

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

Date: Wednesday, July 22, 2021
Time: 6:00 p.m.
Location: 23229 Oak Cluster Drive, Sorrento, FL 32776

Board Members Present: Joe Routt – President
Karin Pierson – Treasurer
Austin Moffit (resigned)
Myrtle Webb – Vice President
Jeff LaChapelle – Secretary (via phone)

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

OPENING: The regular monthly meeting of the Board of Directors was called to order at 6:15 p.m. by President Joe Routt. It was noted that the meeting notice had been posted properly and that a quorum had been established. Board members received notification of Austin Moffit's resignation.

APPROVAL OF MINUTES: The minutes of the June 30, 2021, meeting were approved as distributed.

REPORTS:

- **Treasurer:** Karin Pierson reported a credit was due from Zabbot following the \$500 deposit since repairs were only \$467.06. Motion adopted to convert the First National Bank checking account into a money market account to allow funds to be transferred from Seacoast to First National Bank.
- **ACC Committee:** Myrtle Webb reported one ACC application had been processed. The inspection was completed on June 30th – owners are encouraged to email BPM to report actions they are taking to remedy the violation. Sample letters and proposed Rules Enforcement Policy are to be sent to the HOA's attorney for review. Motion was adopted to approve the ACC recommendation (attached) concerning trailers pursuant to the residential planning criteria.
- **Landscape Committee:** Myrtle Webb reported the entrance light inspection and irrigation inspections were completed. BPM instructed to proceed with gazebo repairs and to request a second inspection of gazebo railings.
- **Water Committee:** Joe Routt met with Michael Brooks, PE, who needs to do 2 additional on site inspections before submitting a proposal for potential water plant construction activities.
- **Property Management:** Barbara Proctor, CAM, presented the property management report. Proposed amendments were mailed to owners who had not yet signed approval and a separate mailing was completed with the annual meeting notice, agenda, and proxy to all owners. BPM to order 2" plastic letters for sign board.

UNFINISHED BUSINESS:

- **Entrance signs:** BPM is obtaining additional proposals.

NEW BUSINESS:

- None

NEXT BOARD MEETING: August 19, 2021, following annual meeting at the Real Life Christian Church, 31205 Round Lake Road, Mount Dora, FL 32757

ADJOURNMENT: Meeting was adjourned at 7:51 p.m.

Submitted by: Barbara Proctor, CAM, Bosshardt Property Management