

PALM LAKE HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS MEETING

MEETING MINUTES

JAN. 14, 2021

The Board of Directors Meeting was called to order via teleconferencing by President Ned Timmer at 7:04 p.m.

Board members present: Ned Timmer, Marty Crosley, Fred Lenz, Ben Ellis and Mike Ketchum

Homeowners present: Mary Sikora

SECRETARY'S REPORT

Mike Ketchum presented for approval the minutes from the Dec. 3, 2020 Board meeting. Following the presentation of the minutes a motion was offered and seconded to approve the minutes with all board members present approving without objection. Board member Marty Crosley abstained on the vote having joined on the teleconference call shortly thereafter.

ARB REPORT

ARB Chair Ben Ellis advised an ARB approval was granted for the backyard summer kitchen installation at 8625 Crestgate Circle. Previously a provisional ARB approval for the project had been granted while the required county permits needed for final ARB approval were awaited.

The board discussed a pending ARB request for planned exterior work at 8631 Crestgate Circle. Approval of the request was postponed until the intended new occupant of the property could be officially confirmed as the actual homeowner.

OPERATIONS REPORT

Fred Lenz reported the tree trimming work had been delayed somewhat but was now completed. During the trimming work, efforts were made to balance out the tree canopy height from the ground for both the street side and sidewalk side. The vendor was also engaged to clear out the thick underbrush abutting the perimeter wall behind 8649 and 8643 Crestgate Circle.

Conversations have recently been held by Lenz with Drainage Solutions regarding the uncompleted retention pond work which has been delayed while awaiting drier conditions. Lenz may seek additional opinions from other vendors on remedies for the continually wet retention pond.

As to 2021 projects, Lenz indicated adding trees in the retention pond was a priority and he looked forward to continuing to work with the Beautification Committee.

Mike Ketchum inquired on the outcome of the planned conversation with Palm Lake's landscaping vendor regarding the vendor exercising better oversight of the landscaping crews to ensure our landscaping expectations are met particularly with respect to the frequent weeding of common area

flower beds. Lenz indicated he had not yet been able to see the vendor and have the conversation but would attempt to do so.

TREASURER'S REPORT

Marty Crosley presented for board review the updated PLHOA financials from August through December 2020. There were some corrections indicated on the August and September Profit and Loss statements stemming from the re-categorization of the \$3,500 security deposit received for the lease-purchase at 8722 Crestgate Circle. With respect to the November financials, discussion occurred over the categorization and reconciliation of the back dues and attorney fees along with the amount written off from the overdue delinquent account at 8740 Crestgate Circle.

Following the financial statement explanations, it was decided to postpone final approval of the financials until further reconciliation work could occur.

Crosley indicated to date 19 PLHOA members had remitted their 2021 dues with 20 PLHOA member dues for 2021 still outstanding and due by Jan. 31.

NEW BUSINESS

Ned Timmer stressed the need for board members to assist in securing proxies for the upcoming annual meeting.

OLD BUSINESS

Mike Ketchum was recognized by Timmer to provide a report on the Dec. 12 meeting he attended concerning Palm Lake's application for an Orange County Neighborhood Grant. Ketchum noted the grant application was officially approved by the Orange County Commission. Our grant application which totaled \$19,310.89 will be utilized for tuck pointing of the perimeter wall and low voltage lighting along Palm Lake Dr. Attendance at the meeting provided valuable information on the various county protocols in administering the grant along with certain PLHOA responsibilities

Marty Crosley was recognized to report on his discussions with Duke Energy on the planned new streetlights. In surveying the neighborhood, it was determined 2 of the existing poles are not necessary and possibly 1 more pole. As a result, a new streetlights quote will be obtained from Duke Energy. With respect to the 5 proposed light poles outside along Palm Lake Dr., a separate work order will be required with their hard costs yet to be finally determined notwithstanding the initial estimate received earlier.

Following the discussion, a motion to proceed with the new streetlights was offered and seconded to approve without objection. They will be identical to the streetlights found within the nearby Westminster Landing community. A funding option for the 5 proposed light poles outside along Palm Lake Dr. will be further considered at the annual meeting and the board continues with its recommendation the low voltage lights, once installed, first be evaluated for their efficacy to ascertain if the additional lighting is still necessary or desirable.

Ned Timmer presented the need to engage a surveyor to establish the perimeter wall easement so that a plan can be formulated to work with neighbors to clear plant material and other obstructions hindering wall access and potentially threatening the wall. Following discussion, a motion was offered and seconded and approved without objection to engage a surveyor at \$850.00.

The board concluded with a review of several issues surrounding the finalization of the 2021 PLHOA budget which will require PLHOA approval of a \$200 dues increase. A sustained discussion occurred on presenting at the annual meeting the funding options for the perimeter wall tuck pointing and related work. The options for funding to be placed before the PLHOA annual meeting are (1) a one-time special assessment or (2) doing the work over a period of time to be funded with an annual dues increase. It is the board's belief approval of a one-time special assessment would be the most cost effective in locking in the best price as opposed to performing the work over a longer period of time with the likelihood of price increases occurring. In line with this belief, it was decided to recommend at the annual meeting a one-time special assessment of up to \$1,400 which would cover the current estimated cost of \$54,600.

To aid in the credibility of the proposed special assessment and encourage its support by the PLHOA, it was suggested the board take steps to ensure the current cost projections received, and in particular for the planned brush clearing, on which the special assessment is based are as accurate as possible. Accordingly, Fred Lenz will have a further conversation better pin down the cost with the brush clearing vendor. With respect to the needed wall repair, it was additionally suggested the board acquaint the PLHOA membership at the annual meeting with its fiduciary duty which involves its obligation and responsibility to properly maintain PLHOA assets.

The meeting was adjourned at 9:09 p.m.