

CALABAY PARC AT TOWER LAKE HOMEOWNERS ASSOCIATION, INC.

MEETING MINUTES

ANNUAL MEETING

December 5, 2020

2:00pm

Calabay Parc at Tower Lake

539 Pineloch Drive

Haines City, FL 33844

- I. Call to order at 2:04 PM by Jennifer Conklin of Highland Community Management (HCM)
- II. Verification of Quorum: 64 members present either in person or by proxy and 4 Board members present: Josh Valliancourt, Jim Grant, Colin Barr, Monique Moore. Leo Pacheco absent. LCAM Jennifer Conklin from HCM also in attendance.
- III. Approval of Previous Minutes: Board tables approval until meeting minutes are completed.
- IV. Purpose of Meeting
 1. Discussion of 2021 Budget
 - HCM introduces the proposed 2021 budget and explains the reason for the increase. HCM noted that over the past 3 years, HCM has been able to collect over \$300,000 in delinquent dues from the past 10 years in which these funds were used to help off-set operating costs to keep member dues as low as possible. At this time, the community has exhausted all delinquent funds collected so the operating costs could no longer be off-set with this.
 - At the Budget Meeting in October 2020, the Board and HCM discussed the many money saving efforts throughout the year and stated due to better security, programming changes and a few vendor changes, the HOA was able to save over \$20,000 for 2020 and will save at least \$5000 moving forward. In order to try to reduce dues, it was discussed about the possibility to remove the 24/7 guards down to one shift per day and look to install a call box in place. The board felt that this type of change would best be given to the community to review and decide which is why it was on the ballot for the Annual Meeting.
 - Discussion of cost of landscaping services and that is a large amount of the budget. The Board stated that they have reached out to 6 vendors and only 2 vendors submitted bids and both were higher than current contract. The board is still actively trying to retrieve more quotes to try to find a better cost.
 - Requests for security to also have roving security. It was noted that this was reviewed previously and the cost was too high for what the community would receive, but the board will again review this option. The current contract for security does not have roaming security and only to man the guard house and cameras. Discussion and review of when security was put in place and that this has helped with the crime rate within the community low. And it also was helped save \$15,000 in gate repairs. It was also noted that removing security would decrease home values and raise homeowner insurance.
 - Discussion on cost of HOA management. It was noted by the board that currently HCM charges \$5.50 per door, and the current standard rate is \$10-\$20 per door. Owner requests for the board to consider self-management to lower expenses, Board stated that self-management

would be too much work for the volunteered board to make sure all is done legally.

- Request for the Board to look to purchase land in order to create a parking lot. The board has reviewed this but the only lot available for sale is too expensive at this time.
- Discussion of differences in some costs which was explained that new line items were added to help show actual costs.

2. Election of Board of Directors

- 4 Candidates were placed on the ballot by submitting their intent to runs and were confirmed to be a valid candidate by HCM and the Board. Each Candidate was given the floor for introductions.
- Discussion of 6th Amendment placed on the ballot
 - a) HCM present the 6th amendment proposed which was in the Annual Meeting packet on changes to the parking restriction. The change adds the parking supplemental definition to the restriction and also limits parking to 1 side of the street where the mailboxes are not.
 - b) The Board and HCM noted that about 10-11 mailboxes on Cherokee and Pineloch will need to be moved and we have already received permission from USPS and have a quote to move them.
 - c) Questions if some of the No Parking Zones will be changed. Board agrees to have these moved to near intersections.
 - d) Discussion on enforcement- HCM noted that the HOA can aggressively start towing with this amendment approved
 - e) Concerns on parking on one side with neighbors who have many vehicles and discussion on this concern- it was noted this is to help with vehicle access while driving through the neighborhood, safety and the ability for emergency vehicles to access all roads as currently they cannot with street parking on both sides of street.
- Ballots were submitted and tallied by HCM and 2 volunteers of the membership and the results are as follows:
 - a) 2 Directors elected: Jim Grant and Faith Kresiz
 - b) Approval of 6th Amendment passed
 - c) Approval of budget increase to \$525 per quarter for 2021. Josh moves to approve the budget with increase, Monique seconds, board unanimously approves 2021 budget.

3. New Business

- Request to look to install an electronic lock on the pedestrian gate by security. Board will review this and make sure also to speak with security and make sure this is monitored and locked at night until a quote is received and reviewed.
- Concerns of Security and the lack of services as contracted (not checking in all guests) Board will be reviewing this while reviewing security companies.
- Owner requests the floor to discuss the lack security during COVID quarantine. The Board and HCM discussed on what the HOA could enforce and the requirement of enforcement with help of law enforcement which would not enforce the mandate.
- Owner makes a motion of a vote of no confidence in both the Board and management and requests to vote in a full new board. HCM noted that this owner was not able to make any type of motion due to their inability to vote at this meeting. HCM also discussed that a motion to remove a board member cannot be done at a meeting and discussed the proper procedure per Florida Statutes 720 on how to recall a Director by members of the HOA.
- Discussion and concerns of guests at rental homes using homes as party homes: loud music, too many guests/vehicles, parking to block streets and on lawns.
- Owner discussed if there was a possibly of changing the documents to have a time limit on minimum days a home can be rented to 5-7 nights. Board will review this option.

V. Adjournment was called at 5:12 PM by Jennifer of HCM

Organization Meeting to Elect Officer Positions

I. Call to order at 5:25 PM

II. Election of Officers

1. Election of Officers are as follows:

- Josh Valliancourt- President
- Jim Grant- Vice President
- Colin Barr- Secretary
- Faith Kresiz- Treasurer
- Monique Moore- Director

2. Discussion of next Board Meeting

- Board plans to hold meeting second week in January to review Security bids

III. Adjournment at 6:15 PM