

Lakes of Brandon Home Owners Association, Inc. Board of Directors, ACC and CCR Meeting – MINUTES

Thursday, February 2, 2012 @ 6:00 pm

Meeting held at: Beef-o-Bradys (4330 Bell Shoals Road)

CALL TO ORDER: David Campbell, President @ 6:00 PM

PROOF OF NOTICE: Notice posted on Community Announcement Board 1/20/12

ROLL CALL: David Campbell, Howard Strahan, Lou Ferrucci, Derek Matthews (arrived late), Debbie Nixon (arrived late)

OTHERS IN ATTENDANCE:

- € Michele Mann, Vanguard
- € Renee Stepan, Vanguard
- € Rick Pitrowski
- € Karen Young

RESIDENTS REQUEST TO ADDRESS THE BOARD (10-MINUTES):

- € None

LAST BOARD MEETING MINUTES – READING/REVIEW/APPROVAL:

- € Last Board Meeting: *January 5, 2012*
- € Minutes Reading/Review/Approval – President
Motion: **Lou Second: Howard Vote: Approved 3-0**

ACC MEETING (Howard Strahan):

- € Review of ACC Requests (ACC Committee)
 - *2 requests were reviewed by email and rejected. Rejection will be sent to Vanguard by 6 Feb for transmission to homeowners*

CCR MEETING:

- € Review Outstanding Report/Issues - *Report was finally available for the Board to review and Dave made the Board aware of several homes that were close to timelines allowing for further legal action up to foreclosure. A general discussion was held on the concern that we have had a two to three month lapse in reporting to the Board for actions that need to be sent for attorney action.*

A motion was made by Derek that would provide the following process for proceeding with CCR violations needing attorney action – this will give residents one more opportunity to correct any violations before being sent to the attorney.

- *Vanguard will send “new” 3rd letters to all residents with CCR violations that previously received 3rd letter*
- *These new 3rd letters will indicate that the resident has 5 days to bring the violation into compliance or it will go to the attorney for further action*
- *Vanguard will conduct an inspection on 15 Feb 2012 to determine if the violations have been corrected after receipt of this new 3rd letter*

- *If not in compliance, the resident will be sent to the attorney for action*

This motion was made by Derek and seconded by Lou and approved with a 4-0 vote

- € *Action on Issues Requiring Board Approval – No further Board action pending resending 3rd letter on violations*
- € *Miscellaneous – Dave requested that all future CCR reports from Vanguard only be escalation and attorney actions for the board review*

NEW BUSINESS:

- € *Legal Issues Review (Vanguard) – Dave indicated that he spent a number of hours going over legal actions with Vanguard. Dave reported that the association has moved to lien on 19 properties due to delinquent assessments. SLK has reported that several of the balances were actually legal fees and interest remaining on accounts – the residents paid the assessment amount but not the legal fees. The board agreed that the lawyers should proceed on these debts and if they were outstanding balances. Vanguard provided details that their system should block this from happening in the future. Dave requested that Vanguard should create an aged account report for review by the Board as COA had done in the past. There was general discussion with Vanguard outlining the board expectations to include that lien's should be filed with no board action required per our written policy and rules. In addition, it was explained that Vanguard should bring all foreclosure actions to the Board for approval. Policy is:*
 - § *Demand to Attorney sent wait 45 days*
 - § *Lien after another 45 days*
 - § *Then Foreclosure*
- *Assessment Delinquencies*
 - § *Several properties were discussed but no immediate Board action was necessary.*
 - § *Dave did task Vanguard to ensure that our attorney Tankell put a lien on 5127 Coopers Hawk Court in 45 days then proceed with foreclosure, with no required Board action, at the end of the 45 days.*
- *CCR Violations*
 - § *3135 Beaver Pond Trail – SLK hold on this until they can publish in open documents as required by law and then proceed with foreclosure*
 - § *2807 Norwood Hill – Hold on any further CCR violation actions pending HOA foreclosure actions on delinquent assessments*
 - § *3006 Partridge Point – Continue with collection efforts*
 - § *2906 Winding Trail – Hold on any further CCR violation actions pending HOA foreclosure actions on delinquent assessments*
 - § *2803 Winding Trail – Have attorneys keep moving forward with the process*
- € *Vanguard – Transition Presentation (Renee Stepan) – Renee gave a visual presentation on Vanguard's website and the capabilities it can bring to us. Board indicated that the website should be highlighted in the next newsletter. ACC submissions can now be made on-line and will allow for greater accuracy in tracking them to completion. Dave asked Renee to see if Window decals and pool passes could be automated as well.*
- € *Financial Report– December 2011 (Lou Ferrucci) – COPY ATTACHED*
 - *Financial Report and Statement – End of year report was presented by Lou and general consensus was it was a good year for the association but aged accounts were still troubling.*
 - *Delinquent Assessments – Reviewed with Legal Action review*

- Other Financial Issues - *None*
 - **Motion to Approve Treasurer Report: Derek Second: Debbie Vote: Approved 5-0**
- € *Abandoned Home Yard Maintenance – Board voted to take over yard maintenance of the home at 5128 Whispering Leaf Trail due to abandonment. Motion: Lou Second: Derek Vote: 5-0*
- € Letters/E-mails to the Board - *None*

OLD BUSINESS:

- € *Miscellaneous Maintenance Updates (Vanguard) – It was decided to slip reporting on these items until next month*
- Bike Rack near Park (Still Planning)
 - Zeina Park Parking Lot - Rock
 - Otter Creek/Zeina Park Resodding
 - Lighting at Pool
 - Sidewalk Repair
 - Other
- € *Vandalism at pool – status of payment (Vanguard) - Attorneys have indicated that we cannot proceed as we had decided to act last month. Dave instructed Vanguard to query the attorney for what are options are in this manner*
- € *Perimeter Fence Meeting with County Staff (Vanguard) - Dave is still researching this matter*
- € *Community Matters and Report (Vanguard) – Report from Michele (attached) has a listing of all actions for the month. Board discussed and requested that Vanguard must band all handy man actions to save money on traveling expenses. Dave asked that Vanguard get a quote to do the playground sand cleaning and fluffing for inclusion into the grounds maintenance contract.*

COMMITTEE REPORTS:

- € *CALM – Common Area and Lake Maintenance (Derek Matthews) Derek reports that the grounds are beginning to grow back in and the general areas look pretty good.*
- € *CSAC – Communications & Social Activities Committee (Debbie Nixon)*
- *Kick-off Summer Party – Derek has volunteered to hos this event – tentatively set for June 9th in Zeina Park*
 - *Debbie reports that the Easter party will be held on April 7 2012 and volunteers are needed*
 - *Community Yard Sale to occur in April (date to be set at next meeting)*
 - *Community Clean-up Day to occur in may (Dave to work on date)*

NEXT MEETING DATE: **NOTE DATE AND DAY FOR MARCH MEETING**
 February 29, 2012 @ 6PM
 Beef-o-Bradys (Bell Sholas Road)

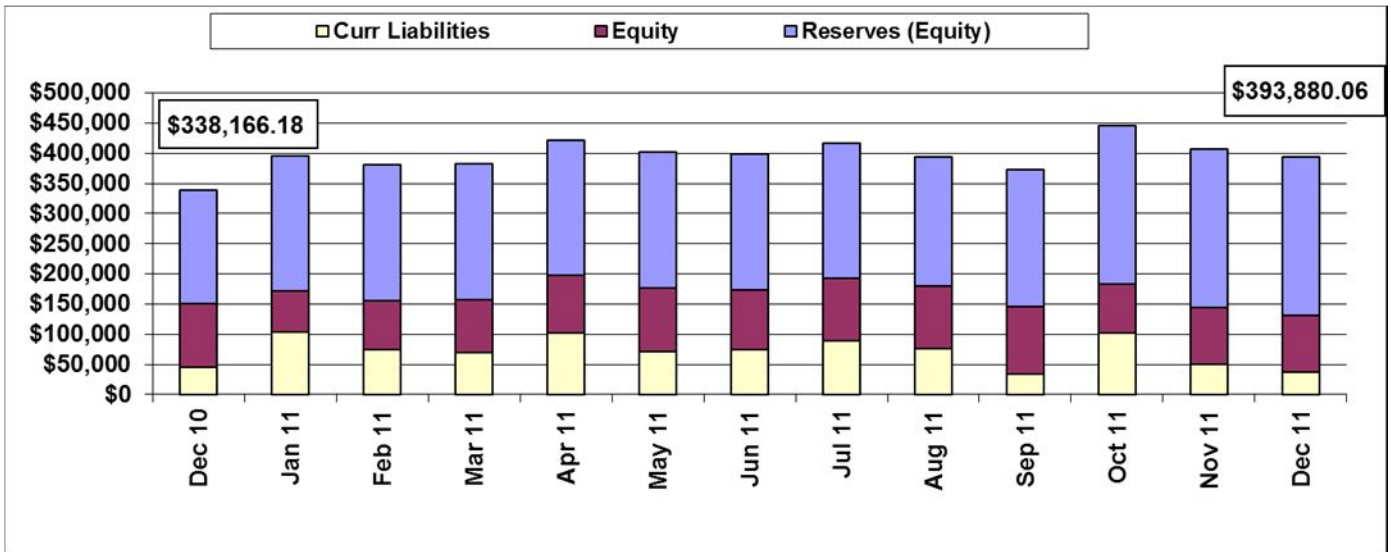
MEETING ADJOURNMENT:

- € *Motion to Adjourn: Derek*
- € *Second: Deb*
- € *Vote: Approved 5-0*
- € *Meeting Adjourned at: 8:39 PM*

Twin Lakes HOA Financial Report Reported: February 2, 2012

YTD Balance Sheet As of: December 31, 2011

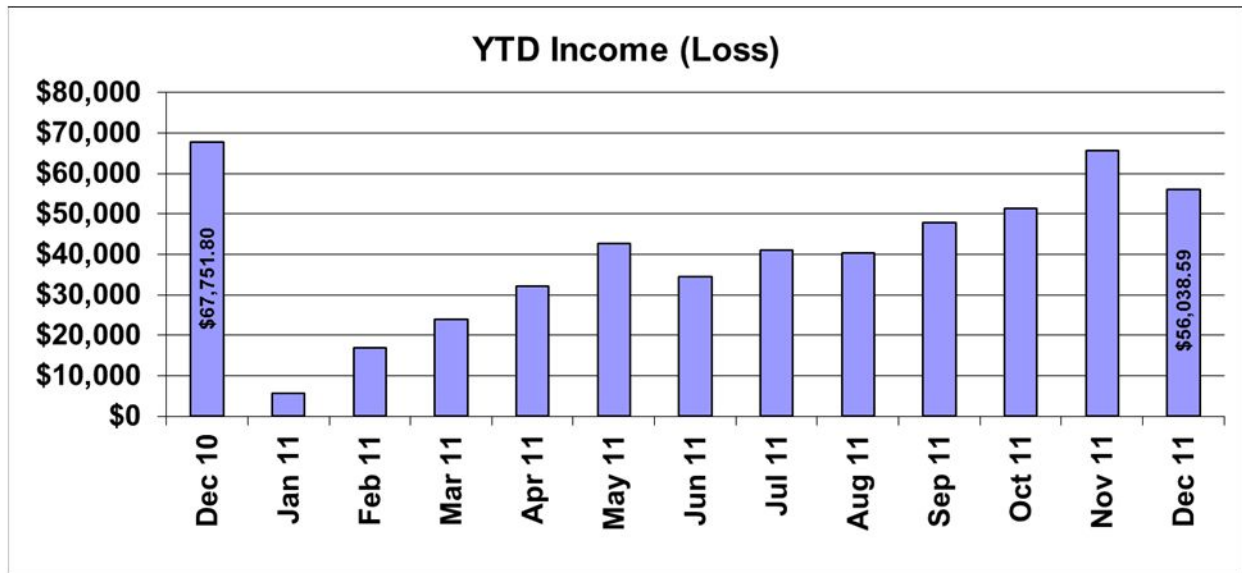
		Current Liabilities	\$36,364.23	
		Equity	\$94,181.61	}
		Reserves	\$263,334.22	
Assets	\$393,880.06	Liabilities & Equity	\$393,880.06	



YTD Statement of Revenue and Expenses As of: December 31, 2011

Income	\$441,857.61	(\$12,561.61 > budget)
Expenses	\$385,819.02	(\$43,476.98 < budget)
Net Income	\$56,038.59	

(December 2011 Expenses were \$10,610.34 > Income)



Twin Lakes HOA Financial Report
Reported: February 2, 2012

Aged Owner Balances As of: January 16, 2012

Total Outstanding	\$104,684.67 (\$31,445.55 > last month)
Type of Outstanding Balances	81.9% Assessments & 18.1% Other
Total Outstanding > 90 Days	Not Available
Total Accounts > 90 Days	Not Available
Top 10 Accounts	\$47,199.48 (45.1% of Total Outstanding)