

CALABAY PARC AT TOWER LAKE HOMEOWNERS ASSOCIATION, INC.

MEETING MINUTES

ANNUAL MEETING

December 3, 2022

11:00am

Calabay Parc at Tower Lake

539 Pineloch Drive

Haines City, FL 33844

- I. Call to order at 11:06 AM by Board President Colin Barr
- II. Verification of Quorum: 12 homes in attendance either in person or by proxy which is not enough to give quorum. Meeting will go on as planned as no community vote is required.
- III. Approval of Previous Minutes: Colin moves to approve previous meeting minutes; Leo seconds the motion and motion passes with unanimous approval
- IV. Purpose of Meeting
 1. Discussion and Approval of 2023 Budget
 - HCM submits the proposed 2023 budget with an increase from \$550 per quarter to \$650 per quarter
 - Approval of 2023 Budget and Home Assessment (\$650/Quarter)
 1. Proposed as stated Bill, Seconded John, Approved
 2. Email blast to community will be done with information on what to do for auto payments.
 - Approval to use Reserve Funds for the Spike installation (\$3,400) earlier this year. This was approved previously via emails.
 - Summary of the current state of affairs end of October 2022
 3. More outstanding dues than last year at this time, over \$83K
 4. Reserve loan at over \$21K.
 5. Actual account balance is only \$15K.
 2. Election of Board of Directors
 - Board Member Faith Kresiz has resigned due to moving out of the community. The Board thanks Faith for her service on the Board. This leaves 3 positions open for election.
 - 3 intent to runs were submitted prior to 2nd meeting notice; Josh Vaillancourt, Colin Barr and John Sorrentino Jr.
 - Nominations were not opened from the floor per the Governing Documents in which nominations must be submitted 45 days prior to meeting and Florida Statutes 720.306(9)(a)
 - All 3 volunteers were elected to the Board without the need of an election due to the number of volunteers fills all available vacancies.
 - Josh Vaillancourt and Colin Barr were elected to a new 3-year term and John Sorrentino will be filling Faith's open position until next year's Annual Meeting.

3. New Business

- Security
 - i. New Security Nov 1st, 2022 Freeman. Update on Transition
 - Changed Services from SecureOne to Freeman
 - a. Savings of \$ \$46,400 (\$220,900 to \$177,500)
 - Still making changes to better control access
 - Update from meeting on Dec 2nd with Security mgmt.
 - ii. New clubhouse & guard house cleaner (Castiho Cleaning) as of Nov 1st, 2022
 - Savings of \$3,600 (\$5,400 to \$1,800)
- New pest control (Forex Pest) as of Sept 2022
 - Savings of \$1,340 (\$1,800 to \$460)
- Landscaper quotes were received and Down To Earth is still the best available for our requirements.
- Review and approval of CPTL HOA Board of Directors R&R document.
 - Bill proposed Adoption of document, Josh Seconded, Approved
- Need to still determine what actions will be done with the broken clubhouse AC repair.
 - Quotes are still be looked for – HCM to follow up.
- New quotes on property Insurance??
 - Quotes are still be looked for – HCM to follow up.
- Status of the back gate spike strip incident on November 6th at 13:30
 - Our insurance company said we were not liable and information was provided to the homeowner.
- Discussion on definition of commercial vehicles.
 - ByLaw Section 3.5 Parking. No truck or van, boat, trailer, recreational vehicle, commercial vehicle, or other type of non-passenger vehicles, equipment, implements, or accessories shall be parked, stored, or otherwise kept on any of the Property unless the same are fully enclosed within the garage constituting an integral part of a unit. The term “commercial vehicle” shall include, without limitation, all autos, trucks, vans, and vehicular equipment, which bear signs or shall have printed there on any reference to a commercial enterprise or which are otherwise reasonably obvious as to their intended use. Vehicle regulated by this section which are in the process of loading or unloading shall not be considered to be “parked” so long as such vehicles shall not be kept on the property overnight. Further, the Association may promulgate further rules and regulations affecting the parking of any vehicles on the lot which appear to be in the best interest of all Owners. Anything contained herein to the contrary notwithstanding, the phrase “truck or van” is not intended to apply to minivans or sport utility vehicles used for domestic purposes and possessing no commercial marking or signage.
 - a. Decision is to have a group of community members and at least one board member to determine what can be done to create an Addendum to the Bylaws for clarity, and determine if an Amendment is needed. Leo volunteered to head the group as the Board Member
- Discussion on how to minimize homeowner impacts on street parking.
 - Current assumption, but not documented any place is that every home owner can have as many as 6 cars. Each house can also have up to 6 visiting cars at any given point in time.

- a. Board Meeting 4/15/22 states the limit of 6 visiting vehicles.
 - There is a rule that states two cars must be parked in the driveway before using the street. Supplemental Definition of section 2.5 adopted 3/15/2019
 - Moving all parking to the non-mailbox side of the street began on 5/1/21 and was documented in the 4/15/21 HOA board Meeting minutes.
 - John agreed to put something together for review at a future board meeting.
- Discussion on how we can create parking on the empty lot by the front gate, and then how to control it so we do not have homeowners using this as their default and not available for the community at large.
 - It was agreed to get some estimates in creating a gravel parking area.
- Storm damage recovery expectation
 - Hurricane Ian hit around Sept 28th. Tropical Storm Nicole hit around Nov 10th.
 - a. How long is reasonable to have houses repaired? There is a lot of tarped roofs and missing items from the houses.
 - After discussion, Bill proposed a 3 month grace period for homeowner resolution on damage after events such as this. John Seconded, Approved.
 - Will not required it to be fixed, but an active plan to get it fixed.
- Future Projects as funds are available
 - Traffic Parking Restrictions (yellow paint lines)
 - i. Colin and John to look at getting this done in January
 - RFID at the gates - \$21K
 - Outdoor water spigot at guard house. Pending quotes- HCM will continue to get quotes
 - Retaining wall reinforcement on new HOA Tower Lake lot...Josh to get quotes
 - i. Any issues with respect to property taxes? Has this been resolved with the County?
 - New Thermostats (3) at Clubhouse. This has been tested and seems to meet the needs.
 - i. Approved to be done, Bill to handle in January.
- Community comments stating that Down To Earth did a great job in resolving the community issues after the hurricane.
- Discussion on Service pet vs Emotional service pet, vs community limit on the number of pets allowed at a single address. The net of the discussion is that we are waiting on the state to clearly define Service, and Emotional service pets and how they are treated.
- Discussion of vandalism of timer for front entrance lights and also irrigation meters, pool pumps and heaters. Information will be sent out to Owners in the next newsletter.
- Mulch for 2023: Board discussed the handling of mulch for homeowners for 2023. Moving forward, the Board will not be handling mulch installation with landscaper, it will need to be done directly with homeowners. HCM will reach out the Down to Earth to get a discount and contact email and send information out to Owners regarding this change.
- Discussion on broken water meter covers – it was noted that the City informed the Board that individual homeowners must contact the city to have these repaired. It was also noted from homeowners that water bills have been wrong due to improper meter readings from Haines city. Owners are urged to contact the City and have the meter read again if you receive a high water bill.
- Discussion on Deck railings needing clean and paint- John volunteered to have this work completed.

V. Adjournment was called at 1:50 PM

Organization Meeting for Election of 2023 Officers

- I. Call to Order at 1:50 PM
- II. Election of Officers are as follows:
 - President- Colin Barr
 - Vice President- Leo Pacheco
 - Secretary- Josh Vaillancourt
 - Treasurer- Bill Taylor
 - All other members are Members at Large
- III. Next Board meeting tentatively scheduled for January 13, 2023.
- IV. Adjournment was called at 2:00 PM