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## **Oak Landing at Imperial Lakes**

6 Country Club Lane

Mulberry, FL 33813

### **Board Meeting Minutes**

**Monday, October 19, 2020, 6pm**

#### **Board Members:**

**Kyle Green** (President 2023) **Matt Gross** (Interim VP/Secretary) **Ryan Beasley** (Treasurer 2022)

**I. Call to Order: 6:03 pm**

**a. Introduction of Board Members**

**b. Introduction of Guests: AIA Property Management, Ravi Solanki, CAM**

**II. Review of Meeting Minutes from Last Meeting (06/18/2020 and 09/24/2020)**

Kyle makes a motion to waive the reading of the minutes, Ryan seconds the motion, all in favor. Ryan makes a motion to approve the minutes, Kyle seconds the motion, all in favor.

**III. President's Address – Kyle Green**

Kyle announced the resignation of Glenn Gillespie as president of the Board of Directors. He thanked Glenn for his many years of service and hard work. Kyle then explained that the BOD appointed Matt Gross as interim Board Member. Kyle moved into the role of President, Matt will serve as VP/Secretary, and Ryan will remain Treasurer. The interim position will be held by Matt until the annual meeting, where an official nomination and voting process will occur, which will be open to all homeowners.

**IV. Treasurer's Report – Ryan Beasley**

**a. Financial Report**

**b. Proposed 2021 Budget**

Ryan reviewed the 2020 Budget vs Actual. He reviewed line by line and explained some of the financial differences. Ryan noted that this year the neighborhood has had a change in property management companies, lawncare services, collection services. Gate repair costs for our neighborhood, as well as road repaving at the front entrance were also noted.

Ryan presented the 2021 proposed budget. He reviewed the proposed budget line by line. He noted that he adjusted the 2021 proposed budget to reflect the change in contract fees for the property management company, the landscaping company, as well as an increased budget for gate repair and maintenance. With the age of the gates and the older technology, the chances for more frequent repair and maintenance are higher. Kyle noted that when he spoke with the gate company about replacing the entire system, the quote was upwards of \$40,000. The BOD would like to maintain the current system as long as possible prior to investing in a

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new system. Ryan also mentioned that the Reserve Account is now being funded on a monthly basis, whereas with the previous management company, the funds were not being moved as frequently. The goal is to build up the Reserve Account due to the deterioration of the roads, in preparation for road re-paving. The BOD would like to build up the Reserve Account in excess of what the cost of road re-paving would cost, in order to have funds left in case there is a need to fall back on reserved money.

**V. ARB Report – Rose Beasley, ARB Chairperson**

**a. ARB Request Forms**

Rose made a request to Ravi regarding the ARB Request forms. Currently, there are two forms being used. One is AIA Property Management Company's generic form, which is used by multiple associations and the other is the ARB form created for and by the Oak Landing ARB. The ARB would like to use our forms vs AIA Property Management's forms.

**b. Process for Follow-up (ex. Violation received, request submitted, work not started or partially completed).**

Rose posed the question to Ravi regarding two houses. As Chair of the ARB, she has not experienced this situation, and wanted to clarify what the procedure should be. Both houses were sent a notice/violation for needing to paint. In both cases, an ARB form was submitted and then approved. In both cases, the work was started, but not completed. In one case, the homeowner stated that they will not finish the work for financial reasons due to the pandemic, until they can afford to. In this case, Ravi has been asked to send a letter asking for the homeowner to provide an approximate date for completion. In the other case, Ravi has been asked to send a notice inquiring when the work is expected to be completed. Ravi / AIA will continue to monitor and report back to the BOD and the ARB.

**VI. Fining Committee:**

**a. New Member Election**

Due to Matt Gross being appointed an interim position on the Board of Directors, a vacancy has been left on the Fining Committee. A quick description of the role of the fining committee was given to the attendees: If a homeowner were to receive a violation, in which they did not correct, the BOD could assess a fine. At that point, the homeowner could make an appeal to the Fining Committee to either have the fine removed or adjusted.

The BOD opened the floor to any volunteers. No attendees volunteered. Therefore, it will be addressed again at the Annual Meeting.

**VII. Old Business**

**a. Gate Repair(s)**

The gates have required a substantial amount of work this year. They seem to be

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operating as they are intended as of now. If a homeowner notices a problem, it is requested that they call Ravi to report the issue.

**b. New Lawn Company – Mele Environmental Services, LLC**

The previous lawn company broke contract and left the job with no notice. Three quotes were obtained for the BOD. Ravi and Board Members met with all three companies. Mele had the best price for the services offered.

- c. Ponds:** Pipe added between retention ponds. The easement between the two ponds along the East side of the neighborhood was flooding due to the excess of rain this season. The lawn company uses this easement to mow both sides of the ponds. Ryan and Rose dug out the trench, installed a pipe, and sodded over the area, in order to allow water flow without flooding.
- d. Trail:** Prior to the new lawn company, Kyle has been mowing the path connecting Oak Landing and Canterwood, as a lot of homeowners use the path for walks. Mele should be maintaining the path now.

**VIII. New Business**

**a. Violation Report Review**

Report reviewed by the BOD. Violations for political signs/flags will be waived until after the November election. They are to be removed promptly after. Violations for pressure washing will be waived until after the rainy season.

**b. Speeding / Parking Concerns**

Speeding and Street Parking Concerns were brought to the management company.

Speeding was discussed first. It was asked of the BOD to hire a PCSO officer to monitor the neighborhood. Due to the speeding concerns mainly involving the FedEx and UPS delivery drivers, the BOD suggested getting the truck number and directly reporting it to the company. It was also suggested that the non-emergency police number could be called to inquire what options are available regarding a particular driver or reoccurring problem of speed throughout the neighborhood. PCSO has been given permission to patrol Oak Landing. At this time, the BOD did not see it as a good use of funds to hire an officer. The BOD mentioned that at the time of re-paving the neighborhood, it could be an option to have speed humps (not bumps) installed as a means to slow traffic in the neighborhood down.

Parking concerns were also brought up. Attendees reported that overnight street parking of vehicles and trailers has become a problem again.

Ravi spoke with the tow company. The tow company needs a BOD to sign off on entering the neighborhood and provide instructions for towing. Ravi will email the tow company and the BOD to get the neighborhood set up on a tow schedule.

**c. Camera System at Entrance**

Ravi will contact PCAM to find out who is managing our camera system, and how we access footage from the cameras.

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**d. Gate Call Box**

The call box still has a lot of former homeowners' information listed. It is time to have the old information removed and replaced with current information. Ravi will contact Gate Tech and organize a "cleaning" of the call box. Along with the Annual Meeting notice, Ravi will send out a form to all homeowners. The form will inform them the call box will be wiped clean, if they would like to have their information added to or continue to have their information in the call box, they will need to return the completed form. The box will then be wiped clean and all the new information will be added. The BOD/AIA would like to "go live" with the new information January 1, 2021.

**e. Christmas Lighting**

Ravi will get three quotes for having a company put up/take down Christmas lights for the front entrance of the neighborhood.

**IX. Open Discussion**

Ryan will call the paving company to have the striping replaced at the stop signs, as rain seems to be slowing down.

Pressure Washing: Ravi will get three quotes from companies to perform the yearly pressure washing for the front entrance, sidewalks, gutters, and curbing. It was suggested that it would be preferable if the company could provide the water themselves.

An attendee informed the BOD that he contacted TECO to inquire about the frequent power outages/flashers. TECO has since updated the power system, which should eliminate a lot of the outages/flashers.

Street Lights: When a street light goes out, please take a picture of the numbers on the pole and note the address the pole is closest located to and send that information to Ravi. Ravi will contact TECO for repair.

Ravi will look into handyman services for the neighborhood for minor repairs (i.e. broken street signs).

Ravi has contacts for replacing signs, which are fading, bent, etc. (i.e. signs on gates, yellow children playing signs).

An attendee made a request for the lawn company to start mowing later in the morning. They stated the mowing behind their house has been starting around 7:15/7:30. Ravi will contact Mele and request a later start time.

**X. Adjournment: 7:24 pm**

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