

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

**MEETING MINUTES**

ANNUAL MEETING

December 7, 2018

7:00pm

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

- I. Call to order AT 7:02 pm By Jennifer Conklin from highland Community Management (HCM)
- II. Verification of Quorum: 33 homes are in attendance either in person or proxy giving quorum
- III. Approval of Previous Minutes: board unanimously confirmed approval of the meeting minutes from October 19, 2018
- IV. Introductions: Current board members: Josh Vaillancourt, Jim Grant, Colin Barr, leo Pacheco and Monique Moore and Jennifer Conklin of HCM
- V. Purpose of Meeting: Josh Vaillancourt stated that all members are to await to speak until the floor is open for discussions during the appropriate times of those items to be discussed and we will be following Robert's Rules for members to speak for a period of no more than 3 minutes.
  1. Landscaper introductions
    - The board invited ASI, our current landscaper to meeting in order to speak on the current work being performed throughout the community
    - The landscaper and board discussed the issues with the pruning being done throughout the community. It was noted that the previous landscapers were neglecting the hedges and allowing them to grow above where they should be and educated the members on why they look the way they do now, the treatment that will be done to the hedges after pruning is done and where the landscaper is looking to have them by Spring
    - The board had decided to allow all hedges in the back of the homes to remain at the 5 foot height replacing the standard set in the previous meeting
    - The board discussed to owners who have certain requests and urged them to complete the landscaper request form that has been sent out quickly to have their requested noted by ASI. Should any owner need another form, they are to email HCM in order to receive one.
  2. Discussion and approval of Budget
    - The board reviewed the approved 2019 budget. With the amount of both landscaping and security increasing, the board had to slightly increase the dues.
    - Josh discussed the projects that were finished by the current board in 2018 and discussed the projected projects for 2019. (list attached to meeting minutes)
    - Owner questioned that the dues were only slightly increased due to the great collection efforts from the board and HCM and is looking to 2020 budget and what would be the increase of dues as the community will not be getting the same amount from 2018. The board discussed

that many of the projects projected for 2019, will be headed up by board members and committees in order to decrease the amount needed for these projects and should help with 2020 budget.

- The board discussed as many items in the community were ignored for a large amount of time, dues will increase in order to repair issues that went ignored.

3. Vote on amendment of the By-Laws to change date of Annual Meeting

- The board reviewed the reasons for the amendment for the change of the annual meeting from the governing documents. It was stated that holding the annual meeting on a Saturday in December at 2:00PM EST would help accommodate all members of the community as we have many members who live overseas. This date and time will help get more community involvement moving forward.
- After the vote had been verified and tallied: the amendment passes with a 37-3 vote in favor of the change. The amendment will be recorded with Legal and the Annual Meeting of the members will be now held on the first Saturday of December at 2:00 PM EST.

4. Election of Board of Directors

- The board opened the floor to allow all 5 candidates who have put in their intent to run to speak and introduce themselves to the membership.
- After the election ballots from both the members in attendance along with the absentee ballots the 2 vacancies of the board of directors were filled by: Leo Pacheco and Monique Moore.

5. New Business

- Owners discussed issues with Noise from the short-term rental homes and what can be done to help this situation. The board stated that there are certain quiet hours in Haines City and also Polk County that all are to adhere to. If you are having an issue with Noise the boards asks for owners to both Notify HCM and Polk County to help.
- There was concerns on the security team and their lack of performance especially during the evening hours. The board and HCM has already spoken to the security vendor and the issue is already being corrected prior to the meeting.
- Members are requesting that the board set up committees to help with projects in the community: like Christmas Décor and Neighborhood Watch. The board was also requested to have the board meeting on weekends or evening in order to have more owners be able to participate. The board will be looking to accommodate as many as possible and will issuing Newsletters and Emails to help set up committees.
- There has been many issues regarding parking throughout the community. The board has expressed their intent to better enforce the parking issues and encourages owners to email HCM when parking issues come up in the community to help enforce these restrictions. The board has set up for towing to be enforced in the community and will be enforcing this more in 2019. The board also approves to install one more No Parking Sign on Cherokee Ave and will be looking to start painting the curbs where there is no parking in order to allow better clarification on the No Parking Areas.
- The board have also approved Decals for both owners and long-term residents to help with security and parking. These will be issued in 2019: owners will receive permanent decals where long-term residents will be able to purchase decals in one-year intervals.

VI. Adjournment was called by Jennifer at HCM at 10:02 PM

## Organizational Meeting Officer Elections

- I. Meeting called to order at 10:15PM
- II. The Election of the Officers are as follows:
  - Josh Vaillancourt- President
  - Jim Grant- Vice President
  - Colin Barr- Secretary
  - Leo Pacheco- Treasurer
  - Monique Moore- Director
- III. The board scheduled their next board meeting for January 17<sup>th</sup> at 3PM.
- IV. Meeting was adjourned at 10:35 PM