Board of Directors Meeting

Wednesday, April 22, 2015

**Present: Location:**

Mike Caines, President Winter Garden City Hall

Staci Blair, Secretary Commission Chambers

Larry Blair, Treasurer

Jim Gallagher, Board Member

Josh Caines, Board Member

Tony Blair, Board Member

Mike Caines called the meeting to order at 6:35 p.m. Roll call was taken and immediately began to address meeting agenda. Six members present. Branden Stephan was not present as he was out of town and had no specific issues to discuss. Minutes were read from board meeting on March 25, 2015. Mike motioned to approve minutes. Larry seconded the motion. None opposed.

Winter Garden police officer, Officer McClead was present. He spoke with the board regarding community safety. No immediate crimes in our area recently to be concerned with. He briefly encouraged us to attend the citizen academy coming up on September 2, 2015 at the Winter Garden Police Station and to be a part of the National Night out in October, 2015. The board briefly discussed some concerns with Officer McClead such as the construction in Lake Cove Pointe using the construction entrance and exit off of South Timbercreek Drive, the speeding Dodge Dakota that has been going through out subdivision at high rates of speed to get into Lake Cove Pointe, and the mailboxes hit by an unseen vehicle on South Timbercreek Drive. He stated that the patrols will be informed and making more pass through’s in the subdivision. No further issues concerning the Winter Garden Police Department and Officer McClead excused himself from the meeting.

Larry Blair provided the board with an updated financial report and informed the board that all outstanding bills have been paid and the association is up-to-date. To date the association has received $2,200.00; 3 deposits of $720.00, $720.00, and $840.00. Current balance in the bank account if $1,428.82. As for upcoming expenses, Sunbiz annual report is due on May 1, 2015 and costs $61.25. In addition, the dues for the post office box is due in June and is estimated at $68.00. Larry is still making is way through the past treasure’s reports and estimates at this time $1,800.00 is due for 2015 past dues. Fifty invoices were sent out and twenty-two have not paid. A discussion was had by the board regarding past due amounts and how to handle if not paid. At this time, the board will send out past due notices for all years on

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record, and if homeowner can show the proof of payment, Larry will update the records to show accordingly. No waiving of past dues at this time. Discussion has been tabled.

 The tree at the front entrance will be taken down by the city of Winter Garden. Mike took pictures for the city and will be placed on the city’s schedule. Landscaping and utilities will tabled until future notice to conserve funds. The board will rotate the maintenance of the front entrance and the island.

 Discussion was had regarding the bank account and who has access. It was changed to all online banking and we currently have no checks. Discussion by the board that the funds need to be protected and dual signatures on all checks is a must. Three board members will need to be on the bank account to be able to sign checks. It was discussed and voted upon the treasurer, Larry Blair, president, Mike Caines, and alternate, Jim Gallagher will be placed on the account for authorization. Larry will order new checks accordingly.

 A home improvement request form was discussed to have some uniform throughout the subdivision in major home improvement projects. Staci Blair will draft a letter to go with the request form for future improvement projects. As to any discussion regarding boats, trailers, RV’s and/or any association violations, the board tabled the discussion until a later meeting.

 Next meeting of the board members for June 17, 2015 at 6:30 p.m. Mike motioned to adjourn meeting. Staci seconded the motion. All in favor. None opposed. Meeting was adjourned at 8:00 p.m.

Prepared by Staci Blair, HOA Secretary