

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

**Meeting Minutes**

BOARD MEETING

February 16, 2017

4:00pm

Calabay Parc at Tower Lake  
539 Pineloch Drive  
Haines City, FL 33844

- I. Call to order at 4:04 PM by Jennifer Conklin from Highland Community Management (HCM)
- II. Verification of Quorum all members of board were attending by person or via phone (LeRoy Sanchez via phone)
- III. Approval of Previous Minutes from December 13th Meeting: Jim Grant moves to approve minutes, Leo seconds, all approved to accept the minutes as written
- IV. Purpose of Meeting
  1. Discussion and review of new landscaping company: Board requests letter to be sent to landscaper to discuss issues of service schedule, schedule on spraying within community and trimming schedule
  2. Review of camera quotes: vote has been tabled until Colin Barr speaks to Miller to adjust the quotes.
  3. Dock repair and maintenance: tabled until discussion of item 16
  4. Parking issues and police patrol: discussion on the parking issues. Board has approved quotes for towing contract and installation of tow signs and no parking signs in the community for around corners which is a major cause a parking issues.
  5. Review Alliance performance: Board has approved to move one property over to Alliance for collection efforts Lot 62
  6. Website Update: Josh has been working with vendor, website is still in testing phase but an email will go out when new site is functional. Old website still in place at this time for community use.
  7. Review of concealment for Guard House garbage: The board has corrected this issue but will look into possible fencing of this in the future.
  8. Retention Pond Erosion - engineer reports: received report on Thursday and

- will be sending these out for contractor bids on areas in report.
9. Quotes for walking gate at Minniehaha Gate: quotes tabled until updated quoted received from Miller.
  10. SWFWMD repair quotes on Sheen Circle: Board approves repair to be done by Professional Plumbing and Handyman, also has approved fence repair on Sheen circle and to received bids to install barb wire on fence like other side of fence.
  11. DR Horton elevation grade of new homes; Concerns were addressed and the board to get a list of areas to LeRoy Sanchez to discuss with builder, DR Horton. Board has also approved to send list to SWFWMD for review.
  12. Safety Committee Discussion: Ken Berger has resigned as chairperson. The board is working with Polk County Sherriff to start CAP Program. The board will be recruiting more volunteers for this committee and to reach out to Luis Perez about heading this committee.
  13. Clubhouse rental/calendar; The board has approved HCM to draft a contract and calendar for review on possible renting of clubhouse areas.
  14. Solicitation Signs for gates: Board has approved for the purchase of 4 signs to be placed within the community to be installed by Joshua Vallincourt.
  15. Review of front wall repair to columns: this has been tabled until quotes are received by Viking Masonry.
  16. Reserve Study for Common Area: The board has voted to approve a reserve study be done on all HOA owned property.
  17. ARC Committee: Richard Vaughn has resigned his duty on the ARC Committee; the board appoints Monique Moore to the committee.
  18. Next Board meeting has been scheduled for April 27<sup>th</sup> at 3:00PM.
- V. Adjournment for Meeting at 5:55 PM; motioned by LeRoy Sanchez, seconded by Jim Grant, all approved.
- VI. Board opened the floor to address resident concerns at 5:56PM
1. The board and residents asked HCM to get a proposal for blind installation in the clubhouse for windows on the far left on the clubhouse.
  2. Residents commented on how nice the front entrance is looking with the install of the annuals.
  3. Was discussed about possibly having the board and volunteers in the community look to do paint touch ups on the entrance wall on Bates Rd. HCM to price out paint costs.
  4. Concerns regarding owners not picking up pet waste. HCM will send email to owners reminding them of the City/County Ordinance of leash and disposal of Pet Waste. HCM encourages owners to send emails with address on violators to be able to send personalized letters to them.
  5. Pressure Washing Sidewalks- Concerns on Areas missed in community, HCM will contact vendor on this issue.
  6. Fence on Sheen Circle Damage: HCM will be sending out vendor to both repair current fence and receive bids on possible install of barb wire for board review.