

WISTERIA PARK HOMEOWNERS ASSOCIATION

Board Meeting

Monday, September 28, 2020 3:00 pm

Location: Zoom

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MINUTES

Call to order: The meeting was called to order at 3:01pm.

Determination of Quorum and Proper Meeting Notice: A quorum was established with all five board members present; Maureen Hooper, Ray King, Randy Miller, Jan Carroll and Paul Tobin.

Approval of previous meetings Minutes: August 24, 2020 and September 10, 2020: **MOTION** made by Maureen, seconded by Randy to approve the August 24, 2020 as presented. MOTION made by Maureen, seconded by Paul to approve the September 10th, 2020 as presented. passed unanimously.

Reports of Officers and Committees

President: No Report.

Vice President: Ray King

- Ray reviewed the landscaping account billing codes and submitted changes to Sunstate. These account expenses remain in budget.
- Ray reviewed additional tree work needed for 2020.

Treasurer: Randy Miller

- Randy Miller reported from the August 31, 2020 Financial Statements

Secretary: Jan Carroll

- Newsletter was sent out last week.
- Another newsletter is planned for end of October.

ARC: Randy Miller

- No meetings since last board meeting.

Hardscape: No Report

Handy Team: No Report

Common Area Landscape & Irrigation: Ray King

- Weeding issues were discussed with West Bay. The entire community was sprayed for weeds last week.

East Side Landscape: Maureen Hooper

- Meeting held on September 23rd.
- Walk around scheduled for Monday, October 5th
- Survey will be sent to homeowner regarding tall palm tree trimming
- Next meeting October 20th at 10am.

Managers Report: (Action Items, Violations, etc.)

- Will monitor the Accounts Receivable Report
- Will re-inspect the compliance violations
- 2020 Audit Review engagement letter
- 2021 Budget Plannings
- Pond issue – Awaiting SWFWMD notification letter and an inspection information.
- 16 parcels owned by Wisteria Park need to have mailing address updated from Argus to Sunstate.

Homeowners Comments:

- Louie is interested in the irrigation numbers. Randy will speak with Louie directly.
- An owner commented on pond plantings.
- An owner thanked the board for all their hardwork.

Unfinished Business:

- **Landscape Contracts 2021:** **MOTION** made by Maureen, seconded by Randy to hire Duval Landscape effective 1/1/21 for both the East Side and Common Landscape Contract. Randy discussed Duval and West Bay contract details and pricing. Randy confirmed that the RFP sent to both vendors for a two-year contract was accurate. After Board discussion, **MOTION** passed 3 in favor, 2 opposed. Notices will be sent to both vendors.
- **Landscaping Proposal for Entrances and Pool:** **MOTION** made by Maureen, seconded by Jan to approve Duval's proposal for Entrances and Pool as presented. After Board discussion, **MOTION** passed unanimously. Randy and Maureen will sign the contract prior to 9/30 to receive the additional 5% discount.
- **Monument Updates:** Paul outlined the project's work. It has been completed successfully. Next to be reviewed on the two monuments along 21st. The 21st monuments are quite larger. Superior Architectural Solutions submitted a quote and the cost is approximately \$22k. Paul recommends approving this quote. Randy reviewed the costs and funding available. **MOTION** made by Maureen, seconded by to approve the quote as presented by Superior Architectural Solutions. **MOTION** passed unanimously.
- **Budget 2021:** Randy discussed the expenses to increase in 2021; cabana cleaning, & bulk cable contract. There would be a decrease on the landscaping contract. Ray commented on chart of account #7510 decreased account. Randy confirmed that it was decreased based on actuals. Both Randy and Ray agreed to leave it at \$8,500 vs decreasing to \$8,000. Overall, approximately a 2% increase on the first draft of the budget. Jan commented on leaving the electricity budget number vs. decreasing it since lighting is planned to be added at the monuments.
- **Mailbox base update / Mailbox replacement parts:** Paul provided an update. A sample will be completed and ready for review soon. The approximate cost per skirt powder coated is \$30 each.
- **Gutters and Sidewalk cleaning:** Paul discussed options and owner responsibilities.

New Business: None.

Next Meeting: Monday, October 26, 2020 at 3:00 pm Location ZOOM Meeting

Adjournment: With no further business to discuss, the meeting adjourned at 4:55pm.

Wisteria Park HOA documents are available at: www.wisteriaparkhoa.com