

WILDERNESS LAKE PRESERVE HOMEOWNERS' ASSOCIATION

Tuesday April 20, 2010

Minutes of the Board of Directors Meeting

The Meeting of the Board of Directors for the Wilderness Lake Preserve Homeowners' Association was held Tuesday April 20, 2010 at 6:29 p.m. at the Wilderness Lake Lodge, located at 21320 Wilderness Lake Boulevard, Land O' Lakes, FL 34637.

I. Call to Order: Marilyn Ungaro called the meeting of the Board of Directors of the Wilderness Lake Preserve Homeowners' Association to order on Tuesday, April 20, 2010 at 6:29 p.m.

II. Roll Call: Board members present and constituting a quorum:

Marilyn Ungaro	President
Donna Ryan	Vice-President
Gloria Eshleman	Treasurer
Richard Suttmeier	Secretary
Margarida Wainraich	Director
Meredith Friedman	Director

III. Notice of the meeting posted via marquee sign

Margarida Wainraich noted that the meeting notice was posted at both entrances of the community prior to 48 hours in advance. Confirmed by Donna Ryan.

IV. Approval of Minutes of March 16, 2010 Board of Directors Meeting

MOTION TO:	Approve the Minutes from the March 16, 2010 Board of Directors Meeting as submitted.
MADE BY:	Gloria Eshleman
SECONDED BY:	Margarida Wainraich
DISCUSSION:	None
RESULT:	Call to Vote: 6/0 Motion PASSED

V. Members Input on Agenda Items

No members requested to speak on agenda items.

VI. Committee Reports:

A. Deerfields Committee-Gloria Eshleman

Gloria Eshleman presented the Deerfield Committee report.

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MOTION TO:	Approve the removal of the tree at 7550 Deer Path Lane
MADE BY:	Gloria Eshleman
SECONDED BY:	Donna Ryan
DISCUSSION:	None
RESULT:	Call to Vote: 6/0 Motion PASSED

Other items discussed were the landscaping contract with regards to trimming back dead plant material. All were in agreement to proceed according to the contract.

It was also noted that the Rampart contract does not include after hours inspections and that if there were any violations occurring after hours to photograph them and send them to Rampart for enforcement.

B. ARC Reports:

Marilyn Ungaro spoke regarding the painting applications and denials. She reiterated that if a homeowner applies to change the paint color of their home that their selected colors do not need to be colors from the paint books. If a homeowner chooses to paint their home that is not an "approved" color, then the regular ARC policy would need to be followed. The ARC committee members would then make the decision to grant/deny based on what the ARC guidelines state.

Gina Blackstock had asked the Board to consider a deadline to drop off ARC applications to the Lodge. When the homeowner drops off the ARC application at the Lodge, it is to be understood that if it is received later than 12:00 PM on the Thursday before the scheduled ARC meeting, then that application may not be reviewed until the next scheduled ARC meeting.

MOTION TO:	Accept the deadline of 12 noon the Thursday before the next scheduled ARC Meeting
MADE BY:	Marilyn Ungaro
SECONDED BY:	Meredith Friedman
DISCUSSION:	None
RESULT:	Call to Vote: 6/0 Motion PASSED

7903 Grasmere Drive application that was denied by the ARC Committee was discussed. The homeowner asked the Board to review their appeal, but the owners were not present at the meeting. The Board asked Gina Blackstock to request that the owner of 7903 Grasmere Drive attend the next Board of Directors meeting to clarify her application.

21039 Pine Knot Lane application that was denied by the ARC Committee was also discussed. The owner selected new color selections for the Board's review.

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MOTION TO:	Approve the MI Color palette scheme #17 for 21039 Pine Knot Lane
MADE BY:	Gloria Eshleman
SECONDED BY:	Donna Ryan
DISCUSSION:	None
RESULT:	Call to Vote: 6/0 Motion PASSED

C. Fining Committee:

Marilyn Ungaro mentioned that the committee currently consists of three members and the Board is looking for at least 2 more volunteers. She asked if there were any volunteers in the audience who would like to serve. Two volunteers noted that they would be willing to serve. Those volunteers were Lisa Velez and Becky Clamp. Marilyn Ungaro asked them to provide their email addresses at the close of the meeting.

Marilyn Ungaro asked if accounting could create a separate line item on the financials for fines receivables instead of mixing them with the assessments on the account ledger. Manager will discuss with the accounting staff.

D. Management Company Search Committee:

It was noted that the Board was interested in having an accounting firm handle the accounting for the community and a management firm handle the day to day operations of the Association. Gloria Eshleman provided a list of tasks for each portion for bidding purposes.

VII. President's Report

Marilyn Ungaro noted that there was still a vacant seat on the Board and asked if there were any volunteers that would like to serve on the Board.

She also noted that it was becoming difficult to have the Board schedule the Board Orientation with Rampart Properties and coordinate the schedule with the Lodge as well. She asked the Board if they felt it necessary to hold the orientation and the Board unanimously agreed not to have it.

Due to the cost of administrative charges, Marilyn Ungaro directed Gina Blackstock to remove Margarida from the list of recipients of the financials in hard copy. Gina Blackstock was asked to scan the Board packets to the entire Board and only provide hard copies of the financials to Donna Ryan, Gloria Eshleman, and Marilyn Ungaro.

Gina Blackstock was asked to explain the opening of the community gates for the garage sale. Gina explained that upon receiving a call from Tish at the Lodge, she programmed the gates to be open from 8AM to 8PM. The Board agreed that next year the gates should not be opened for that long.

Gina Blackstock was asked to issue a reimbursement check as quickly as possible for

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21208 Quiet Haven Court in the amount of \$120.58 for an overpayment on maintenance fees due to an error by CAMS.

Marilyn Ungaro asked Richard Suttmeier to review the insurance policies and investigate other agents for a more competitive quote for the Association. Gina Blackstock was asked to send a copy of the policies to both Richard Suttmeier and Marilyn Ungaro.

Marilyn Ungaro noted that the Association should look into getting their own storage facility for the archived association records instead of storing them through Rampart Properties.

MOTION TO:	Approve storing the association records at the least expensive storage facility that is climate controlled
MADE BY:	Marilyn Ungaro
SECONDED BY:	Margarida Wainraich
DISCUSSION:	None
RESULT:	Call to Vote: 6/0 Motion PASSED

Gina Blackstock noted that she would request that the boxes be pulled from Stevens and Stevens for a Board member to pick up from the Rampart office to bring to the new storage facility.

VIII. Financials

The monthly financial reports were sent electronically to the Board in advance of the meeting. The Board discussed a request from 7640 Deer Path regarding setting up an ACH and payment plan.

MOTION TO:	Deny the request for 7640 to set up an ACH payment arrangement plan
MADE BY:	Marilyn Ungaro
SECONDED BY:	Donna Ryan
DISCUSSION:	None
RESULT:	Call to Vote: 2/4 Motion FAILED (Suttmeier, Friedman, Wainraich, Eshleman opposed.)

No further action was taken by the Board on this item.

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MOTION TO:	Require Board approval on any non-contracted invoices prior to payment
MADE BY:	Marilyn Ungaro
SECONDED BY:	Margarida Wainraich
DISCUSSION:	None
RESULT:	Call to Vote: 6/0 Motion PASSED

The Board asked if it was possible to have reports detailing the estoppels that are being generated on a monthly basis, more detail and more description on the general ledger statements.

IX. Continued Business:

A. Audit Report:

Marilyn Ungaro reported that she had reviewed the final summary for the audit and that most of the accounting had been presented fairly and that no major discrepancies were found. She reiterated that a forensic audit had not been completed. Meredith Friedman was asked to post the audit on the Wilderness Lake Preserve website.

B. Website Update:

Meredith Friedman noted that she had addressed about 75% of the list of concerns from owners and Board members.

She noted that in order to be a secure website, the hosting plan would need to be upgraded. The process would take approximately \$1,600.00 for set-up, but that Meredith would be able to maintain it once it has been set-up. The initial set-up would take approximately 16-32 hours to complete.

MOTION TO:	To approve for Darren Senel to set up the owner data base for \$1,600.00.
MADE BY:	Gloria Eshleman
SECONDED BY:	Richard Suttmeier
DISCUSSION:	None
RESULT:	Call to Vote: 6/0 Motion PASSED

Meredith Friedman will contact Darren Senel to begin the process.

C. 7549 Helen White:

MOTION TO:	Ratify the Board vote to reduce the amount due for 7549 Helen White by an additional \$500.00
MADE BY:	Marilyn Ungaro

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SECONDED BY:	Richard Suttmeier
DISCUSSION:	None
RESULT:	Call to Vote: 6/0 Motion PASSED

D. Collection Letters and Increase in Fees:

MOTION TO:	Ratify the Board vote to increase the collection costs to \$15.00 per collection letter
MADE BY:	Marilyn Ungaro
SECONDED BY:	Meredith Friendman
DISCUSSION:	None
RESULT:	Call to Vote: 6/0 Motion PASSED

X. New Business:

A. Award of Gate Company Contract:

MOTION TO:	Approve the proposal provided by Access Granted to be effective May 1, 2010
MADE BY:	Donna Ryan
SECONDED BY:	Marilyn Ungaro
DISCUSSION:	None
RESULT:	Call to Vote: 6/0 Motion PASSED

B. Pre-Lien's/Liens/Write Offs:

MOTION TO:	Approve the spreadsheet that was previously emailed for the pre-liens that Rampart is to send out
MADE BY:	Donna Ryan
SECONDED BY:	Margarida Wainraich
DISCUSSION:	None
RESULT:	Call to Vote: 6/0 Motion PASSED

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MOTION TO:	Approve the spreadsheet that was previously emailed for the liens that Rampart is to send to Mankin to file
MADE BY:	Donna Ryan
SECONDED BY:	Margarida Wainraich
DISCUSSION:	None
RESULT:	Call to Vote: 6/0 Motion PASSED

MOTION TO:	Approve the spreadsheet that was previously emailed for the write offs that are to be completed by the Rampart accounting staff
MADE BY:	Donna Ryan
SECONDED BY:	Margarida Wainraich
DISCUSSION:	None
RESULT:	Call to Vote: 6/0 Motion PASSED

C. Rampart Invoice:

Marilyn Ungaro provided an invoice to Rampart regarding fees that the Board felt was due to the Association for pre-liens, administrative costs and website charges.

D. Revised Collection Policy

MOTION TO:	Approve the revised collection policy to reflect the change in fees to \$15.00
MADE BY:	Gloria Eshleman
SECONDED BY:	Donna Ryan
DISCUSSION:	None
RESULT:	Call to Vote: 6/0 Motion PASSED

XI. Board Request/Member Input on Non Agenda Items

Items discussed were paint colors, more details on agenda items for audience members, storage units, ARC applications and inspections.

MOTION TO:	Change the date for the June meeting from June 15 to June 22, 2010
MADE BY:	Gloria Eshleman
SECONDED BY:	Margarida Wainraich
DISCUSSION:	None
RESULT:	Call to Vote: 5/1 Motion PASSED (Ungaro opposed.)

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XII. Adjournment:

MOTION TO:	Adjourn the meeting at 8:38 PM
MADE BY:	Margarida Wainraich
SECONDED BY:	Donna Ryan
DISCUSSION:	None
RESULT:	Call to Vote: 6/0 Motion PASSED

Meeting minutes were approved at a meeting by vote of the HOA Board at a publicly noticed meeting held on _____ .

Submitted by: Gina Blackstock, Director of Management Services

Attested by: Richard Suttmeier, Secretary