

**WOODLAKE ASSOCIATION**

**MARCH 25, 2021**

**BOARD MEETING MINUTES**

Called to Order 6:33 pm

In attendance: Margaret, Roseanne, Deann, James, Galia

Quorum met

The March meeting was held via Zoom due to COVID 19

Approval of Minutes: January minutes were approved.

Treasurers' Report:

1. Current Woodlake financials remain in good shape.
  - a. As of Feb. 28<sup>th</sup>, operating funds were \$123,471.40
  - b. As of Feb. 28<sup>th</sup>, reserves were \$161,945.85
  - c. As of Feb. 28<sup>th</sup>, delinquencies were \$6,126.15 an allowance offset of \$2,540.00 leaves a total delinquency of \$3,586.13.

Manager's Report (as of February):

1. A & M Tree will inventory trees and note if any need trimming.
2. Roseanne is working with Jeremiah of US Lawns on our irrigation system. A grateful "Thank you" to Roseanne for all her work on this project.
3. A sales application was submitted for unit 134.
4. Jim is soliciting quotes for the fence repairs/replacements and asphalt repaving.
5. Non-compliant letters were sent to units 23, 83 and 115.
6. A workshop was held to research what funding would be needed for new roofs, fencing and paving.

Unfinished Business:

1. Pool furniture: Jim received three estimates but recommends delaying purchasing until after the roof replacement loan is in place. The board will review the bids and decide if they should purchase new replacement furniture or repair current furniture. This discussion was tabled until April's meeting.
2. Rodents: Soles and Jim will establish a schedule for a monthly report. James Dallas (board director) is in contact with Soles Exterminating on a weekly basis and if any rodent activity is noticed in units or attics please notify Jim (Ameri-Tech) as soon as possible.

## New Business:

1. Door Hanger: The notice has been completed and is to be distributed by hand to all units – volunteers were recruited.
2. Both the City of Clearwater and Pinellas County have ordinances for animals. It is required that these pets be leashed and dog excreta be removed (public AND private property). If unleashed dogs are noticed please inform Jim at Ameri-Tech of the name and unit number (if known), a notice of non-compliance will be issued.
3. The swing set issue was tabled until April's meeting. A discussion will be held on replacement of all or part of swings that need repair. Jim will have Affordable remove the swings and chains until a board decision is made.
4. Jim will contact attorney to see if there is a written policy on file with them for the policy and procedure for collection of past due fees and will report back to the board in April's meeting. A discussion of the procedure to notify the membership of the policy/procedure and to submit a collection policy/procedure to the attorney for review if none is currently on file. This discussion was tabled until April's meeting when Jim will have the attorney's reply to his inquiry.
5. The revised Rule & Regulations have been completed with the changes to the clubhouse rental and trash. The updated Rules & Regulations will be sent out with this quarter's newsletter and will be included with any required mailings to all unit owners.
6. CTGS Towing contract needs to be updated; Jim and Margaret will review and update towing procedure as necessary. All unregistered vehicles will be towed. If the City code enforcement tows a vehicle, Woodlake Association is fined.
7. Roof Project: Jim brought to the board's attention that Woodlake does not have adequate funds to replace all roofs. A loan needs to be secured and the board is starting the process of gathering the information and paperwork for this loan. Three options were presented: 1) roofs only, 2) roofs and fences, 3) roofs and paving. By Board Motion AmeriTech was approved and authorized to apply for a loan for roofing, paving and/or fencing on behalf of the Association.

## Discussion:

1. To include in the newsletter "spring reminders", change smoke alarm batteries, trash changes, rodent alert. Jim will contact our insurance company to see if each unit is required to file a certification that a smoke alarm is installed in unit. If a certification form is available and required it will be sent to each unit. Jim will report at April's meeting.
2. Discussed Bay Area Heating & Cooling inspection to be done in April.
3. Discussed fire extinguisher inspection scheduled for March 29<sup>th</sup>. James will meet with the inspector.

Adjourned 8:19 PM

Next Meeting: April 15, 2021

Motions:

Motion: To accept January's meeting notes as presented. Roseanne, 2<sup>nd</sup> Deann, 4 in favor/0 opposed.

Motion: To remove swings from play area until such time as the safety of the children can be assured. Margaret, 2<sup>nd</sup> Roseanne 4 in favor/1 opposed.

Motion: To approve the updated Rules & Regulation for 2021. Roseanne, 2<sup>nd</sup> James, 5 in favor/0 opposed.

Motion: To authorize Ameri-Tech to apply for the loan for roofing, paving and/or fencing. Margaret, 2<sup>nd</sup> James, 5 in favor/0 opposed.

Note: This motion authorizes Ameri-Tech to begin the process and gather the paperwork for the funding of the items noted in the motion. This loan will initiate a special assessment with the amount to be determined.

Motion: To adjourn at 8:19 PM. Galia, 2<sup>nd</sup> James, 5 in favor/0 opposed