**The Park at Wolfbranch Oaks HOA Board Meeting Minutes**

**Date: November 04, 2024, 6:30 p.m.**

**Location: Reach Church, Sorrento, FL**

**Attendees: Kim Peterson; Stephanie Miranda; Perry Pierce; Deborah Wormser; Jorge Rizo; Denise Poloniecki**

* **The meeting was called to order at 6:33 p.m.**
* **Stephanie Miranda acknowledged proper notice was posted.**
* **Kim Peterson made a motion to approve the 10/17/24 meeting minutes. Deborah seconded the motion. Minutes approved.**
* **Committee Updates:**
  + **Fining:**
    - **No update – tabled for next meeting.**
  + **ACC:**
    - **ACC chair could not be present, but Stephanie gave a report on his behalf.**
      * **Approval at the Solares home for the following:**
        + **String Lights on back porch.**
        + **Elevated front porch.**
        + **Sidewalk.**
      * **It was noted that the ACC had to write a letter to the county due to a one-foot overage on the setback due to these projects.**
      * **ACC has been working on paint booklets for approved colors. There will be 2 books available. Homeowners may still choose their own colors for approval, but the booklet will have pre-approved colors.**
      * **Violations are exempt for the month of October due to Hurricane Milton.**
      * **Next ACC meeting is Monday, 11/11/24.**
      * **Jorge brought up a window in one home that is visible from the street. Stephanie acknowledged that is a violation that will need to be addressed.**
  + **Landscape:**
    - **Myrtle obtained 2 proposals.**
      * **First proposal was for broken sprinklers due to the storm. Prestige quoted $47.35.**
      * **Second proposal was for entrance lights in need of repair. Prestige was unable to give a full estimate, because they need to diagnose at $90 per hour.**
      * **Deborah made a motion to approve the sprinkler repair and Perry seconded the motion. This will come out of the sprinkler budget.**
      * **Kim and Jorge suggested we not pay for lighting at this time due, suggesting we need to decide what we are doing with the entry. Stephanie pointed out that it could be several months before we can address landscaping.**
      * **Deb made motion to approve diagnosing the lighting with a limit at $90 (one hour). Perry seconded the motion.**
      * **Denise asked Myrtle for a list of items Myrtle wanted addressed. Myrtle said at this time only irrigation.**
      * **Kim brought up that the fence was still in need of repair and the entryway, however, Denise stated to stop bringing up the entryway because it was already stated it could be 2 months.**
      * **Jorge asked if we could get another quote for the fence as the old quote from Precision had expired. Stephanie will reach out to Gary for contact information and get a new quote.**
      * **Jorge will get a quote from his contact and Kim will reach out to a new neighbor, James, who has a fence business.**
      * **We have approximately $5000 in reserves for the fence.**
      * **After we get all quotes, we can do an emergency meeting for approval.**
      * **Jorge and Kim requested that solar lights on the fence perimeter be included in that amount.**
      * **Discussed that the board had to do an emergency approval for cleanup of the common areas due to time sensitivity and safety risk to the community.**
      * **Stephanie asked where the money would come from, and Deb stated there was $5484 in reserves for 2024 allocated to tree removal.**
      * **Deb brought up that we have budgeted for reserves of future projects, but we have nothing for ongoing maintenance of tree removal. She proposed a line item for ongoing tree maintenance or an increase to line item 6021. We discussed that landscaping does not get enough money.**
      * **Jorge brought up that we had not paid the vendor who did the emergency tree cleanup, and he made a motion for us to cut that vendor a check. Kim seconded the motion. The vendor will be paid, and it will come out of reserves.**
      * **We still need quotes for the large oaks in the park to be trimmed – this should be done every 2 to 3 years.**
      * **Sidewalks need repair and cleaning.**
      * **Gazebo needs repair and repaint.**
      * **Only sidewalks have anything in reserves – other items would need to figure out where the money is coming from.**
      * **More quotes were obtained for the annual contract for lawn mowing and still under review.**
  + **New Business**
    - **Stephanie stated she had to amend the 10/17 minutes to add more detail for the turning over of signers at the bank. They were amended to specifically state that Joe Rout (former president) and Gary Carter (former treasurer) were being removed and replaced by Stephanie Miranda (new president) and Deborah Wormser (new treasurer).**
    - **The credit card has still not been turned over and the bank that has the CDs still needs to be changed to reflect new board.**
    - **Stephanie asked what we should do about the CDs that are up for renewal. The specific rates the CDs are currently at was unknown.**
    - **The board proposed to roll both CDs into 5 months (one at ~$156K and one at ~$51K). Denise made a motion to renew both CDs and Deborah seconded the motion. Board will shop rates (Denise).**
    - **Jorge asked for clarification as to whether one of the CDs had money that was needed in the immediate future.**
    - **Deb stated that we do have $77K in a money market at Seacoast bank.**
    - **Board discussed an increase to dues. Deb stated that the electricity for the streetlights alone has gone from $680 monthly to $1166 monthly and now $1967.68 monthly and all this considered we should raise dues. Deborah made a motion to increase dues by 10%, Kim seconded the motion. Motion passed 3 to 2.**
    - **Stephanie asked if we wanted to increase water rates or tiers. Deb suggested we get a better picture of where the budget is and get feedback from the water committee.**
    - **Painting of water plant equipment is still needed. We did get a quote of $4780 but it expired due to inaction. Stephanie suggested we approve the expenditure and see if the water committee could get RCM to honor the quote but if they did not honor it, to approve up to $6000. Kim made a motion to approve, and Denise seconded. Motion passed (for up to $6000 but hoping for the initial quote).**
    - **We discussed the damaged sign at the entryway for messages and whether we should replace or repair. If we do replace, the water committee asked if they could have the old sign. Perry found a comparable sign for ~$6000. Discussed the option to reinforce the current signs and get quotes to repair. Also discussed electronic signs on Amazon for ~$500 however, it needs wi-fi and a stand.**
    - **Discussed unpaid water bill at 23204 Oak Prairie Circle. Kevin Reeves suggested the water be turned off as is the normal process. Kim made motion to turn off, Deborah seconded the motion. The board agreed we would turn off the water if the bill was not paid in full by NOON on 11/5/24. RCM utilities would handle contacting the homeowner.**
    - **Shed – Stephanie suggested the board do a walkthrough as time permits and that it could potentially be used for ACC and Water committee meetings.**
    - **Insurance Inspection. Stephanie got contact names for a walkthrough, but it is very ambiguous as to how we are covered. She is still waiting on a callback.**
    - **Discussed Gmail addresses for board members (associated cost). Board did not think this was necessary.**
    - **Board needs to complete CTE training. Jorge will send links to the board.**
    - **Budget needs to be finalized by December.**
    - **Next meeting December 2nd, 2024, at Reach church. Future meetings will be the 1st Monday of the month.**
    - **Jorge suggested everyone on the board should have view access to bank accounts. Stephanie will investigate that.**
    - **Kim made a motion to adjourn, Perry seconded. Meeting adjourned at 9:30 pm.**