

CALABAY PARC AT TOWER LAKE HOMEOWNERS ASSOCIATION, INC.

Board Meeting
October 6, 2017
Calabay Parc – Club House
539 Pineloch Drive
Haines City, FL 33844

The meeting was called to order by the Secretary/Treasurer Joshua Vaillancourt at 2:05 pm.

- Verification of Quorum
 - Richard Vaughan – attended via phone
 - Leroy Sanchez – attended via phone
 - Joshua Vaillancourt – attended in person
- Verification of timely notice of meeting – verified meeting was duly-noticed
- Approval of board meeting minutes from September 22, 2017
- Discussion on lawn and landscape issues
 - Josh toured the newly constructed homes with the landscaper to analyze the yards that are in poor condition. The evaluation showed that the ground had not been prepped properly causing the problems. Leroy will talk to the superintendent and warranty issues and report back to the Board.
- Discussion on Ridgewood Lakes Invoices transpired. There were questions as to why they were billing for mailboxes, repairs to new newly constructed homes, boards for the gate system and other items. Management to make contact with Summerland Feed concerning a board they replaced but Ridgewood Lakes Invoiced for. Leroy to check on amount invoiced for repairs to new irrigation boxes that were deemed not safe. Invoice information to be sent to Leroy to determine if D.R. Horton or HOA.
- Discussion on sidewalks that were damaged during new construction. Sidewalks are still not repaired. Leroy will look into it.
- Discussion on why no palms trees were installed on the new construction. Leroy to check the approved landscape plans.
- Discussion concerning the trimming of trees by current lawn service provider. Currently they will trim up to the height of 6ft. Trees higher than this would be the responsibility of the home owner.
- Several owners brought up concerns about how the current lawn service has no regard for the job that is being done. Such as if there is lawn debris on the ground they just run right over it verses picking it up.

- Lawn Service Committee Update was presented by Colin Barr. Four service providers have been approached for proposals one of which declined due to size. Once all proposals are obtained and reviewed they will be submitted to the board with a review.
- Colin Barr is also working to get quotes on trees that need to be removed.
- There was a question as to if there was a way to track issues in the community. It was noted that Highland Community Management has a maintenance request form on the website and issues submitted via this report will be tracked.
- There have been problems with new construction crews starting too early and being loud. Leroy has addressed this with the homeowner and workers.
- Due to the large volume of calls from owners whose gate remotes did not work, Highland Community Management found that the previous Management company was sending out remotes that had not been programmed. Copies of the back of the remotes are required for them to be programmed into the gate system by the gate company for all that do not currently work. It was also found the gate company has not been able to connect to the gates for almost a year. Without the connection the remotes cannot be programmed. Frontier was notified and after several attempts found it was a problem with the phone line needing to be reset.
- Other items discussed included:
 - Irrigation running while raining, has sensors been checked
 - Teenagers & residents pulling open the gates to pass though
 - Cameras are not recording
 - Gates needing repaired – approved to send Miller Security
 - Police Protection/Citizen Patrol/Community Watch
 - Seeking legal advice concerning past management company
 - Cleaning Service for Club House – N.H Horton Cleaning approved
 - Board voted no to bus parking, would set a precedence
 - Josh to meet with the Website Company for training
 - Gym equipment & floor cleaning
 - Board voted the Club House could not be rented or reserved
 - Highland Community Management collection process was approved
 - Repairs needed to lights on the wall at entrance
 - Downstairs AC not working
 - Pump outside by AC not working
 - Insurance claim has expired
- Security Committee was formed to include:
 - Le-anne Berger
 - Ken Berger
 - Louis Perez
- Budget meeting to be held in November
- Annual Meeting was discussed and will be held on December 9, 2017 at 2pm
- Meeting was adjourned at 3:56 pm