

Homeowners Association at Westwood Lakes, Inc.  
Board of Directors Meeting Minutes  
Upper Tampa Bay Library  
August 12, 2013

**Call to Order/Establish Quorum:**

President Linda Jones Bailes called the meeting to order at 7:02 PM. Present were Linda Jones Bailes, Michelle Cardenas, Tim Delikat, and Walter Pilat. Jill Ellis, our community manager, and Linda Aubrey from Resource Property Management were present as were several residents. The meeting was properly noticed and a quorum of Directors was present.

**Approval of Minutes:**

The July meeting minutes were approved by motion from Walter Pilat and a second by Linda Jones Bailes. The vote to approve was unanimous.

**President's Report:**

1. President Bailes made the following report on information affecting the community:
  - a. There are procedural changes to the Enforcement and Fining Process, as a result of our attorney's inquiry to ensure that our E&FP process is up to date and enforceable (as requested by Linda). In the 2012 version of the Fining law for HOA's, the Hearing Committee has been renamed the Hearing/Fining Committee. There have been clarifications that now indicate that the Hearing/Fining Committee must confirm imposition of a fine whether or not the owner requests a hearing. Our Hearing/Fining Committee has been called into session to confirm the fines that are on our books and will be called into session to vote on any future cases that are moving towards a fine within the Enforcement and Fining Process (E&FP). They will also continue to function as a Hearing Committee in the event that an owner requests a hearing regarding a violation that has been moved into E&FP.
  - b. The "Wanted" poster for Lakes Committee volunteers suffered a misprint in the latest *Living by the Lakes*. The publisher called to apologize and offered to reprint it correctly next month. Linda accepted that offer with the thanks of the Board. Several of the Board sponsored announcements have appeared in *Living by the Lakes* with errors in them. For this reason, Linda has agreed to proof-read all future submissions to the newsletter.
  - c. During our recent thunder and lightning storm, the Sawgrass gate went out of service. As soon as possible, Linda went down and reset all the circuit breakers to put the gate back into service. (This is an on-going issue discussed by board members and homeowners present.)
  - d. Board members should pay special attention to the new requirement that HOA Board members attend training or sign appropriate documentation required by law. That information is in Jill's report.

**Treasurer's Report:**

As of July 31, the operating account is \$217,789 with the reserve fund at \$491,238. Expenses are currently under budget by \$19,688.

Accounts receivable is \$48,615.

- 17 Accounts owe more than one assessment (2.6%)
- 90 Accounts owe the July assessment only (13.7%)

Collections review:

- 30 Accounts are in Attorney Status
- 22 of these Accounts are Bank Foreclosures
- 4 of these Accounts are HOA Foreclosures
- 1 of these Accounts are in Bankruptcy
- 3 are for Non-Payment of Assessments (All Have Liens Placed)

Motions:

1. Tim made a motion to write off numerous minor credit balances (all under \$0.25) as well as 4 minor A/R amounts totaling \$9, with a second by Linda Jones Bailes. The vote was unanimous.
2. Tim made a motion to have our attorney commence an HOA foreclosure on account 17040. A second was given by Michelle Cardenas, and the vote was unanimous.

Updates:

1. On lot 02056, at recent hearing, motion for summary judgment was in favor of the lender. A lender foreclosure sale is scheduled for 9/12/13.
2. Regarding lot 04029, our attorney received payment in full from the homeowner on 7/9/13, and funds will be sent to our association within two weeks.
3. Hearings are scheduled for August 26<sup>th</sup> and August 27<sup>th</sup> for lots 14030 and 11019, respectively.

A motion to accept the treasure's report was made by Walter Pilat, with a second by Michelle Cardenas. The vote was unanimous.

**Manager's Report:**

1. Electronic packets are available. Board members can print out only the pages they would like to for the meeting
2. Walter Pilat notified RPM regarding his discussion with the Sheriffs' department pertaining to a possible vagrant camp and damage to the common area north of the entrance to the property. There is a process, and authorization needed for the Sheriff to come out and arrest anyone found trespassing. This was discussed, and the board decided to keep an eye on the situation.

3. There are ongoing issues with the Sawgrass gate. Jill has been working with American Access Controls to try to find a solution to not allow the gate to go down in a storm, and fail open. Pam Hazel will be monitoring the gate.
4. Jill raised some concerns regarding the planning of activities sponsored by the HOA. Alcohol cannot be sponsored by the HOA.

#### **Board Action Items/Any Committee Related Proposals:**

1. *Installing 2 benches along Westwood Lakes Blvd:* Alice reported on the design of the benches. After review of the candidates, 2 Malibu benches (P-660) will be purchase, with OneSource to receive, assemble and install the benches (Walter discussed with OneSource). A motion was made by Walter Pilat, with a 2<sup>nd</sup> by Tim Delikat. The vote was unanimous. The benches will be installed on lakes 4 and 6, not facing any homes.
2. A motion was made by Walter Pilat to accept the bid by One Source to enhance the entrance of Palmetto Place, for \$2,605.60. The second was made by Tim Delikat. After much discussion, the vote was unanimous. Discussion included having OneSource work on the entrances, such as Tar Flower, to improve drainage in these areas.

#### **Old Business:**

##### **1. Review of ongoing E&FP Candidates:**

###### **A. July 8, 2013 candidates:**

1. **Lot 6026:** Violation closed.
2. **Lot 4045:** Violation closed. New letter mailed for mildew on the side of the house.

#### **New Business:**

##### **1. Review of New E&FP Candidates:**

###### **A. August 12, 2013 candidates:**

1. **Lot 4039:** Tim is going to work with Linda Aubrey to check and see if there is someone new to contact.

#### **Committee Reports:**

There were no committee reports due to time constraints.

**Adjournment:** The meeting was adjourned at 8:53 PM by motion of Michelle Cardenas, a second by Linda Jones Bailey and a unanimous vote.

**Next meeting: September 9, 2013**  
**Upper Tampa Bay Library**

**Submitted by Michelle Cardenas**