

**WISTERIA PARK HOMEOWNERS ASSOCIATION**  
**HOA Board Meeting**  
**Monday, May 24, 2021 3:00 pm**  
**Location: Zoom**

MINUTES

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

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

**Approval of previous meetings Minutes:** April 26, 2021 MOTION made by Maureen, seconded by Jan to approve as presented. MOTION passed unanimously.

**Reports of Officers and Committees:**

**President**

**Vice President**

**Treasurer:** Jan reported from the April 30, 2021 financial statements. The 2020 CPA review audit is underway.

**Secretary:** Paul commented on high open rate of the eblasts.

**ARC:** Two meetings since last meeting. 4 requests; 3 approved and 1 denied (fence). Next meeting 6/3.

**Hardscape:** Pool will be closed tomorrow due to tile repair.

**Handy Team:** No Report.

**Common Area Landscape & Irrigation:** Pedro is the new Duval Account Manager. Ray, Maureen, Nicole, Taylor, and Pedro met on site. Currently there are two open work orders for trees. There is also a work order for mulch on new crotons planted. The sea grapes need to be trimmed. Drainage ditches will be kept clean by Duval. The bismarcks at the entrances will be replaced by Duval. Duval confirmed that watering is the issue. There are a few dead bushes along 21<sup>st</sup> to be replaced. Duval will provide the Board a full open work order report.

**East Side Landscape:** Irrigation is the main priority. We are working with Duval regarding open work orders and their reporting system.

**Managers Report** (Action Items, Violations, etc.) See attached.

- Accounts receivable are being monitored.
- Violations for Board action.
- Pool Signs are being ordered.
- Duval Landscaping work order system via [wisteriapark@duvallandscape.com](mailto:wisteriapark@duvallandscape.com)
- **8857 MOTION** made by Maureen, seconded by Paul to approve the rear area plantings as currently installed as they meet the community standards. MOTION passed unanimously.
- **8855** We have responded to this homeowner. The Board will allow a 30 day extension.
- Ray noted that irrigation issues are being flagged, but not repaired.

- We will meet with Duval the week of June 1st.

### Homeowners Comments

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### Unfinished Business:

- Duval Landscaping update: See above.
- Gazebo cleaning and painting update: **MOTION** made by Paul, seconded by Maureen to approve in the amount of \$1,200. MOTION passed unanimously.
- Gate on Common Area Update: The 50% deposit has been made. Scheduling pending.
- Update on Blue Canopies with Discount Awnings: This will be repaired. Pending quote.
- Pool and Spa Signs: New signs are underway. Maureen asked if smoking / vaping needs to be clarified. A final proof will be sent to the Board members for final approval.
- Emergency Egress from Pool gates: This was discussed. Paul and Nicole will research this further.
- Community Signs: Jan is following up.

### New Business:

- Fining Committee – appoint member **MOTION** made by Maureen, seconded by Jan to appoint Randy Miller to join the fining committee. MOTION passed unanimously.

**Next meeting:** HOA Meeting June 28, 2021 at 3:00 pm via ZOOM Meeting

**Adjournment:** With no further business to discuss, the meeting adjourned at 3:50pm.

Wisteria Park HOA documents are available at: [www.wisteriaparkhoa.com](http://www.wisteriaparkhoa.com)