

PALM LAKE HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS MEETING

MEETING MINUTES

DECEMBER 3, 2020

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

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

Homeowners resent: Jo Lee Timmer, Rose Ann Ketchum, Simon Hemming and Louise Hemming.

The President, along with other board members, recognized and welcomed the Hemmings as new residents to Palm Lake.

SECRETARY'S REPORT

Mike Ketchum presented for approval the minutes from the Sept. 24, 2020 board meeting. Following the presentation of the minutes a motion was offered and seconded to approve the minutes without objection.

ARB REPORT

ARB Chair Ben Ellis advised of the recent requests for ARB approval received from Fred Lenz and Marco Cicagna. The Lenz request involved plans for some additional landscaping installation while the Cicagna request related to building a backyard summer kitchen. Ellis indicated the Lenz request was approved while the Cicagna request was given a provisional ARB approval with final approval contingent upon issuance of the necessary county permits. In other active ARB issues, Ellis noted notifications have been issued on some street parking and yard maintenance issues.

Following a recent "walk around" with other board members to assess the neighborhood, Ellis indicated work was underway to develop and establish Palm Lake standards in key areas such as landscaping and property maintenance. A draft of recommendations has been prepared by Ellis and submitted for President Timmer's review.

OPERATIONS REPORT

Fred Lenz reported the sidewalk replacement projects has ben satisfactorily completed and came in under budget at \$11,650 as opposed to the \$12,000 budgeted amount. Lenz

added that the tree trimming project was now underway with completion anticipated the week of Dec. 7 and the remaining retention pond work was still pending awaiting drier conditions.

Ned Timmer added that the bollards along with the pavers at the entranceway call box had been uprooted and damaged recently by a vehicle entering Palm Lake. A review of gate camera film is underway to attempt to identify the vehicle responsible.

Mike Ketchum observed that the entrance way gate was becoming quite noisy when opening and closing and appeared to need some kind of lubrication. Marty Crosley agreed to assess the situation shortly and Ned Timmer suggested a grease gun would likely address the problem.

Mike Ketchum also reported on the status of the search for 2 Tuscarora Crape Myrtle trees to replace the damaged trees that were removed following their being damaged by vendors working at the Cicagna residence.

TREASURER'S REPORT

Marty Crosley presented for board review the updated PLHOA financials from August thru October 2020. Completion of the November financials is being finalized. Crosley characterized the budget as being "in good shape" largely due to the recovery earlier in the year of back dues from an overdue account. Following discussion, a motion was offered and seconded to approve without objection the August through October financials as submitted.

BEAUTIFICATION COMMITTEE REPORT

Ned Timmer recognized Beautification Committee Chair Jo Lee Timmer to provide an update on the work of the committee. Chair Timmer detailed the committee's current work along with that scheduled for early 2021. Following the presentation, several Board members expressed their appreciation for the extraordinary work the committee and its volunteers have undertaken to improve Palm Lake throughout the year. A copy of Chair Timmer's report will be appended to the Dec. 3 minutes and posted on the Palm Lake website.

NEW BUSINESS

Ned Timmer discussed plans for the upcoming project to survey and stake the 10-foot easement around the perimeter wall. The project is deemed necessary in order to clear out numerous encroachments potentially threatening the perimeter wall. To perform the survey work, bids are being sought from 3 vendors. Notification of the adjacent property

owners outside the wall regarding the planned project and its importance will be necessary and registered letters to the property owners will likely be utilized.

A discussion next occurred concerning the 2021 PLHOA annual meeting. The date of Jan. 16 was chosen. Due to Covid-19, the meeting will necessarily have to be outdoors. Mindful of weather conditions, in an abundance of caution, Jan. 23 was chosen as a backup meeting date. A decision on the venue for the meeting and its precise time of day will be announced shortly in an email to the PLHOA.

At the annual meeting, 2 board positions – those currently held by Ned Timmer and Fred Lenz – will be filled. While both individuals have indicated a willingness to continue in their service to Palm Lake. The board encouraged any PLHOA member desiring to be considered for board service to advise the board of their interest.

OLD BUSINESS

Ned Timmer recognized Mike Ketchum to provide an update on Palm Lake's Orange County Neighborhood Grant application. Ketchum was optimistic our application would be successful. He noted the PLHOA was recently advised its application had been favorably recommended by the county's Grants Committee and the application would come before the County Commission for final approval in December. The county has scheduled a grants workshop for Dec. 15 and has invited the attendance of a PLHOA representative. Ned Timmer has requested Mike Ketchum attend the workshop.

Ned Timmer provided an update on the pending Duke streetlight site survey along with the results from the survey he undertook recently to learn from PLHOA members their preferences on installing 5 streetlights along Palm Lake Dr. The survey to date revealed 20 PLHOA members were in favor and 16 opposed. There were no responses from 4 PLHOA members and there was one abstention. Several board members expressed a preference to first install the low-voltage lights (which are a component of our county grant request) along Palm Lake Dr. in order to assess their efficacy and whether streetlights are still necessary or desired.

With the 2021 Palm Lake landscaping contract up for awarding, board members shared their views on the performance of the current landscaping vendor. While earlier discussions with the vendor had resulted in some improvements, desires were heard for an increased "hands on" presence with his work crew to ensure our expectations are met. Fred Lenz agreed to have a further conversation with the vendor before a final contact is made regarding 2021.

Ned Timmer reported the guardhouse was re-treated for termites on Oct. 30 and re-checked on Nov. 30 with no further termite activity observed. Additionally, he noted the heating side of the guardhouse HVAC, which is of a 1994 vintage, is inoperable.

The board concluded with a discussion on the finalization of the 2021 PLHOA budget. To begin the discussion, Ned Timmer drew attention to what appears to be a possible conflict in Sections 7.8.5 and 7.8.6 of the Palm Lake governing documents when read in conjunction with the passage of a 2003 covenant change. The 2003 covenant change removed the ability of the board to raise dues by up to 25% without PLHOA approval and instead mandated that any dues increase must be voted on and approved by the PLHOA. However, documented research which evidenced a flawed process was employed to gain passage of the covenant change revealed it was invalidly approved according to Florida Statutes. It was felt further legal assistance might well be necessary to guide the PLHOA on what steps it might to consider to rectify this covenant matter.

As a result of the discussion to finalize the 2021 budget, it was decided:

- Invoices of \$1,650 would go out by Dec. 15 for the 2021 dues
- However, a possible 2021 dues increase of \$200 could be considered for an approval vote at the annual meeting but would be deferred if, as an alternative plan, a one-time special assessment was approved for the projected entire perimeter wall tuck pointing work along with the fountain area repair and the surveying and brush clearing on both sides of the perimeter wall
- If we receive the county grant and there is a desire by the PLHOA to install the 5 streetlights along Palm Lake Dr., there will be a PLHOA vote required for a one-time additional dues increase of \$200 in 2021 and a \$50 increase for 2022 and beyond

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