

CALABAY PARC AT TOWER LAKE HOMEOWNERS ASSOCIATION, INC.

MEETING MINUTES

BOARD MEETING

June 20th, 2018

3:00pm

Calabay Parc at Tower Lake

539 Pineloch Drive

Haines City, FL 33844

- I. Call to order By President Josh Vaillancourt at 3:31 PM
- II. Verification of Quorum: All current board members are in attendance and verified by Highland Community Management (HCM) Jennifer Conklin
- III. Approval of Previous Minutes from previous Meeting: Jim Grant moves to accept the minutes as written, Leo 2nds the motion and approved unanimously
- IV. Purpose of Meeting
 1. Review the proposal for fence securement on Sheen Circle
 - Jim moves to table this improvement for a future time, Colin 2nds the motion and the motion is carried unanimously.
 2. Review the proposed entrance/exit strips for Minniehaha Gate
 - The board discussed the possibly of the addition of spike strips at the resident gate to help with improper entrance and exit of the gate and the major safety concern it poses
 - This gate is an approved school bus drop off location and the concern of children hurting themselves came up as there is not yet a walking gate
 - Walking gate is approved but need to find and approved a vendor to create a sidewalk connecting the gate and a barrier to block the gate bar. HCM will be getting bids on this for the board.
 - The board will also like to contact Polk County Schools to inform them that this gate cannot be used as a drop off for Calabay until walking gate is installed
 - Jim moves to approve the installation once the walking gate and mag lock is in place at the gate; Leo 2nds the motion and motion is carried unanimously
 - The board all chose the signs to be posted at the gate per required for notice of the stop strips for traffic.
 3. Review the proposal for the arm bar repairs at Minniehaha Entrance
 - We received 2 proposals for the issues with the arms bar gear box needing repair. One proposal was for a repair only with no warranty and another for full replacement that will carry a 2 and 5-year warranty.
 - Jim moves to approve the replacement option, Colin 2nds the motion and the motion is carried unanimously
 4. Review of work change order for Mag-Lock at Minniehaha Entrance

- HCM received an invoice for the Mag-lock installation at the resident gate, upon review of the work at the inspection on 6/20/18, the work had not been completed.
 - Miller Security send a change order proposal for extra repairs needed to be able to properly install the Mag-Lock system in question. Josh moves to approve the extra repair requires, Monique 2nds the motion and the motion is carried unanimously.
 - HCM will not pay the invoice for the Mag Lock system until all work is completed and operational.
5. Painting of curbs in no parking zones
 - HCM put together a list of 2 type of curb paint that could be used to paint the no parking sections within the community
 - Josh and Colin will be purchasing the paint and stencil and the board will be working on this project.
 6. Review and ARC Applications
 - 665 Copeland Dr. on decorative shutters: The board voted to approve this application with minor changes of the style and material of the shutters along with the stipulation the original architecture around the windows must remain.
 - 833 Sheen Cir on hurricane shutters: the board has asked for a new application to be submitted with a new option of style of shutters. The board would like to the shutters to be removable and only a permanent tract for the shutters to be in place permanently. This will help with dirt and mildew build up and bees/wasps using the shutters when not in use.
 7. Discuss guidelines for ARC requests to add a possible Design Criteria to the By-Laws
 - The board has seen many new types of applications come through regarding new items for exterior improvements that have not been discussed prior. Therefore, the board would like to draft a Design Criteria to be set in place for community member to have to give more direction and help.
 - Items to be added: paint colors, shutters (decorative and hurricane), screen doors, patio options and structures, fences, garbage can enclosures, etc.
 - The board will be reviewing other community Design Criteria as a model to create one for the community. This will be drafted and voted on by the board and recorded within the by-laws of the community.
- V. Open the Floor to Community Concerns
1. The board reviewed a new irrigation proposal to repair damaged, misplaced and incorrect nozzles from the previous landscaper. All repairs on the proposal are new and confirmed by HCM that these repairs did not show up on last repair proposal that was approved.
 2. Fireworks within the community for upcoming holiday: a concern was brought to the floor if the community allowed fireworks in the community. The governing documents do not state any restrictions on fireworks but the persons who would like to use them must follow city and county laws and make sure they are not noxious activity to neighbors as that is a violation within the governing documents.
 3. Boat Parking: question about proper boat parking within the community: the board stated boat parking is allowed is registration is current on the trailer and parked with permit from the community next to the clubhouse in the 2 designated boat parking sections. It is also allowed to keep boats tied to the dock slip should the owner chose to do this at the owner's risk. It was suggested to await the dock repair prior to doing this.
- VI. Adjournment at 4:49 PM