhoa@gmail.com](mailto:cpatlhoa@gmail.com)