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BALDWIN COUNTY, ALABAMA
HARRY D'OLIVE, JR. PROBATE JUDGE
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Public Notice: dated May 2024
Glenlakes Unit One Property Owners Association

Items to Probate Extracted from previous meeting minutes:

October 17, 2023 Meeting Minutes: Board Passed

- **Late Fees:** Increase the late fee on dues from a \$10 fine to an initial fine of \$50. An additional \$50 fine will be added for every 10 days that pass with the dues unpaid.
- **Flags:** Board supports the ARC decision to uphold the American and Alabama flags, size 4' x 6' in addition to a small garden flag
- **Gate:** Require a gate at the back of the fence and require property owners to weed eat one strip along back of fence.

August 12, 2023 Per Board emails the following item: Board Passed

Compliance protocol:

- Items below are each completed in 10-day increments.
- Initial Fine \$50. An additional \$50 Fine will be added for every 10 days that passes with the violation unresolved.
- Fine increase to \$100 for repeat offenders within a 12-month period.
- The POA may levy fines for each act of violation.
- Owner will be billed at the end of each month.
- Failure to pay the fines may result in a lien placed on their residence, or small claims court.
- Should we not receive payment for these fees then the homeowner should understand that we will obtain legal representation to collect and the Owner is required to pay the Association's costs and expenses for the proceedings, including reasonable attorney's fees

July 11, 2023 Meeting Minutes: The following items: Board Passed
(Oct 17, 2023 Board meeting the word 'Capital' was added)

Spending limits

- **Maximum threshold for Capital Expenditures** spending \$2,000, at the board level, without needing property owner approval.
- **Bank account signers authority** to sign checks, up to a set limit of \$2,000, for expenses that have been budgeted, does not require a board vote.

June 23, 2023 Per Board emails the following item: Board Passed

Driveway width: Not to exceed the width of the brick face of the garage. Can be located in front of the garage, or to the open side. Homeowner is responsible to locate and move any necessary utilities and Irrigation.

May 25, 2023 Meeting Minutes: The following items: Board Passed

Increase title transfer fees from \$300 to \$500 effective January 1, 2024, for all home sales

May 22, 2022 Meeting Minutes: The following items: Board Passed

1. Notice of meeting and dues can be provided by email
2. Flag: Alabama house bill 42 required POA's to allow Alabama state flag no larger than 4'x6' *(Flags only American allowed 1st fine \$100) (Feb 21,2021 Board Passed)*

March 8, 2022 Meeting minutes: The following items: All passed by Homeowner Vote

1. Limit rental of properties to a minimum of one year and property owner is to provide the POA with a copy of the lease.
2. 2-year term for officer positions.

June 11, 2018 Notice:

Fine of \$500 can be levied against homeowners who initiate projects without ARC approval

Prepared By:
Sara Filley, President
Glentakes Unit One Property Owners Association, Inc
PO Box 373
Foley, Alabama 36536

**Glenlakes Unit One Property Owners Association
Board of Director's Meeting Minutes
October 17, 2023, 1:00 pm
Glenlakes Clubhouse**

Attendees:

Sara Filley, President
Scott Wiginton - Vice President
Robin Walker - Treasurer
Bob VanDeWege - Secretary
Larry Ballard - Board Member
Ken Fletcher - Board Member
Wayne Butler - ARC
Tom Krebs - ARC
Dick Dayton - City Councilman
Absent:
Donna Lowe - Board Member

Sara Filley, President, called the meeting to order at 1:00 p.m.

1. Review/Approve Previous Meeting Minutes – Bob VanDeWege, Secretary
 - a. Robin Walker: Motion to amend 07/11/23 minutes, Vote on Spending Limits
 - i. **Current:** Propose to add a maximum threshold for spending \$2,000, at the board level, without needing property owner approval.
 - ii. **Requested Amendment:** Propose to add a maximum threshold for *Capital Expenditures* of \$2,000 at the board level, without needed property owner approval.
 - iii. **Rationale:** We have operating expenses that could exceed \$2,000, and expenses must be paid timely. Passed Unanimously.
 - b. August 12, 2023, Board voted and majority approved Compliance Protocol and Fines.
 - c. September 4, 2023, Robin Walker, Motion to transfer \$20,000 from savings and \$10,000 from checking to purchase a CD in the amount of \$30,000. We will seek a minimum of 5% return, with no longer than a 12 month maturity. Passed Majority.
2. Finance Report – Robin Walker, Treasurer
3. ARC Report – Sara Filley

Old Business:

1. Nominating Committee – Sara Filley
 - a. Donna Krebs volunteered to lead the Nominating committee for the POA Board Election on March 12, 2024.
 - b. Discussion – Confirmed three board member terms will be fulfilled in March 2024, resulting in three board positions available for election.

New Business:

1. Councilman Dick Dayton City Council Report
 - a. City Budget and Services
 - i. New Firehouse planned for west side of Foley, along with adding a new fire truck. No site selected to date. Fire Department will change batteries in smoke detectors, but homeowners must supply batteries.
 - ii. Foley Beach Expressway resurfacing planned. City contribution is approved. Waiting for ALDOT approval to begin the project.
 - iii. Property tax only contributes 2% to Foley annual budget. Sales tax revenue is 50% of annual budget. Total sales tax collection in FY 22/23 was almost \$40 million dollars.
 - iv. New library \$20 million dollar investment, proud of library top 5% in American in small cities.
 - v. New Public Works Campus \$17 million.
 - vi. Housing still in demand, 40% of homes sold have no mortgage. Residential property permits 902 issued, 438 single family homes.
 - vii. Eight million people pass through Foley each year, changes in Foley Beach Express to address more revenue.
 - viii. Best Police force, keeping pay competitive.
 - ix. Welcome Center welcomes 19,860 people each year, 9750 rode the train, 8,950 went to the museum.
 - x. City Council meetings are the 1st and 3rd Monday, of each month at 4:00 pm.
 - xi. Property tax sales revenue almost 40 million, 20 million sales tax, with 50% from visitors, 2 million in lodging tax, rental tax around \$500,000 and gas tax around \$600,000 currently per year.
2. General Discussion – All Board Members
 - a. Bob/Secretary to enter all requests/approvals the board had made electronically between board meetings. We can ensure all actions are entered into record and made public.
 - b. Probate list added to meeting minutes.
 - c. Motion to amend our governing documents to a quorum of 25% and then for voting purposes of those 2/3 present. Passed Unanimously. Will be on the ballot for property owner vote at the next annual meeting.
 - d. Motion to increase the late fee on dues from a \$10 fine to an initial fine of \$50. An additional \$50 fine will be added for every 10 days that pass with the dues unpaid. Passed Unanimously.
 - e. Board supports the ARC decision to uphold the American and Alabama flags, size 4' x 6' in addition to a small garden flag. Passed Unanimously
 - f. Require a gate at the back of the fence and require property owners to weed eat one strip along back of fence. Passed Unanimously.
3. Security Update
 - a. County Road 12 / Albatross security camera is now operational.

- b. Per the City of Foley Police: Be aware there has been an uptick of individuals driving through the neighborhood looking for unlocked cars and homes. Lock your doors and please keep your eyes open. Contact the police department with information.
- 4. 2024 Budget – Discussed during Treasury Report – Robin Walker

ARC Report:

- 1. ARC Requests
 - a. 44 ARC Project Request, some contain multiple items. 37 approved, 7 denied.
- 2. Compliance
 - a. 45 Compliance: 41 Closed, 4 Open, and 1 owner fined for noncompliance.
 - i. Most violations of the covenants this month had to do with lawn and landscape maintenance. Some residents that were notified of covenant violations have not complied. We are following the Compliance protocol process, with a 2nd notice and then issuing a Fine.
 - ii. Protocol/next steps after property fines have been assessed and property owners remain non-responsive and out of compliance.

Treasurer Report:

- 1. 2023/24 Dues Collected – 201 Properties Collected
 - a. Checks – 81 paid via check.
 - b. Online – 120 paid online, 25% on 1st day, \$594.90 in fees – will be offset by interest from CD's and decreases accounting fees.
- 2. Reconciliation of funds paid into GLU1 Treasury
 - a. Dues and Transfer Fees Reconciliation:

	2023	2022	2021
TOTAL LENNAR	38460.52	8813.11	1687.89
TOTAL CARNOUSTIE	18130.00	16177.00	16330.00
TOTAL	56590.52	24990.11	18017.89
- 3. CD Investments – YTD \$575 received in interest.
 - a. Wells Fargo: \$20,000, 4.5%, matures 11/21/2023.
 - b. TrustMark: \$20,000, 5%, matures 02/14/2024.
 - c. First Internet Bank of Indiana: \$30,000, 5.35%, matures 09/20/2024.
- 4. Budget 2024 Requests Received – For Discussion Only – Board is working to define budget and capital expenditures for 2024. The following are estimates only:
 - a. Capital Expenditures
 - i. Community Entrance Sign – \$20,000, with future annual maintenance/utilities/insurance expenses.
 - ii. Mailbox Shelter and Landscaping – \$10,000, would have future annual maintenance/utilities/insurance expenses.
 - iii. Security – additional equipment to be determined.
 - iv. POA Software – \$3,000 to assist ARC Committee

b. Reserve

- i. Legal, \$10,000.
- ii. Dam, \$5,000.
- iii. Streetlights – future annual expense \$10,000.
 1. Update: The City of Foley will assume these costs per Dick Dayton following an email on October 18th, once streetlights are accepted by Engineering. City Council will vote on accepting the electrical charges to be paid by the city.
- iv. Common Area Landscaping and Mowing Reserve (Phase 3,4/5 section) – \$40,000 future annual expense.

Property Owner Requests Received:

1. Include private property mowing and landscaping in annual/monthly dues.
2. Deed common areas that abut property owners lots to reduce common area maintenance and insurance.

Next Meetings:

January 16, 2024, Glenlakes Clubhouse, 3 pm, Quarterly Board Meeting
March 12, 2024, Graham Creek Nature Preserve, 23030 Wolf Bay Drive, Foley
6 pm – 8 pm – Glenlakes Unit One POA Annual Meeting

Adjournment 3:33 pm by Sara Filley

**Glenlakes Unit One Property Owners Association
Board of Directors Meeting Minutes
August 12, 2023
Email Meeting / Vote**

Motion:

- **Fines**
 - Initial Fine \$50.
 - An additional \$50 Fine will be added for every 10 days that passes with the violation unresolved.
 - Fine \$100 at each level, when the property owner has been notified for the same offense within the past 12 months.
 - The Association may levy fines for each act of violation, or for each day a violation continues.
 - Owner will be billed at the end of the month.
Failure to pay the fines may result in a lien placed on their residence, or small claims court.
 - Should we not receive payment for these fees then the homeowner should understand that we will obtain legal representative to collect and the Owner is required to pay the Association's costs and expenses for the proceedings, including reasonable attorney's fees

Motion Passed and Approved by the Board August 12, 2023

Signature: *Sara Filley* Date: 1-24-2024
Sara Filley, President

Signature: *Bob VanDeWege* Date: 1-24-2024
Bob VanDeWege Secretary

**Glenlakes Unit One Property Association
POA Board Meeting Minutes
July 11, 2023
Glenlakes Clubhouse**

Attendees: Sara Filley, President
Scott Wiginton – Vice President
Robin Walker – Treasurer
Bob VanDeWege – Secretary
Larry Ballard – Board Member (phone)
Ken Fletcher – Board Member
Donna Lowe – Board Member
Wayne Butler
Paul Scrina
Val Hay
Richard Santmyer

Sara Filley called the meeting to order at 3:00 p.m.

Demonstration of Possible Homeowner Portal by Lisa Bryant, FOLA llc.
The portal would make the management of the community easier and maintain a chain of custody for years to come for future boards. Our POA Records will not be lost and the transition to new board members will occur much easier and quicker.

Welcome Committee: We have tried to meet our many new homeowners. We have 4 Events in the planning stages to continue to meet and get to know our neighbors in GLUI.

Glenlakes Unit 1 POA Meet & Greet
July 29 from 3-5 at the Clubhouse

Glenlakes Unit 1 Football Kickoff Party (Wear your Team colors)
August 19 from 3-5 at the Clubhouse
Order Appetizers from the GL Pub, have everyone pay a few dollars to cover the cost
Individuals would purchase their drinks.

Glenlakes Unit 1 Donuts & Coffee
Sept 16 from 8-10 am
Lakeview Estates POA Pavilion
Bring your Coffee, \$1 per donut.

Rain: move into Glenlakes Pub
(MGA's club championship; tee off at 8. If the weather is bad and they are delayed and in the clubhouse, could also be a tiny chaotic)

January schedule Block Party
Outside in Cooler weather

Beautification Committee: will maintain the Carnoustie Place sign.
Five Christmas wreaths are the only decorations we have at this time. Sue Vosloh will try to get more volunteers and get estimates for fixing edging and then adding new mulch.

Nominating Committee:
We are asking for volunteers to serve on the Nomination Committee for March 2024 POA Board Election. If you are willing to volunteer, Please email it to glenlakespresident@gmail.com

Security Committee: Once CR12 entrance Security Camera is installed. It will secure all our entrances. Per Dan and Larry, materials have been ordered and waiting for them to arrive to start the install.

Sara asked: should we check if homeowners are eligible for a discount on insurance premiums once all entrances secure? Do we need additional signage, indicating that we have video surveillance? Ken Volunteered to contact insurance companies and ask.

ARC Committee: Update from 6/20 to today 7/11/23 when Sara Started to Track Request and Compliance

13 ARC requests from residents for property improvements
16 Compliance emails sent to residents. Majority were regarding overnight street parking and trash cans visible from the road.

If you have a New or Open ARC Request please email it to glenlakespresident@gmail.com

C- Spire: fiber optic company is currently taking orders.

Lakeview Estates plans to check with EMC to clean and paint the electrical poles.

The following Committees are on hold, no meetings are scheduled, no meetings have occurred

Communications Committee

Compliance/Legal Committee

Construction Committee (CR 12 Entrance Sign, Mailbox Shelter, Landscaping) -

Finance/Audit Committee

Flag Committee

Maintenance Committee (Common Area Ponds, General Maintenance)

Finance:

Robin Walker provided updated Financial Report

Dues Notice: If you have already paid Thank You!

Annual Dues were due 7/1/23. Late fee of \$10 to be accessed on 08/01/23.

CD: Vote to invest additional 25k. Ken Fletcher made the motion, Donna Lowe 2nd, Motion carried for approval to purchase a CD for \$25,000 not to exceed twelve months. Invested 20k in June 2023

Vote on Spending limits: Sara requested discussion and vote

Motion: Propose we add a maximum threshold for spending \$2,000, at the board level, without needing property owner approval,

Sara Filley Motion, Bob VanDeWege 2nd, All in Favor- Motion Carried.

The POA Board gives the bank account signers authority to sign checks, up to a set limit of \$2,000, for expenses that have been budgeted, does not require a board vote.

Donna Lowe Motion, Larry Ballard 2nd, All in Favor - Motion Carried.

Secretary: Bob VanDeWege

The June Board meeting minutes are accurate to what transpired at the meeting.

Meeting minutes were approved by the Board members.

Per Sara Filley:

If we are missing historical information, it is due to the prior board not providing it to the new board members. Any meeting minutes or missing documents can be brought to the POA Board, and we will email all homeowners.

For the Greater Good of the entire Glenlakes Community we all need to unify and work together to use every possible skill set, knowledge, and leverage we have to keep Phase 4/5 at the highest possible building standards.

Phase 4/5 Land Disturbance Permit Will Be issued by the City of Foley.

There will be 2 entrances onto Carnoustie, and the main entrance will be CR12 and Albatross.

We will All be affected by the construction of Lennar homes.

We should All work together, to the best of our ability, for All Glenlakes Owners.

We have only heard from Sue and David Vosloh since last board meeting, regarding the possibility of splitting into 2 POA's

We will continue to govern as 1 POA.

City of Foley and Lennar

Sara sent emails to Foley City Mayor Ralph Hellmich, and Foley City Councilman Dick Dayton, and many City employees asking for help before the LDP is issues for Phase 4/5
Sara also sent many emails to Lennar regarding drainage issues, common area maintenance and mowing.

Homeowners can also contact Lennar and the City and Request assistance.

Dennis Mayher

dennis.mayher@lennar.com

Director of Land Development

City Engineer: Chad Christian, P.E.

cchristian@cityoffoley.org

Construction Projects Manager: Jeff Phillips

jphillips@cityoffoley.org

Dick Dayton our City Councilman has offered to attend our meetings and provide an update.
Sara to Schedule Dick Dayton for future Board meetings

City Council Report by Dick Dayton July 2023

- On Route 12 between Foley Beach Express and James Road, rusted and failing drainage pipes are being replaced. The work will start near Cottages on the Green. This will cause traffic slow downs and periodic stops from now until the end of July as equipment is moved around.
- The cities of Foley and Hennef, Germany, are in on-going negotiations to form a Sister City Partnership. Their economy, education, and population is very similar. This will increase educational opportunities for our school system should it come to fruition. Members of the City Council have visited Hennef.
- The J-Card housing update: The housing we anticipated that would be built by now was temporarily put on hold, but is now moving forward. English speaking students come here from foreign countries for a limited time and while they are here they must work to support themselves. The city donated 5 acres of property that will be developed for dormitory like housing to house approximately 800 students. This is important because we have a service based economy. OWA needs 400 of these kids to staff current and future plans. The housing will be completed next year.

- Concerning the Juniper Street extension: Traffic light parts have been impossible to get from the companies who make them. The road can't be opened until we receive what we have ordered.
- The final plan has been approved for a 40,000 square foot Community Center near the dog park. Construction will start by next year.
- We assumed ownership of the old armory behind the civic center. We traded off some property so they can build a new armory. We may move some city offices there or possibly pickleball courts.
- We need to increase the revenue for the city. Plans to build a new motel on route 20 next to Wolf Bay Lodge has been approved.
- There are plans to develop a pickle ball court near the farmers market.
- Plans for a Public works campus has been finalized and there is a call for bids in the newspaper. The current one was designed in the early 50s. A new one will provide better services.
- Foley Beach Express paving will be done near the end of beach season. The state of Alabama put it on the back burner, so we contributed money to that fund so that our 8 miles section will be paved and widened. The state finally agreed to move ahead with it. Also at the intersection of route 12 and 59, there are plans to do the same.
- Regarding DSLD: The retention pond design didn't work. We sat down with DSLD, engineers, and developer of the property and determined it needed major changes. They have now sloped about 12 lots bordering the golf course, so that 90 percent drains to street and are developing a swell behind it that will handle the final 10% of water. Soil test have been completed for percolation rates. After they review that data, the next step is to redo the pond and insert drainage pipes. Residents have had rough time with drainage. DSLD will pay for pipes and any excavation that has to be done.

Scheduled next Board Meetings for October 17th, 2023 and January 16th, 2024.
To provide one POA Board meeting a quarter, per our Governing documents.

Meeting Adjourned at 4:24 p.m. by Sara Filley

**Glenlakes Unit One Property Owners Association
Board of Directors Meeting Minutes
June 23, 2023
Email Meeting / Vote**

Motion:

- Driveway width
 - Not to exceed the width of the brick face of the garage.
 - Can be located in front of the garage, or to the open side.
 - Homeowner is responsible to locate and move any necessary utilities and Irrigation.

Motion Passed and Approved by the Board June 24, 2023

Signature: Sara Filley Date: 1-24-2024
Sara Filley, President

Signature: Bob VanDeWege Date: 1-24-2024
Bob VanDeWege, Secretary

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 Krebs, 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 Krebs, Paul Serina, Wayne Butler, Dennis Drewyer, Charles Santora

3b. Proposed Committees:

i. Beautification Committee: (Common Area Landscaping and Carnoustie Place Sign) Dennis Moore, need at least 2 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

Glenlakes Unit One POA Board Meeting 5/22/2022

Attendees:

**Kevin Berland
Scott Wiginton
Ken Fletcher
Richard Prisbus
Donna Lowe
Butch Zaragoza
Larry Ballard
Tom Krebes
David Vosloh (by phone)**

Our rules will be changed to require that rentals/lease can be no shorter than one year with a copy of the agreement provided to the board.

Our rules will include a provision that notice of meetings and dues can be provided by email.

Flag Issue – Alabama House bill 42 requires POA's to allow the display of the Alabama state flag. Previously we allowed only the United States flag. In compliance we will permit the Alabama flag to be displayed in a manner that is compatible with good taste and fits into our neighborhood. The size will be no larger than 4' x 6'. It will not be hung from a tree. The vote for this action was 5-0.

Sprinklers at the sign – Richard discovered that the sprinkler system at the sign was manually turned off. It appears to have been turned off several months ago and the result has been that almost all the shrubs we planted last year adjacent to the sign on both the north and south sides are dead. The controller lock and key are rusted. Richard will try to lubricate the lock and remove the key from the immediate location. This may discourage any tampering, but the lock is the standard Rain Bird lock.

Van parked on road – There is a commercial van parked on the dead end street that comes off Lakeview. The owner lives on Albatross. (Since the meeting, the owner has been notified to remove the van and stated that it would be moved in 2 or 3 days). Parking on the streets is a complicated issue, because the city has authority over the streets.

Garbage cans – Cans need to be kept where they are not visible from the street. They can be stored in the garage or outside with a fence blocking view. The fence can be vinyl, wood or brick and at least 4' wide and 4' high. A shrubbery fence is also permitted if it blocks view of the can. Vote 5-0

Trash in pond – During construction, building debris has blown in the retention pond near Albatross and Lakeview. It is not our responsibility yet. Lennar is responsible for all common

POA board meeting May 22,2022

property until 75% of all the new lots (phases 3,4,and 5) are sold. Not just phase 3, but 75% of 3,4,&5 combined. Ken will notify Lennar of their problem.

Fountains and statues – These will be permitted if approved by the ARC. They can be located in the landscaping or on the porch.

Covenant update – Butch Zaragoza has been working on revising our covenants to reflect current conditions. Currently there are several documents including amendments most dating back to 2000 or earlier and are outdated. Some are 33 pages long. It was suggested that we look at the Carnoustie Gardens covenants as a starting place. (Butch has found them on line and we should look at what their lawyer came up with.) Legally changing the covenants is complicated and requires a significant majority of members (possibly up to 90%) to make the change.

Donna Lowe has volunteered to assist Richard with financial issues.

New board member – In our agreement with Breland/Lennar, there should be an additional board member from each of the 3 new phases. There were no volunteers at the annual meeting. The board appointed Larry Ballard to fill the vacancy for phase 3 until the next annual meeting.

Glenlakes Unit One POA

Minutes of 2022 Annual Meeting

March 8, 2022

Officers In attendance:

Kevin Berland

Ken Fletcher

Scott Wiginton

Richard Prisbus

There were 47 lots represented and 21 proxy votes for a total of 68. There are currently 119 purchased lots – 60 provides a quorum.

Financial report

Checking account - \$15,000

Reserve account - \$25,000

Copy of proposed budget is included at the end.

Presentation on neighborhood watch by Officer Labron Williams. We believe that our POA is the safest in Glenlakes.

Sam Striate and Linda Spangrud updated golf course issues. Golf course including the cart paths is for use by active golfers and not for walking dogs, riding bikes or walking. The clubhouse now has a new operator for food. It is one of the OWA restaurants. New menu. They recommended the breakfast foods.

We plan to drop the current lawsuit about covenant violations by Breland after further conversations with Breland/Lennar.

The dam is not our responsibility. LVE is in the process to acquire the dam and possibly some additional land from WCMC. After all of the trouble, the dam did not cost GLU1 one red cent.

The sewer lawsuit is still ongoing. David Vosloh is our representative on the sewer committee. It will finally go before a jury instead of the judge who has been

overturned by the Alabama Supreme court. Our lawyers suspect that a settlement will be reached before a jury has to rule.

We are working with the city and golf course to deal with Lennar about drainage. In particular is the culvert where water flows under Lakeview near the intersection with Carnoustie. If it can be resolved by all, we will pay \$5000 toward the repair. A vote was taken and unanimously approved.

We will start a committee to review our covenants. They will look at obsolete items and a simplification of the entire covenants to include items that have been added since inception. Larry Ballard and others volunteered to take this on. ARC items. Larry Ballard will be the head of this new committee.

Scott Wiginton, David Vosloh and other's purpose is to protect property values.

The ARC is recommending every lot in our HOA to have 2 trees. Contact ARC if you plan to remove a tree and replace a metal fence 4' and enclose entire back yard behind house.

Garbage cans can be outside but not visible from road. Prefer brick barrier
No need to contact ARC if you are replacing shingles or trim with similar. Contact ARC if you are planning to change colors
Usually approve cement walk to cart door

Need to get patio and/or screen enclosure approved before construction.

Make sure your outdoor security lights are not pointed at your neighbor.

Generators are approved with landscape barriers.

New covenant items:

The covenants will be amended to limit rental of properties to a minimum of one year and the property owner is to provide the POA with a copy of the lease. One vote was against the change. The remaining votes were for the amendment.

Office expenses	\$125	\$124
Postage and mailings	\$100	\$145
Repair and maintenance	\$1500	\$0
Security	\$500	\$0
Utilities	\$700	\$503
Total Expenses	\$15,875	\$14,089

Notes

- 1) Number of lots is estimated based on the number of new lots and the expected number of months in the POA.
- 2) The increase in net income is in anticipation of significant landscape costs due to additional "common property" as designated by the developer and approved by the planning commission. We will also have to start paying a portion of the street light bill for the new homes. The city is currently paying for our street lights.
- 3) Once the common property is ours, we will have several ponds to maintain. The cost is unknown.

The covenants will be amended to set a 2-year term for officer positions.
 Vote to establish 2-year terms for officers was unanimous.

Election of officers

Several of the owners of the new Lennar houses were present. When asked, none of them was willing to serve on the board.

- Kevin Berland – President (1-year term)
 - Ken Fletcher – Vice President (2-year term)
 - Scott Wiginton – Vice President (2-year term)
 - Richard Prisbus – Treasurer (1-year term)
 - Cindy Baccus – 2-year term
 - Donna Lowe – 2-year term
- Vote was unanimous for the officer slate.

**GLENLAKES UNIT ONE
 PROPERTY OWNERS' ASSOCIATION**

2022 Budget

	2022	2021(Actual)
Revenue		
130 member lots @ <u>\$170</u>	\$22,100	\$17,848
Expenses		
Accounting	\$1000	\$995
Computer expense	\$700	\$583
Insurance	\$2000	\$1969
Landscaping	\$6000	\$6770
Legal and professional fees	\$3000	\$3000
Meeting expense	\$250	\$0

GLENLAKES UNIT ONE PROPERTY OWNERS ASSOCIATION ANNUAL DUES NOTICE

June 11, 2018

Dues for July 2018-June 2019 are due on July 1, 2018. At the annual meeting, the membership voted to increase the dues for this one year to **\$110** per lot.

There will be a late fee of \$10 if dues are not received before August 1.

Please remit to:

Glenlakes Unit One POA
P.O. Box 373
Foley AL 36536

Enclosed you will find a letter from our POA President Mike Willis. Please take the time to review this information. Mike wants us all to appreciate and follow the covenants and architectural guidelines that we all agreed to when we purchased our properties.

Richard Prisbus
Treasurer
Glenlakes Unit One POA

June 11, 2018

Glenlakes Unit One POA Members,

We have had a couple of very troubling developments recently where members initiated building projects prior to receiving approval of the Architectural Committee (ARC).

The board has reviewed this and determined that going forward a fine of up to \$500 will be levied against members who initiate construction of building projects without ARC approval.

Simply stated - Do not initiate a building project without Architectural Committee approval. It is necessary to get Architectural Committee approval before making any of the following changes:

ARC approval is required prior to construction of any building project, addition or improvement. If you are going to expand your driveway, add on to your house, expand a porch, add screening, ARC approval is required.

ARC approval is required prior to the installation of any fence, wall, hedge, ornamental structure, or gazebo.

ARC approval is required prior to the installation of sculpture or a fountain.

ARC approval is required prior to installation of playground equipment or a basketball goal.

ARC approval is required prior to construction of pools.

ARC approval is required prior to cutting any tree with a diameter of six inches or larger.

The ARC needs to have a drawing that includes the dimensions of proposed building projects including distance to the lot lines included in your request for review.

These requirements are from our own Architectural Requirements and Covenants which we all agreed to abide by when we purchased our lots. Authority for each of these requirements is listed on the next page. Additionally, I have provided the authority for the Board of Directors' ability to levy fines.

When submitting requests for ARC approval please allow three weeks for the committee to review it. Usually they will finish sooner. These volunteers do this at no charge to our POA in their spare time.

Please understand that if one individual member of the Architectural Committee says they approve or support your project it does not constitute ARC approval. When the ARC finishes its approval process it furnishes the President the results and the President will notify you if your project has been approved or disapproved. If it is disapproved, you have the right to appeal to the Board of Directors.

I apologize for the somewhat harsh nature of this communication but without enforcement of our Covenants and Architectural Requirements, there is no reason to have a Property Owners Association.



Mike Willis
President, Glenlakes Unit One POA

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Mike Willis
President, Glenlakes Unit One POA

REFERENCES

ARC approval is required prior to construction of any building project, addition or improvement.
Architectural Guidelines, page 2, section(B): The Architectural Committee is hereby authorized and empowered to approve all plans and specifications and the construction of all Dwellings and other Improvements, on any part of the property. Prior to the commencement of a Dwelling or other Improvements on any Lot or Dwelling, the Owner thereof shall submit an application to The Architectural Committee requesting the Architectural Committee to review plans and specification and related data for all such Improvements, as more particularly provided in the Design Code.

ARC approval is required prior to the installation of any fence, wall, hedge, ornamental structure, or gazebo:

Covenants, Section 14.13 Fences, Walls, Hedges and Ornamental Structures. No fence, wall, hedge, ornamental structure or gazebo shall be located or constructed on any Lot unless approved by the Architectural Committee.

ARC approval is required prior to the installation of sculpture or fountains:

Covenants, Section 14.15 Artificial Vegetation, Exterior Sculpture and Similar Items. No artificial vegetation shall be permitted in Glenlakes Unit One or on the exterior of any portion of any improvement on Glenlakes Unit One. Exterior sculpture, fountains, flags and similar items must be approved by the Architectural Committee. Provided, However, nothing contained in this Declaration shall prohibit the appropriate display of the American Flag.

ARC approval is required prior to installation of playground equipment:

Covenants, Section 14.28 Play Equipment, Strollers, Etc. All bicycles, tricycles, scooters, skateboards and other play equipment, wading pools, baby strollers and similar items shall be stored so as not to be visible from roads or property adjacent to the Lot. No such items shall be allowed to remain on the Glenlakes Unit One Common Area or on Lots so as to be visible from adjacent property or the road when not in Use. Provided, However, the Architectural Committee may, but shall not be obligated to, permit swing sets and similar permanent playground equipment to be erected on the Lots provided approval is obtained from the Architectural Committee. No baseball cages or similar recreational facilities shall be permitted without approval of the Architectural Committee.

ARC approval is required prior to construction of pools:

Covenants, Section 14.23 No above ground pools shall be erected, constructed or installed on any Lot except that above ground spas or jacuzzis may be permitted with approval of the Architectural Committee. Any inground pool to be constructed on any Lot shall be subjected to the requirements of the Architectural Committee, which include, but are not limited to, the following:

ARC approval is required prior to cutting any tree with a diameter of six inches or larger.

Covenants, Section 14.11 Preservation of Trees, Topography and Vegetation. No tree having a diameter of six (6) inches or more (measured from a point two (2) feet above ground level) shall be removed from any Lot without the express written authorization of the Architectural Committee.

The ARC needs to have the dimensions of your project including distance to the lot lines included in your request for review. There are specific city code requirements as well as this section of our Covenants:

Covenants, Section 14.6 Minimum Building Setback Lines. No building, pool enclosure, improvement or structure located on any Lot shall be constructed, erected, altered, placed, remodeled, reconstructed, added to or allowed to remain on any Lot so as to be located any nearer to any property boundary line than the setback lines shown on the recorded subdivision plat of Glenlakes Unit One, but the Architectural Committee, in the sole discretion of the Architectural Committee, shall have the power to grant exceptions. All setbacks shall comply with all applicable subdivision regulations and zoning ordinances.

The Board of Directors has the authority to levy fines:

By-Laws, Section 3.22. Enforcement. The Glenlakes Unit One Board of Directors shall have the power to impose reasonable fines, which shall constitute a lien upon the property of the violating Owner, and to suspend the right of an Owner to vote or to use the Glenlakes Unit One Common Area for violation of any duty imposed under the Glenlakes Unit One Declaration, these By-laws or any Rules and Regulations duly adopted under these By-Laws. Provided, However, nothing contained in these By-Laws shall authorize the Glenlakes Unit One Association or the Glenlakes Unit One Board of Directors to limit ingress and egress to or from a Lot. In the event that any occupant of a Lot violates the Glenlakes Unit One Declaration, these By-Laws or any of the Rules and Regulations and a fine is imposed, the fine shall first be assessed against the occupant. Provided, Further, if the fine is not paid by the occupant within the time period set by the Glenlakes Unit One Board of Directors, the Owner shall pay the fine upon notice from the Glenlakes Unit One Association. The failure of the Glenlakes Unit One Board of Directors to enforce any provision of the Glenlakes Unit One Declaration, these By-Laws or any Rules or Regulations shall not be deemed a waiver of the right of the Glenlakes Unit One Board of Directors to do so thereafter.

Kevin Berland

From: rep4rope@gmail.com

To: David Blair, Kelly & Nick Mcfarland, Donna Lowe, Dean Bell, rebeccaruhland@live.com and
121 more...

Thu, Mar 24, 2022 at 11:53 AM

Hello neighbors,

Please take a moment to read the minutes from our March 8th annual meeting.

Thanks,

Kevin

--

Kevin Berland

President

Glenlakes unit 1 HOA

(c) 251.753.4730

Rep4Rope@Gmail.com

Sales@ ESCORrigging.com