

WISTERIA PARK HOMEOWNERS ASSOCIATION

HOA Board Meeting

Monday, November 23, 2020 3:00 pm

Location: Zoom

Join Zoom Meeting

MINUTES

Call to order: The meeting was called to order at 3:03pm.

Determination of Quorum and Proper Meeting Notice: A quorum was established with all five board members present; Maureen Hooper, Randy Miller, Ray King, Jan Carroll, and Paul Tobin. Proper meeting notice was given in accordance with FL ST 720 and the association's governing documents.

Approval of previous meetings Minutes: October 26, 2020 MOTION made by Maureen, seconded by Randy to approve as presented, with one noted correction (ficus to 6ft.). MOTION passed unanimously.

Reports of Officers and Committees

President

- Suspend the pool area chain gang for now. Thank you to the volunteers.
- As a result of the recent storm, there is a leak at the spa pump motor and a leak at the auto filter tube. Both were repaired.
- Early morning pool temperature will be monitored. The pool heater is working and is set at 82. The heater does go off overnight.

Vice President

- Ray will remove the trees that were damaged from the recent storm. Three will be removed.
- Ray met with Solitude and Solitude treated the pond and the alligator weed.

Treasurer

- Randy reviewed the October 31, 2020 financial statements.
- The 2021 approved budget is posted at www.wisteriaparkhoa.com
- The mulch budget was discussed.
- There is only one owner past due in assessments.

Secretary

- Jan is beginning the December newsletter. Please send suggestions her way!
- Constant Contact to be discussed.

ARC

- One meeting since the last meeting.
- ARC approved updates to Community Design Guidelines to be discussed later in meeting.

Hardscape

- See unfinished business.

Handy Team

- No formal requests this month.
- Thank you to the team for helping with the landscaping project.
- One request to be discussed under new business.

Common Area Landscape & Irrigation

- Tire tracks in lawn area along 21st Avenue were discussed.

East Side Landscape

- Meeting on November 18th. West Bay will address the few outstanding issues.
- Mulch is postponed to the week of December 7th.

Managers Report (Action Items, Violations, etc.)

- Compliance issue regarding planting near the pond is being monitored. The Board agrees that these plantings are in violation and must be removed.
- The first notice of annual meeting has been drafted.
- The past due account is being pursued.
- Coupon books for 2021 have been ordered.
- Nicole to follow with Matt (West Bay) on outstanding tracking sheet items.
- Power washing common area sidewalks and gutters is scheduled to begin on December 14th.
- Nicole will send another email communication regarding homeowner power washing sign up.
- The 2020 homeowner directory was sent out.
- Nicole will send the board version of the homeowner directory to the board members.

Homeowners Comments

- Rich commented on the concern for the church as a meeting location.
- Kemp is concerned with the irrigation system at the landscaping project.
- Patty commented her phone number change for the directory. This update was noted.
- Light posts were discussed. As a reminder, owners are to keep it working.
- Margo suggested that the newsletter reminded owners that the developer installed light posts at each home in place of street lights.
- Paul suggested holiday lights.

Unfinished Business:

Landscaping Update for Entrances and Pool: Underway and all areas are looking much better.

Monument Updates: Underway and the improvements are visible.

Mailbox base update / Mailbox replacement parts: The project was reviewed as outlined by Paul. See attached summary sheet. **MOTION** made by Maureen, seconded by Jan to approve this project as presented by Paul, not to exceed \$12,500 to be paid from the reserve account. MOTION passed unanimously.

Gutters and Sidewalk cleaning update: Scheduled to begin December 14th. A sign-up reminder will be re-emailed to owners and note that the vendor prefers to receive a text message for scheduling.

WP News Blasts /Constant Contact Management: This was discussed. Sunstate will continue to send the notices. Nicole will send the bounced back email addresses from constant contact. Paul would like the analytics to be sent to the Board monthly.

Annual Meeting: This is planned via ZOOM to be held on Monday, January 25th at 3pm. The first notice will be mailed to each owner, posted online and emailed to owners.

New Business:

Wisteria Park Community Guide: Randy reviewed the recent updates regarding Neal approved colors. The signage section was updated to be in line with the governing documents. Maureen will send Sunstate the revised document. Randy will provide Jan with a summary of the updates for the newsletter.

WP Modification Form and Changing Exterior Paint Colors: Posted online.

Shelves in Pool Pump Room: **MOTION** made by Randy, seconded by Maureen to approve this project, not to exceed \$300. MOTION passed unanimously.

HOA Board Recruitment for 2021: Anyone interested please complete and submit the candidate intent form and a bio sheet to Sunstate by December 22.

Next meeting: Monday, December 14, 2020 at 3:00 pm Location ZOOM Meeting

Adjournment: With no further business to discuss, the meeting adjourned at 4:20pm.

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