

Glenlakes Unit One Property Owners Association
Board of Director's Meeting Minutes
May 25, 2023, 3:00 p.m.
Glenlakes Clubhouse

Call to Order: Sara Filley - President

Attendees: Scott Wiginton - Vice President and Head of Arc
Robin Walker - Treasurer
Bob VanDeWege - Secretary
Larry Ballard - Board Member
Ken Fletcher- Board Member

Not in Attendance: Donna Lowe - Board Member

Review/Approve Previous Meeting Minutes: Bob VanDeWege - Secretary

Sara Filley made a motion to accept as written. Robin Walker seconded, all in favor, motion carried.

Finance Report: Robin Walker - Treasurer

A few property owners have communicated concerns that this board is spending money on large expenses such as entrance signage, mailbox shelter, and entrance landscaping without property owner or board approval. Our treasury report is as follows, which clearly reflects no large expenditures have been incurred or expensed since this board was seated on April 11, 2023.

Checking Balance as of 12/31/2022	\$32,614
Checking Balance as of 01/31/2023	\$31,978
Checking Balance as of 02/28/2023	\$28,721
Checking Balance as of 03/31/2023	\$32,417
Checking Balance as of 04/30/2023	\$34,756
Checking Balance as of 05/24/2023	\$38,241
Savings Balance as of 12/31/2022	\$25,036
Savings Balance as of 01/31/2023	\$25,036
Savings Balance as of 02/28/2023	\$25,036
Savings Balance as of 03/31/2023	\$25,045
Savings Balance as of 04/30/2023	\$25,045
Savings Balance as of 05/24/2023	\$25,048
Total Checking and Savings as of 12/31/2022	\$57,650
Total Checking and Savings as of 01/31/2023	\$57,014
Total Checking and Savings as of 02/28/2023	\$53,757
Total Checking and Savings as of 03/31/2023	\$57,462
Total Checking and Savings as of 04/30/2023	\$59,801
Total Checking and Savings as of 05/24/2023	\$63,289

ARC Report: Scott Wiginton, Vice President and Head of ARC

ARC members: Scott Wiginton, Tom Krebes, Paul Serina, Wayne Butler, Dennis Drewyer, Charles Santora. ARC is committed to sending a minimum of 2 ARC members to any property needing ARC review/approval. ARC will defer required approvals to the Board when ARC guidelines do not clearly convey a decision or any time a precedent will be set. ARC will communicate to property owners that requests are to be made in writing, with appropriate plans/pictures/drawings/permitting submitted. ARC commits property owners will receive written approvals with a copy to the board for record retention. ARC will communicate to property owners when decisions require board approval so property owners can schedule projects accordingly.

Covenants are not consistently given to prospective buyers by realtors or new property owners at closing by title companies. Subsequently, new property owners are often unaware of POA governing documents, including ARC requirements. To aid in communication, Sara Filley and Robin Walker created an "Information for Our Community Guidelines" document that has been emailed to property owners and posted to our website, carnoustieplace.com. In addition, Robin is sending the document to title companies, along with our governing documents to give to new property owners at closing. We have asked Cindy Baccus post our governing documents to our website.

New Business:

1. 2023 Budget Review/Approval: Robin Walker, Treasurer

The previous board did not have a board approved budget for 2023. The budget being presented today for review and approval includes expenses authorized by the previous board, along with normal and customary expenses, which are detailed in the Operating Expenses spreadsheet. Sources of income for 2023 include annual dues, title transfer fees and interest income, which are reflected on the Income spreadsheet. The budget also includes a Year Over Year Comparison of 2023 Estimated and 2022 Actual. It is noted there are no capital projects reflected in the 2023 budget that will require a reserve or funding allocation. A summary of Estimated Income, Estimated Expenses and Estimated Year End Balance are reflected below.

2023 Estimated Income	\$46,117
2023 Estimated Expenses	\$26,350
2023 Estimated Balance	\$19,767

Sara Filley made a motion to approve the 2023 budget as submitted. Larry Ballard seconded, all in favor, motion carried.

(1) Investments Proposal - Request to purchase \$20,000 in CD's at a minimum return of 4.75% with laddered maturity dates. Reviewing Wells Fargo and Marcus as both have not-for-profit CD's.

(2) Reserve Proposal - Request to create a \$5,000 reserve for the spillway authorized by prior Board. Funds to be disbursed only by board approval.

Larry Ballard made a motion to approve Proposal 1 and Proposal 2 as requested. Seconded by Ken Fletcher, all in favor, motion carried.

(3) Capital Projects - Treasurer confirmed no funds for capital projects have been recommended nor allocated in the 2023 budget by the board. Committees are being formed to explore future expenses but the board does not expect to take action on any capital projects in 2023.

(4) Title Transfer Fees Proposal - Request to increase title transfer fees from \$300 to \$500, effective January 1, 2024, for all home sales in Glenlakes Unit One POA. Larry Ballard made a motion to approve as requested. Seconded by Ken Fletcher, all in favor, motion carried.

(5) Annual POA Dues Online Pay Option - Request to allow property owners to pay annual POA dues online **or** by mailing a check. Online payment cost per transaction to the POA would be: (a) 1% fee of \$1.70 for direct payment (checking account); or (b) 3% fee of \$5.10 for credit card payment. Online payment fees would be offset by administrative accounting fees currently being incurred. Property owners can still mail a check to the POA if desired. Discussion: Raise POA dues to \$175 to cover online transaction fees. Still maintain the PO Box for checks. Motion by Sara Filley to leave annual dues at \$170 with property owners having the choice of mailing a check, online direct payment, or online credit card payment for one year. We will evaluate online bill pay effectiveness for 2024. Motion seconded - Ken Fletcher, all in favor, motion carried.

2. General Discussion: All Board Members

Security Camera on County Road 12 and Albatross - Lennar has approved our request to place a security camera at the corner of CR12/Albatross, in their common area. We are requesting and reviewing estimates. Dan Thomas provided an estimate for a solar powered camera. We are also getting an estimate for an electric meter to power a camera. Once estimates are complete, we will submit to the board for review, discussion and vote.

Community Wide Neighborhood Watch - Per Foley Police Department, there is no community wide neighborhood watch, each POA self manages with street cameras and with property owner cameras.

Common Areas - Homes on the north side of Lakeview Drive have never been mowed. Lennar wants an official document allowing access through the golf course. Sara Filley provided an email from the golf course authorizing access. Homeowners sent a signed letter to Lennar, providing access on their private property, to the common area. Sara Filley notified the city of the homeowners letter to Lennar. Dennis Mayor, Lennar representative, has communicated Lennar will only talk to property owners and Lennar will no longer cut down trees. Lennar owns the common areas, so they have the authority to clear or keep areas natural. Lennar continues to communicate to property owners they will clear brush and mow common areas. Property owners are waiting but it has not been cleared to date. Albatross residents have always maintained the common area on the east side of the street behind their homes. Property owners have input warranty tickets with Lennar for mowing/clearing. Lennar cites requests as non-warranty items, and cancels tickets. Lennar and the City of Foley were scheduled for a final walk through prior to releasing Phases 4/5, however, Lennar delayed the meeting.

Future Board Meetings - June 13, 2023 and July 11, 2023 are confirmed. Move to quarterly meetings effective September 12, 2023.

3. Volunteer Committee Establishment and Standard Operating Procedures: Sara Filley - President

Proposed Standard Operating Procedures for Board Committees as follows:

*All committees are to select a Chair Volunteer and should have at least 2 additional volunteers.

*All committees are to prepare and distribute an agenda to committee volunteers and board members. Board attendance is optional.

*All committees are to prepare and submit meeting minutes within 3 business days to Board Secretary. The secretary is to review and submit committee minutes to board members within 2 business days. The POA Board is to review committee minutes within 2 business days. All committee minutes are to be posted to the POA Website within 2 business days.

*All committees will develop and submit a budget to the board for review/approval. Expenditures will require board approval, receipts, and vendor compliance documentation.

*All committees must follow governing POA documents. Exceptions must be board approved.

Robin Walker made a motion to approve as presented. Larry Ballard seconded, all in favor, motion carried.

3a. Existing Committees:

i. Architectural Review Committee: Scott Wiginton, Tom Krebes, Paul Serina, Wayne Butler, Dennis Drewyer, Charles Santora

3b. Proposed Committees:

i. Beautification Committee: (Common Area Landscaping and Carnoustie Place Sign) Dennis Moore, Karen Chaudoin, need at least 1 additional volunteers

ii. Communications Committee: (Website, General Communications) Bob VanDeWege, Cindy Baccus, need at least 1 additional volunteer

iii. Compliance/Legal Committee: Looking for at least 3 volunteers with legal experience

iv. Construction Committee: (CR 12 Entrance Sign, Mailbox Shelter, Landscaping) - Dennis Drewyer, Wayne Butler, Paul Serina, and Cindy Baccus

v. Finance / Audit Committee: Robin Walker, Ken Fletcher, Marcee Moore

vi. Flag Committee: Denis Snyder, Bob VanDeWege, need at least 1 more volunteer

vii. Maintenance Committee: (Common Area Ponds, General Maintenance) Tom Krebs, Paul Serina, need at least 1 more volunteer
viii. Security Committee: Dan Thomas, Larry Ballard, Sara Filley
ix. Welcome/Event Planning Committee: Char Snyder, Debbie Sammelman, Rhonda Cook, Ken Fletcher
x. Others?
4. Board Member Email/Document Retention: Sara Filley, President
Create Board Member Emails for Document Retention: There is a need to create an easier document transition for future board members. It is desired to utilize the website for document retention as well. Robin Walker made a motion to approve as requested. Ken Fletcher seconded, all in favor, motion carried.
The prior POA Board paid Cindy Baccus' business to develop our website. Cindy has volunteered as a property owner to add content to the website, as long as she lives in GLU1. The website is a fantastic tool for Glenlakes Unit One property owners to utilize. The board is interested in expanding functionality and excited to have this communication tool to keep our community informed. The website is https://carnoustieplace.com .
Old Business
5. Governing Document Review/Submission: Scott Wiginton, Vice President and Head of ARC, Sara Filley, Bob VanDeWege to lead next steps.
6. Special Meeting Election: Previous board records reflect past board election notices, ballots and votes. We have not received ballots and votes from the Special Meeting held on April 11, 2023. Scott Wiginton, Vice President & Head of ARC is in possession of the records and will give them to Bob VanDeWege, Secretary. Bob will enter the election results as an addendum to the April 11, 2023 Special Meeting Minutes.
7. Review of Covenants: General discussion regarding rental properties. Should we mandate a property must be used as a primary residence for a minimum period of time before allowing it to be used as a rental. To be explored further for additional discussion. Additional work will need to be completed on the Draft received from the committee reviewing the covenants.
Meeting Adjourned at 4:30 p.m. Sara Filley, President