

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

## **MEETING MINUTES**

### **BOARD MEETING**

**May 11, 2017**

**3:00pm**

**Calabay Parc at Tower Lake**

**539 Pineloch Drive**

**Haines City, FL 33844**

- I. Call to order by Jennifer Conklin from Highland Community Management (HCM) at 3:05PM
- II. Verification of Quorum: All 5 board members are in attendance at this duly noticed meeting
- III. Approval of Previous Minutes from previous Meeting: Jim Grant moves to approve the minutes as written, Josh Vallancourt 2nds the motion, motion to approve carries by unanimous vote and HCM will be posting minutes on the community website.
- IV. Purpose of Meeting
  1. Review the approval of the erosion repair quote on Pineloch Dr.- the board previously voted to approve the bid from Robinson Wetland and noting the approval with the recorded minutes. The work has been completed.
  2. Review the approval of the dock repair quote per last meeting- The board continues to maintain the approval of the trex-decking quote from the previous meeting and HCM will look to schedule this
  3. Review front entrance landscaping quote:
    - The board votes to approve the mulch proposal for all homes in the community that are in need of new mulch
    - The board votes to approve the hedge mitigation at 667 Copeland and 141 Minniehaha
    - The board votes to table the entrance landscaping proposal to a later date after other projects have been done that are of priority
    - The board reviewed the hardwood trimming bid and would like HCM to gather another 2 quotes to compare
    - Board reviewed the landscaping request form to be sent out to all residents: Jim moves to approve the form with the change of removing the 3<sup>rd</sup> portion of the request form, Leo 2nds the motion, the board unanimously approves and HCM will send out via email and post to website.
  4. Review quotes for replacement of street signs and the approved no parking signs quote: the board had previously approved this proposal and making mention within official meeting. The work has been completed and the board will also be looking to paint the curb areas around the signs to show footage of the no parking with yellow paint.
  5. Review Quotes for LED light to be installed at Minniehaha gate: The board reviewed the

- possible installation of a new LED light at the second entrance gate for safety. The board would like the vendor to supply pictures of the proposed light and to see if the watt strength can be lowered so the light will not be as bright.
6. Review of possible Attorney Violations: the board discussed the procedure of violations and the next step of sending on-going violation over for an attorney drafted letter. It was made aware at the meeting that the 13 owners have received at least 4 letters regarding the violation and no response to correct the issue. The board votes to send all on-going violations over to the attorney after HCM reviews them to make sure the violation has not been corrected.
  7. Review of ARC requests for Lot 1 and Lot 139:
    - The board voted to deny the wall application on Lot 1 as the City of Haines City has also not approved the wall as submitted due to issues and a new application must be completed. DR Horton was asked if their intention was to tie this new wall on the lot onto the HOA owned wall along Bates road. DR Horton has stated that they would like to tie this wall into the HOA owned wall and to be able to put this on HOA owned land at the wall site. DR Horton agreed to submit their application again to the board of directors for approval once a new drawing has been completed. This should be done within 2 weeks.
    - The board reviewed the new proposed driveway at Lot 139 as it pertains to the potential hazards of the restricted access of the lot due to the entrance gate and the visibility due to the community wall on Bates Road. It was noted that the board of directors had a meeting with the City of Haines City to address the community concerns of the driveway and DR Horton also has a meeting with the City to help come up with a reasonable solution to minimize the hazards. R Horton submitted plans to the City and HOA to extended the drive to a 20-foot entrance and construct a T-junction for turn around to be able to allow residents to exit the lot in a forward facing direction. The board requested DR Horton to send an agreement that the new owner knows the limited access and that the HOA will not be liable for any damage due to this, DR Horton declined to have the ability to secure such document. The board would like HCM to draft and record a document for this lot to inform new owner of the restriction of the lot due to the community wall and entrance gate.
  8. Review of The ARC Committee
    - The board questioned the current ARC committee members that are the controlling party (DR Horton) on their practices of meetings, minutes and the requests for all records to be done by the ARC, also their lack of response to individual homeowner ARC applications that have been sent by HCM. It was stated that all documents were turned over to the previous management company, Morbitzer, and they had no records at this time. Colin Barr asked if they could provide the approved ARC application for their personal builds and lots, which DR Horton responded that they will look into supplying these to the board.
    - DR Horton by the representation of LeRoy Sanchez, stated that moving forward as of today that the ARC will look to hold monthly meetings and review all applications as they come in. The board questioned on why this was never done since taking control of the ARC in 2016.
    - It was questioned on why the ARC did not get board approval for the change in home design that is not in harmony with the community and the change to not have pools installed. DR Horton states all floor plans (68) were approved by the board in a previous meeting a year ago and are within HOA minutes. It was questioned on why the ARC still approved the change of not installing pools when there are meeting minutes and community vote against the change as this would need board approval by governing document section 7.2: LeRoy stated he would need to further research this.

- Josh Vallancourt makes a motion to dissolve the ARC Committee as it stands now due to the gross lack of responsibility and fiduciary duty to the HOA over the past year and a half. Leo Pacheco 2nds the motion and the motion carries with unanimous approval.
  - At this the time, the Board of Directors will take over the responsibilities of the ARC until such time when a new committee can be formed.
9. The Floor was Open to Community Concerns:
- There have been residents exiting the community by lifting the fence on Sheen Circle at the ground and crawling under the fence. The board will be getting quotes to reinforce the areas and HCM will be sending letters to the residents preforming the acts.
  - Owners concerned of pet waste not being pick up: The board asked owners to send an email along with pictures and addresses of the violators so we are able to send violations to the property owners.
  - Speeding concerns were discussed. The board would like HCM to get quotes on the installation of speed humps within the community.
  - Owners have inquired with Prince about personal work on in the scope of the HOA to be performed and are directed to go to HCM with this request. HCM will inform Prince that personal work cannot go through the HOA and can be directed to the vendor directly. All HOA maintenance requests however must go through HCM for accurate records.
  - It was also noted that Prince has been cutting the grass on certain lots too short, this will be discussed with Prince.
10. The board has scheduled the next Board Meeting tentatively for July 13<sup>th</sup> at 2:00PM

V. Adjournment was called at 5:19PM