

**Palm Lake Homeowners Association**

**BOARD OF DIRECTORS**

**MEETING MINUTES**

3/28/2019 7:00 PM

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7:05 call to order at 8716 Crestgate Circle

Katherine resigned as ARB member and the board appointed Martin Crosley will take her place through the end of her term. Thank you to Katherine for her time and efforts. We will miss her contribution. Would like to try to meet on a Saturday/Sunday morning to go through some proposals and would like team's input. Fred appreciated Ned's time and effort.

**Board Members Present:** Ned, Purvi, Fred, Marty, Meredith

**Additional Attendees:** Steve Maloney, Mike and Rose Ann Ketchum

1. **Secretary's Report:** Review & approval of February meeting minutes

Motion Ned

Second Meredith

All in favor

2. **ARB Report:** Review of ARB activity

a. ARB request form was updated to reflect that completion of approved work must be completed within 12 months instead of the 60 days it was originally quoting.

b. Fred Lenz – shed on his property from many years ago, research showed that past board members had approved it verbally and there was no formal paperwork. Temporary structures are not allowed if you reside in them. Fred submitted the form and it was approved as a permanent structure where Orange county laws apply. The board approved the shed and have ARB form on file

3. **Operations Report**

- a. Gate status and action plan

Working right now, Marty greased all the hinges, so we should be good for a while with the squeaking

- b. Sprinkling system status and action plan

Tracked wire down and located the valves, everything is working and getting water

Drips by fountain still out of order

- c. Tree Project in the Retention Pond Area

No update this month, research to continue.

- d. Fountain area sod/plants

We can add some crotons and flowers with mulch and spend a few hundred. There's approximately \$3K in the budget for beautification, which would cover these items.

e. Sidewalk review report – status of quotes and selection

Estimate for 67 grinds at \$30 each - \$2000 to grind, 2 8 foot sections at \$500 for each so \$1000, Repairs by fountain area for \$100, Total \$3100

Steve Maloney asked if the quote shows exactly which ones he's planning to do – Fred and the company walked the neighborhood together to identify the areas that needed to be fixed. Will plan to inspect annually and have \$5000 set aside for sidewalk repairs.

Ned reported that the arborist suggested to change out part by tree to a paver panel or do a bump out. Meredith advised that funds for sidewalk repair are built into the budget, so this repair would be covered.

Other 2019 Projects

Seal coating, have quotes and working with one more to get an estimate.

Anyone we use will need to get a Certificate of insurance and a W9 before doing any work.

Steve Maloney said the front area looks poor with crab grass and sidewalks that aren't clean. Weeds growing and there's mold on homes.

Used to have president that took more active stance, need everyone to treat this as their own property. Not getting results by focusing on the wrong things like retention pond trees or CCRS. It is a work in progress.

Add to list – to check/fix pedestrian gates – may need to reprogram (may just be easier to replace keypad)

Talk to landscapers about hedges

Arborist recommended to pull manhole cover and clean the drains which would help with maintenance of retention pond.

**4. Treasurer's Report**

a. Presentation of February/YTD financials

Motion Ned

Second Purvi

All in favor

b. Status of 2019 dues collections and 8661 Heslop (now WF Master)

Remedied in March – have received all funds that are due per Florida statute and will write off the remainder so 0 account balance

ARB deadline is still April 28, can see when buyer takes ownership, need to formulate plan to see what to do with self-help to bring up to compliance

If house sells in 30 days we have to figure out to extend, as they may not have reasonable amount of time. Can ask them to put money in escrow and lawyer can pay landscapers from there. Estoppel will have listing of all the requirements and timeline.

Ketchum talked to people from the real estate firm that were trying to see what needed to be done inside and outside. They were under the impression it had to be done by April 28<sup>th</sup>. They may not have known the extent of what needs to be done. Have some potential bids. Mike thanked the board for getting their arms around the situation to make progress.

Board come up with a plan of action once we ask for Kulich's opinion

- c. Status of David Cohen activities (communication with Sean)

Served notice, couldn't physically serve her so it got returned, but that still counts

- d. Planned HOA socials – 5-8 PM on Meredith's driveway, can put sign up or remind neighbors with flyers

## 5. Old Business

- a. 2019 Survey of Palm Lake Homeowners – JoLee Timmer and Scott Ziegler volunteered to write question set. Target release: April 2019 with results by the end of June 2019

Final round of edits/changes and add a question for next social date. Ned sending intro letter to neighborhood about himself and will remind for sidewalks and social. Send survey out next week.

- b. Update on Web Site Calendar to be used for HOA meetings, events and functions. Continue as time permits.

- c. Update on renaming files on the web site to establish a consistent and chronological naming convention. Some still have password protection from 2010 and before. Continue as time permits

- e. Continued discussion on compliance of HOA Rules and Regulations, "Covenants, Conditions, Restrictions", Bylaws, and any other governing documents.

- i. Discussion of proposed changes to Palm Lake HOA Governing Documents (attachment). Board set working meeting for May 4<sup>th</sup>.

- f. Conversion of pdf to Word format was unsuccessful – again looking for volunteers to type and proof governing documents. Marty to continue working through the documents to format.

## 6. New Business

- a. Pursue the services of an Arborist – Ned had him walk through with him. Quote from entire neighborhood for common trees and all 100 trees around the circle under \$4000 (\$100 per house) for assessing and trimming (thinning and lifting of canopies). Doesn't include removal of trees. Ned will get additional bids.

- b. Volunteer opportunities – Gate operation, video system, Spring Clean up

Spring cleanup for few hours on a weekend, contractors doing the island before it gets too hot

Out front outside of the gate, to pull weeds, pick up trash, clean sidewalk, plant flowers by fountain too  
Postponed until later date and will revisit as needed.

c. Spring Garage Sale

Requests to do a community sale, PLHOA has done it in the past. Need to gauge participation, add that to survey to ask who's interested.

- d. New HOA Board requirements pertaining to Florida Statute 720.3032; Marketable Record Title Act. Last date of your last amendment – HOA has 30 years until the CCR document becomes null and void. Need to refile the document descriptions for around \$500. Kulich recommends that we do it by end of year. Table for September to think about what should go in the 2020 budget. Cheaper than rewriting all of the documents.

Meeting adjourned at 8:37 PM

Next meeting scheduled for April 25, 2019, 7pm @ 8716

