

CALABAY PARC AT TOWER LAKE HOMEOWNERS ASSOCIATION, INC.

MEETING MINUTES

BOARD and ARC MEETING

August 17th, 2018

3:00pm

Calabay Parc at Tower Lake

539 Pineloch Drive

Haines City, FL 33844

- I. Call to order AT 3:00pm by Jennifer Conklin of Highland Community Management (HCM)
- II. Verification of Quorum: all board members present at time of meeting
- III. Approval of Previous Minutes from previous Meeting of both ARC and BOD: Leo moves to approve all minutes as written, Monique 2nds, all approved: minutes will be added to website and community records
- IV. Purpose of Meeting
 1. Update on dock replacement: Dock is continuing repairs and should be done within a week
 2. Review possible bi-annual newsletter: board votes to approve 1 annual newsletter to be mailed out after annual meeting and quarterly newsletters to be emailed out
 3. Review management agreement for HCM for 2019: Leo moves to approve new management contract, Colin 2nds, all members approve and sign new contract with HCM
 4. Review proposals for sidewalk for walking gate: still awaiting bids on sidewalk – tabled until next meeting with contracts
 5. Review of erosion bid for Pineloch retention pond: board moves to have original engineer inspect the area and review his previous recommendations as the repair failed.
 6. Update for the arm bar repairs at Minniehaha Entrance from August 7th damage: all repairs have been completed and charged out accordingly due to damage by builder.
 7. Update on Mag-Lock at Minniehaha Entrance: the mag lock has been installed
 8. Review of new ARC Applications: the following applications were reviewed and the decisions are as follows:
 - 171 Minniehaha- approved

- 223 Minniehaha- approved
 - 639 Copeland- approved
 - 417 Tower Lake Blvd- denied
9. Update on the Lally/Lot 47 application: we have received the signed change request from Lally and the board has approved the new build on Lot 47
 10. Discuss guidelines for ARC requests to add a possible Design Criteria to the By-Laws: Jim has started a draft on design criteria for the community. The board will review and make any requested changes and will put together a revised copy to be voted on at the next meeting.
 11. Approved Builders within Community: Josh Vallancourt makes a motion for a resolution for the community to approve the following: All remaining lots owned by DR Horton (Lot: 1, 35, 139, 198, 199) are solely authorized for DR Horton to be the approved builders to these lots. Subsequently; all lots owned by Calabay Parc Trust/Lally/ Epic Development (Lot: 39, 46, 47, 48, 49) are the only authorized and approved builders to their owned lots. All other individually owned lots that would like to begin builds will require approval of their builder with the board of directors.

V. Open the Floor to Community Concerns

1. Annual Meeting: board approves annual meeting to be held in December and packets to be mailed out in October.
2. Board Terms: Upon review there will be 2 open positions to the board at the next annual meeting: Monique Moore and Leo Pacheo will need to submit a new intent to run should they like to continue on the board as their terms will be up.
3. Budget Meeting is scheduled for September 27th at 3PM to review new budget
4. Board discusses and approves to send out a poll to all members with regards to increase in dues for new landscaping.
5. Mulching that has been approved has not yet been done within the community. HCM will be checking to receive quotes for mulch from another company and possibly cancel the current approved bids.
6. It was brought to the board's attention that a new email for the guard house is required. HCM will create a new email for them and update the website and letters with new email.
7. Remotes are still not working at the guard house gate- HCM will contact vendor to check the status of the repair.
8. Sidewalk repairs to be done by DR Horton: HCM will be following up with LeRoy at DR Horton from the email sent on 8/7/18 discussing the sidewalk damage that needs to be repaired and the removal of the storm drain blockages where construction is finished.

VI. Adjournment at 4:24 PM