

CALABAY PARC AT TOWER LAKE HOMEOWNERS ASSOCIATION, INC.

MEETING MINUTES

BOARD MEETING

February 18, 2021

4:00PM

Calabay Parc at Tower Lake 539 Pineloch Dr (Clubhouse) And Via Teleconference

- I. Call to order at 4:03 PM by Board President, Josh Vaillancourt
- II. Verification of Quorum: All 3 current Board Members Present: Josh Vaillancourt, Colin Barr and Faith Kreis. Jennifer from Highland Community Management (HCM) also present
- III. Approval of Minutes from previous Board Meeting:
 - Colin moves to approve the previous meeting minutes as written, Faith seconds the motion, minutes are approved as written unanimously. HCM will be posting on HOA website.
 - Owner inquires on why not all statements are recorded in the meeting minutes. The board stated that meeting minutes are a summary of the meeting and not a transcription of the meeting. The owner requests for meetings to be transcribed as done in government meetings. The board will take this request into consideration.
- IV. Purpose of Meeting
 1. Resignation of Board member – process of appointing new Board member
 - It was announced that 2 of the current members of the board have resigned from their positions on the board- Owner requested the names of the resigned members: it was stated the members were Jim Grant and Monique Moore
 - Josh moves to approve the 2 members for appointment to the board, Colin seconds the motion and the appointments pass unanimously. The 2 members who have been appointed to the seats to fill out the remainder of their elected terms: Leo Pacheco and Bill Taylor.
 - Owner inquires on how the members were appointed and why they were not asked or considered for appointment as they were a few votes short of election from the last meeting. The Board stated per their governing documents that this is a decision to be made by the discretion of the remaining board members and the board felt these 2 members would be the best for the community to fill these seats.
 - Owner inquires about one of the appointments and if the board feels they will be able to fulfill their fiduciary responsibility as they discussed this issue at the January Board Meeting. The Board feels at this time that they will have sufficient rules in place to prevent these issues in the future, but will be vigilant on those issues moving forward.
 2. Review and Approval of Meeting Code of Conduct
 - The Board review the created Meeting Code of Conduct document that was created in order to help keep order during meetings as stated within Florida Statutes.
 - Josh moves to approve the Meeting Code of Conduct as written and to have this posted to the HOA website and sent with Newsletter, Colin 2nds the motion and the motion carries with unanimous board approval.

3. Review and Approval of Board Member Social Media and Email Code of Conduct
 - The Board reviewed the created Social Media and Email Code of Conduct. This document was created with review of Florida statutes 720 and legal opinions on the proper use of these items when it comes to official HOA correspondence and business.
 - The Board also announces that they have created a Board of directors only email in which members can email the board directly on some items. The email address and the procedure on use of this email will be sent within the Newsletter that will be issued soon.
 - Homeowner requests for the Board and HCM to show were within Florida Statutes 720 does it state a Board Member cannot conduct official HOA business on social media. It was stated that the current passed laws do not take social media into account and is not specifically listed. However, the statutes do state in many areas on how the Board is legally bound to send HOA information to members and how members must request official HOA information and records. The absence of social media use in these areas is why many legal opinions have been given and legal precedence has been established in the state on proper ways to send official HOA correspondence.
 - Josh moves to approve the Social Media and Email Code of Conduct as written and to post to the HOA website and send with newsletter, Leo seconds the motion and the motion carries with unanimous board approval.

4. Review and Approval of Management contract with Highland Community Management
 - Per request since last Board meeting, review of 2021 management contract by the board was done.
 - Board requests for the addition of sending “Welcome Packets” to all new homeowners to be the responsibility of HCM, HCM agrees and is added. Request to add the log-in and password to the welcome Packet is requested, HCM will make this adjustment.
 - Owner inquires to see when the management contract was last re-bid for quotes. The board stated this was last done in 2018. The board also stated that the current rate for management of this type of HOA ranges from \$10-\$15 per door and currently the HOA is charged under \$6 per door. The board will look to re-bid this contract this year for comparison.
 - Owner inquires if there is a clause giving the HOA a 30-day termination, The board confirms this is in the contract.
 - Josh moves to approve the current contract as done at January Board meeting, Bill seconds the motion and the motion carries with unanimous board approval.
 - Owner motions for Board to post the Annual Audit of the HOA on the website: Josh makes a motion to the board to accept this request, Colin seconds the motion and the motion carries with unanimous board approval. HCM will post to the HOA website.

5. Recap and Discussion of Security Committee Meeting: Colin reviewed the discussion of the Security Committee Meeting with the Board.
 - The Board will be discontinuing the “Call-Ahead List” and will be changing this to the “Restricted Visitor Access List”. This change in verbiage will hopefully help owners on the current rules set into place. New forms will be sent out to all owners who would like to be placed on the optional Visitor Restricted Access List. In order to be on this list, an owner must complete the form and list all visitors who are to be granted community access. If a visitor is not on their visitor list, they will be denied access to the community. This excludes deliveries. If a form has not been provided, you will not be opted into this service. A similar form has also been created for Short-term rental owners who wish to restrict community access to only their registered guests, this again is optional. However, if an owner has a legal trespass/restraining order, they will be allowed to provide this information to security in order to deny only those parties.

- A new vehicle log was introduced for Security to use with new required information.
- The Board is also working on being able to transfer all security information, logs and check-ins to a digital format. The board is reviewing options on this. It was asked if this information will be secure and who will monitor. It was noted that the Board and HCM will help create the database and the security company will monitor and update. HCM will be able to provide Owner Summary bi-annually to keep list updated.
- Owner inquires for the board to review to see if there is a device to read license plates that will register through a system to show either approval or denial of access. The board will review this request.
- The Board addressed that currently the largest issue is the HOA not being properly equipped for denial of vehicle entry which has been discussed previously. The board will be looking at options and quotes in order to be able to secure the front gate with turn-around access.
- Request to add a camera to the guard house or body cameras for guards to record interaction with vehicles (with audio). HCM noted that current security cannot have use of body cameras for legal reasons but the installation of a camera on the guard house is very welcomed and encouraged. The board will review quotes for this.
- The Board will also be reviewing a change to the hang tags to help with better visual alerts. Will be looking for different color hang tags for length of stay (1-3 days, 5-14 days, 14-30 days). This will help to check for expired tags. It was also suggested by Bill to add the new parking rules on the back of the hang tags to alert people to help with correct parking. This will be added moving forward.
- The board would like to thank the Security Committee member, Alex, for helping set up free police patrols within the community. It was noted that another agreement is required for police to be able to issue speeding and parking tickets. The Board and HCM will contact Alex to get this information to have this completed.
- Issues with solicitation within the community was discussed. The board stated for owners to attempt to get a business card in order to send information to HCM to be able to send a cease and desist to the company. It was also noted for residents to call police to have solicitors trespassed. More information on this will be given in the Newsletter.
- The Board will be sending out a poll to the community on a few items requested by the Security Committee to see if the community would like to have these options as these options will all have a cost which will raise the budget moving forward. These items include:
 1. Installation of a call box at the Minniehaha Gate for Security to communicate with vehicles.
 2. Installation of key card access on pedestrian gate at Guard House
 3. Addition of community patrols by Security
 4. Requests for members who would like to start a neighborhood watch program

V. Review outstanding ARC applications: 2 applications were placed for review:

- 828 Sheen Cir; pavers in yard: denied due to potential safety issues with landscapers
- 533 Pineloch; new home build: denied due to inconsistent with overall look within the community. The Board will request a teleconference meeting with the builder to review items that will be required prior to another submission.

VI. Schedule Next Board Meeting

- Next Meeting scheduled for March 18, 2021 at 4:00 PM.
- Owner requests for Board to consider making a full calendar of scheduled meetings which will need to include a Reserves/Budget Meeting. The board will review this request and take into consideration.

VII. Adjournment was called at 5:44 PM

Organization Meeting to Elect Officer Positions

I. Call to order at 5:50 PM

II. Election of Officers

1. Election of Officers are as follows:

- Josh Valliancourt- President
- Leo Pacheco- Vice President
- Colin Barr- Secretary
- Faith Kresiz- Treasurer

2. Non-Officer Directors

- Bill Taylor- Director

III. Adjournment at 6:15 PM