

THE PARK AT WOLF BRANCH OAKS HOMEOWNERS' ASSOCIATION, INC.
Board of Directors Meeting Minutes

Date: Monday, February 8, 2021
Time: 6:45 p.m.
Location: 23229 Oak Cluster Drive, Sorrento, FL 32776

Board Members Present: Joe Routt – President
Myrtle Webb – Vice President
Karin Pierson – Treasurer
Jeff LaChapelle – Secretary

Management Present: Barbara Proctor, CAM, of Bosshardt Property Management

OPENING: The regular monthly meeting of the Board of Directors postponed from January 25, 2021, postponed to Monday, February 8, 2021, was called to order at 6:45 p.m. by President Joe Routt. It was noted that the meeting had been posted properly and in a timely manner and that a quorum had been established.

APPROVAL OF MINUTES: The minutes of the December 14, 2020, meeting were approved as corrected.

REPORTS:

- **Treasurer Reports:** Karin Pierson presented the financial reports and reminded board members the Quickbooks contract ends May 9, 2021. Motion was adopted to use Greenlee, Jurras, Rice & Brown, PA to prepare the 2020 income tax return. BPM to update and file corporate annual report.
- **ACC Committee:** Myrtle Webb reported the inspection was completed on January 11, 2021 which resulted in 29+ non-compliance letters. BPM to prepare draft letter to send to owners that have not signed the proposed amendment to change the number of owners required to amend the governing documents. After reporting Spotless REC was willing to pressure clean the common area sidewalks for the same price as September 2019 (\$1,933.22) BPM was instructed to ask Spotless REC for a discount for resident, and obtain alternate proposals.
- **Landscape Committee:** Myrtle Webb reported the entrance lights were inspected on January 5, 2021 and gave BPM a map of lights with dates repairs were completed to keep updated.
- **Water Committee:** Kevin Rees reported there were no issues.
- **Property Management:** Barbara Proctor, CAM, presented the property management report.

UNFINISHED BUSINESS:

- **Litigation:** Motion adopted to proceed with a lawsuit against Lot 3 owner's following failure to reach an agreement during mediation.
- **Annual meeting:** Postponed until after the State of Emergency is no longer in effect for Florida.
- **Trailer resolution:** The board voted to adopt the resolution prepared by legal counsel requiring trailers to be parked in a garage or removed from premises noting owner who had a trailer on site for more than five years would not be affected for that trailer due to the Florida Statute of Limitations.

NEW BUSINESS:

- None

NEXT BOARD MEETNG: March 15, 2021, at 6:45 p.m. at 23229 Oak Cluster Drive, Sorrento, FL 32776

ADJOURNMENT: Meeting was adjourned at 8:35 p.m.

Submitted by: Barbara Proctor, CAM, Bosshardt Property Management