

Glenlakes Unit One Property Owners Association
Board of Director's Meeting Minutes
January 16, 2024, 3:00 pm
Groovy Goat - OWA
(Glenlakes Clubhouse - Closed due to weather)

Attendees:

Sara Filley, President
Scott Wiginton, Vice President
Robin Walker, Treasurer
Bob VanDeWege, Secretary
Larry Ballard, Board Member
Ken Fletcher, Board Member

Absent:

Donna Lowe, Board Member

Sara Filley, President, called the meeting to order at 3:00 pm.

Previous Meeting Minutes – Approved, submitted by Bob VanDeWege, Secretary.

General Discussion on Meeting Minutes from October 17th, 2023.

Amend Governing Documents

- Motion to amend our governing documents to a quorum of 25% and then for voting purposes of those present at the annual meeting to be 51%. Will be on the ballot for property owner vote at the next annual meeting. **Change approved by Board.**
- Rationale: This is more in line with other HOA associations making it easier to have a quorum. **Vote to change Quorum %, requires 75% approval by property owners.**

Finance Report - Robin Walker

- Reviewed proposed 2024 budget and current treasury. Confirmed transfer fees are \$500 as of 1/1/24.
- Confirmed tree removal currently underway near Carnoustie sign is in the budget.
- Considering POA software that would include the accounting functionality of QuickBooks and aid in document retention and administrative needs for POA.
- November 23, 2023 Email Meeting / Vote
- Robin Walker made a Motion to purchase a CD in the amount of \$25,000. The CD will be partially funded (approximately \$20,350) with the maturity of a current CD at Wells Fargo. The balance would be transferred from our Wells Fargo Checking (approximately \$4,650). We will seek a minimum 5% return, with no longer than a 12 month maturity.
- Motion Passed and was Approved by the Board November 23, 2023
- Current CD Investments are with TrustMark and First Internet Bank, totaling \$81,140. We cashed in the \$20,000 CD with Wells Fargo and moved it to First Internet Bank, increasing it to \$25,000. We have \$14,917 in Wells Fargo Checking and \$5064 in Wells Fargo Savings. Total treasury is \$101,122. Our next CD renewal is TrustMark, that matures February 2024.

- Note: Our QuickBooks financials do not reflect the closed CD at Wells Fargo yet. In addition, our First Internet Bank accounts are not pulling into QuickBooks yet. We are working on this. To gain a clear understanding of our Treasury, please refer to the Treasury report.

Old Business:

Annual Meeting Discussion

- On March 12, 2023, the **Prior** Board increased from five to seven members. **Recommendation that this needs a homeowner vote and will be included on March 12, 2024, ballot.**

2024 Capital Expenditures

- Requesting quotes for a community sign to be located at the corner of CR 12/Albatross and mailbox shelter to be located at the corner of Lakeview/Aberdeen. **Both capital expenditures are to be presented to property owners for vote.**

Carnoustie Place Sign / Common Area

- We received 3 bids of \$3,700, \$3,650, and \$1,250 to remove 6 dead trees. 2 of the bids included grinding stumps. Due to the size, location, and state of decay of the trees, we choose the least expensive bid. We hired William Dabney to cut down and remove 6 trees in the Common area by the Carnoustie Place sign, in the amount of \$1,250. We will give William a “to be completed by” date of Feb 29, 2024, and payment when the job is finished. **The board approved the one-time expenditure via email on December 15, 2023.**

ARC Report – Sara Filley

- **ARC Requests (1/16/24 since 10/17/23 board meeting)**
 - 19 ARC Project Requests received, some contain multiple items: 16 approved, 1 denied, 3 open awaiting owner info.
- **ARC Compliance**
 - 16 Compliance: 14 Closed, 2 Open, and 1 owner continues to be Fined for noncompliance.
- **Fines for Non-Compliance of POA violations, already documented and not paid.**
 - **Motion:** Should fines exceed \$750.00 dollars, we will send a certified letter advising the property owner that a lien will be placed on the first of the following month. **Motion Passed and Board approved.**

POA Board Election Nominating Committee – Sara Filley

- Glenlakes Unit One POA Nomination Committee: Donna Krebes, Debbie Lesley, Brenda Rogers, Sara Filley.
- POA Board Election to be held during the Annual Meeting on March 12, 2024, upon confirmation of meeting quorum.
- The Nominating Committee requests all volunteers for our POA Board to submit a bio and picture by February 12, 2024. Board candidates’ information will be added to our website.

New Business:

- Starting to look at software to make it easier to transition to the next board.
- City has been notified regarding hours of construction Covenant guidelines of agreement with Lennar.
- City Street Department contacted by Sara Filley regarding 3 items:
 - Street sign at Albatross and Lakeview, repair requested.
 - Missing Lakeview street sign at the corner of Lakeview and Carnoustie.

- Requested replacement of dingy and dirty street and stop signs on Carnoustie and Dornock.

Next Meetings:

- **Annual Meeting:** March 12, 2024, 6pm – 8pm Graham Creek Nature Preserve, 23030 Wolf Bay Drive, Foley
- **POA Board Quarterly Meeting:** Board Officer Election, Hold Date: March 14, 2024, 3pm at Glenlakes Clubhouse

Meeting Adjourned at 4:29 p.m. by Sara Filley

Signature: *Bob VanDeWege* Date: 1-25-2024
Bob VanDeWege, Secretary