

CALABAY PARC AT TOWER LAKE HOMEOWNERS ASSOCIATION, INC.

MEETING MINUTES

BOARD MEETING

October 19th, 2018

9:00 AM

Calabay Parc at Tower Lake

539 Pineloch Drive

Haines City, FL 33844

- I. Call to order at 9:01AM by Jennifer Conklin of Highland Community Management (HCM)
- II. Verification of Quorum: all 5 members present either by phone or in person
- III. Approval of Previous Minutes from previous Meeting of both ARC and BOD- Leo moves to approve as written, Jim seconds motion, all approve: minutes will be posted online by HCM
- IV. Purpose of Meeting
 1. Discussion with new landscaper (ASI) and review the action plan for the community. The board and members of the community to discuss their action plan for the first 90 days within the community and items for the HOA to address:
 - During November and December, ASI will be doing a “hard cut” of all hedges within the community to bring them within community standard. The standard has been set to just below windowsills and to the first rail on all pool screens and to not go above A/C units. They will be then applying the growth inhibitor to all hedges in January to slow the growth but will help hedges bloom and green up.
 - HCM will be sending out the Landscaper Notice again for members to elect for the new landscaper to either continue to trim the hedges or to elect for them to NOT trim hedges. If a member elects to not trim, they will then be responsible for the maintenance.
 - ASI will be doing a walk thru to inspect all clean-outs in the community in early November and recommend any that will need to be moved lower into ground for proper maintenance.
 - ASI and the board will be scheduling a walk through the community to look for any visible damage from the landscaper in order to report this to Prince and seek reimbursement for repairs.
 - The board has also asked HCM to send out an email to ask owners to schedule their yearly maintenance review of their property to also check for damages.
 - Homeowners who would like to request personal landscaping to be quoted for their home, will be asked to fill out an Architectural Review Application for the board to review and approve and will then send to ASI to be able to quote the project for you. This will help expedite the work for the homeowner, as they will not have to wait for board approval.
 - ASI provided handouts of their mowing and trimming schedule that HCM will be

posting on the website for owners to review. ASI will be onsite 3-4 days a week to cover all required work. Irrigation inspections will be done weekly per each section of the community to have the entire community done in one month. This will also help with irrigation issues that occur, as a tech will be on-site weekly.

- All landscaping and irrigation issues to continued to be addressed to HCM with a filled out Community Maintenance form which can be found on www.hcmanagement.org. This is to keep accurate records for the community. If a form is not sent back, HCM and ASI cannot guarantee the repair to be done.
 - ASI will be collecting all irrigation control box keys for the community in order to store them properly and to keep from tampering and vandalism. Should an owner want a key to the unit you may request one through HCM and a key will be dropped off for you from ASI.
 - ASI will be in attendance at the annual meeting and any board meetings we request.
2. Approval of financial statements to be submitted to website: the board had received a question regarding the posting of the financials online. Per attorney guidance, the board has decided to not post financials online. However per Florida Statutes 720, all financial information is open for any member to receive when requested. Any owner who would like a copy of the financial report can be requested by emailing HCM at admin@hcmanagement.org

V. Open the Floor to Community Concerns

- Concerns of noxious behavior on Sheen Circle: it was discussion and reviewed that this issue would be an owner to owner issue and the HOA would not be able to help.
- Irrigation at 830 Sheen Circle was coming on at 2:30 PM on Saturday. Will alert landscaper to this issue.

VI. Adjournment: meeting adjourned at 10:31 PM