

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

## **MEETING MINUTES**

**BOARD and ARC MEETING**

**September 27th, 2018**

**3:00pm**

**Calabay Parc at Tower Lake**

**539 Pineloch Drive**

**Haines City, FL 33844**

- I. Call to order: Meeting was called to order at 2:56 PM by Jennifer Conklin at Highland Community Management (HCM)
- II. Verification of Quorum: all 5 members were present either by phone or attendance giving quorum for the meeting to take place.
- III. Approval of Previous Minutes from previous Meeting of both ARC and BOD: Jim moves to approve the minutes as written, Josh 2nds the motion, motion carries with unanimous approval.
- IV. Purpose of Meeting
  1. Review and Approval of new landscape contract: The board heard 4 presentations from perspective landscapers who have submitted proposals for the community (Landcare, BrightView, Down to Earth and ASI). The board reviewed and asked questions to all with their concerns on main topics that are issues within the community like hedge trimming and fertilization and pest control. Jim moves to accept the proposal from ASI, Josh 2nds the motion provided we receive the cost of on-going treatments of the growth inhibitor that was proposed during their presentation. All board members unanimous vote to approve ASI given the receipt of the answer about cost of growth inhibitor and will be within budget.
  2. Review and Approval of 2019 Budget: The board reviewed 2 proposed budgets after the agreement of the landscaper contract. The board asked for the budget line item of landscape contract be reduced from \$305,000 to \$293,000 in order to have quarterly assessments be set at \$450 per quarter. Josh moves to accept the 2019 with the change, Monique 2nds the motion, all member unanimously approve the 2019 budget which will be sent in the 2<sup>nd</sup> annual meeting packet to be sent out November 1<sup>st</sup>. The board also discussed that each lot has been paying their quarterly dues and has not received developer funding for the past few years, and due to the cost of landscaping has increased due to the finishing of homes the dues must be slightly raised to cover the growing cost.
  3. Review and approval to make all fines as an individual assessment for lien rights: per the HOA attorney request, it was asked of the board to allow fines to be assessed to a member as an individual assessment in place of a fine in order to give the association lien rights over this charge. The board moves unanimously to approve the change moving forward.
  4. Review of late fees/legal fees and board approval of waiving procedures: The board moves that any legal fees charged to an individual homeowner in result of the collection process will not be waived due to this cost is to recoup the HOA cost of these fees. The board also moves that late fees can be reviewed and possibly waived by the board on a case by case instance. Josh moves to approve this,

Leo 2nds the motion, all board members approve of this change.

5. Review and discussion of updates on hedges throughout the community: the board discussed their strong disapproval of the trimming of the hedges by the current landscaper and will make sure all hedges will be trimmed properly moving forward with the new landscaper. It was also discussed to make sure the new landscaper will also be able to touch-up on palm trimming to remove dead fronds that can be reached with the use of a pole saw to be done throughout the year to help maintain the palms and major trimming to be done twice annually as contracted.
6. Review concrete sidewalk bids for pedestrian gate at Minniehaha: The board received 3 quotes on the installation of the new sidewalk for the pedestrian gate at Minniehaha. Upon review; Jim moves to accept the bid given by Victory, Monique 2nds the motion, all member unanimously approve.
7. Review lot 62- foreclosure possession: the foreclosure sale outcome was discussed and was noted that the HOA now has title of the property. A title search was done on the property to see all outstanding items that would need to be corrected and paid in order to sell the property with deed. It was also discussed the option of an HOA rental and how this works when it comes to a foreclosure rental and a rental agreement was presented from Berkshire Property Management. The HOA attorney has already drawn up the paperwork for the Writ of Possession of the property and is awaiting the sign-off by a judge in order to serve the property with these. Once these papers have been served the HOA can take possession of the property within 24 hours. The board moves to table the decision until the HOA can see the interior of the property in order to make a decision on either selling or renting.
8. Review of any current ARC applications: the board had 3 applications to review:
  - 340 Cherokee Ave- pool: board votes to approve this application now all answers were provided on questions from the original application.
  - 419 Tower Lake Blvd- patio tile: the board votes to approve the Cotto Grigio stone tile and will be looking to add this to the Architectural Guidelines that will be voted in and recorded shortly.
  - 710 Eola Way- paint: the board votes to approve this application upon review of the home in order to confirm the paint colors supplied are the colors of the home currently.

#### V. Open the Floor to Community Concerns

1. Update on deck at 417 Towerlake Blvd.- HCM has been in contact with the city of Haines City in order to make sure proper permitting was done on this deck. As stated by the Haines City permitting department- the permit for this deck was applied for in August of 2017 and has since expired. No full permit was applied for since time of sale of the home or transition from the model home to a residence. Also no full inspection and approve has been completed with the city at this time. During previous meetings recorded with the HOA, DR Horton was made aware of the deck not being in compliance with the community as all deck must be concrete. DR Horton is on record stating the deck would be solely used for model home purposes and removed at the time a residence CO was applied for. This was never done and the Deck remains and the home has now been sold to a new owner. The board moves to start sending violation notices to the new owner with an explanation of the issue in order for the new homeowner to resolve this issue.
2. Car Decals- the board discussed the use of vinyl car decals for owners and residents in order to help the guards on the property. The Board moves to design and issue 2 types of decals: 1 for homeowners in the community that will be a permanent decal that does not have to be renewed, and 1 for long-term renters that will be available to purchase that will be issued for a 1-year period. Leo has offered to design the decals and get prices on manufacturing.
3. Gate remotes at the guard house are still not working for residents. HCM will be contacting ACT as they have been out several times within the last few months to repair the issue. HCM will suggest that ACT removes all programming on this unit and re-program using the

- information in the unit at the Minniehaha gate as this gate is functioning properly.
4. A homeowner asks if the board will allow screen doors on the front doors and/or screen in front copulas at homes that have a recessed door from the front of the home. It was noted to the owner that storm/screen doors will be approved and the type already approved by the board can be found on the website. The screening of the copulas has never been asked prior to this meeting and requests an ARC be submitted if the owner would like to do this in order for the board to review.

VI. Adjournment: meeting was adjourned by Jennifer from HCM at 6:07PM.