

LAKE PLACE CONDOMINIUM, INC – BOARD OF DIRECTORS MEETING MINUTES

DATE: Wednesday, December 13, 2023. Time: 6:30 P.M

Location: Town 'n country Public Library - 7606 Paula Drive Suite 120, Tampa Florida 33615

Minutes of meeting provided by Mickey McCommons

- A. **CERTIFY QUORUM – CALL TO ORDER:** A board quorum was established with all board members present. The meeting was held in person only. Property Manager Quan Vo was present. The meeting was called to order at 6:46 P.M for in person attendees only.
- B. **PROOF OF NOTICE:** It was confirmed that the notice for both annual and monthly meetings were mailed to homeowners within the required timeframe.
- C. **APPROVAL OF BOARD MEETING MINUTES:** Previous board meeting minutes were approved by the board.
- D. **PRESIDENT’S REPORT:** The association continues to focus on unit repairs. One pending unit with water damage needing repaired. No other reports received of additional water intrusion. Discussion was made of source of funds for siding. Quan is checking to see if it can come from painting budget. Kimberly mentioned Phase two needs wood repairs, caulking and painting done. A vendor has made assessment of repairs needed and will perform the caulking and painting. It was pointed out that Phase two homeowners are responsible for balcony repairs. If repairs are needed the vendor will supply cost to owner but the fee must be paid by the homeowner, not the association. If owner doesn’t choose to pay to repair balcony, then it will just be painted. However, notice will have been given to board of its condition. It is the responsibility of the Phase two homeowner to ensure the safety of the balcony. If needing replaced the homeowner should submit an ARC request for approval before work is started.
- E. **TREASURERS REPORT:** Quan provided a synopsis of the financials from the month of December. Phase one currently has no funds for awning repairs. Only 1 currently known to need repair now. Will address it once Awning budget funds are replenished. There are 5 accounts with attorney (around \$7,200 in unpaid assessments) Cynthia asked Quan to find out status of accounts with attorney to help expedite payment. These funds can be used towards pending water damage to units. A balance sheet was distributed to board members displaying current operating costs and delinquent accounts.
- F. **MANAGERS REPORT:** Quan addressed concerns of residents not getting responses from management and reminded attendees that first contact of issues should be made to Property Manager instead of contacting the board members. They can always follow up with a board member if they never get a response. Quan will reach out to a handyman regarding the north gate/fence repainted and both the plastic cross hatching around water pump and bollard at north end fixed. Suggestion made that bollard should be bolted down with concrete around it. Quan also confirmed that management is tracking the warranties on the new repairs.

G. OLD/NEWBUSINESS:

- 1) Resident verification forms have been distributed by the board. Only a few have been returned. Kimberly will send out another email notice of the form with clear instructions. Also, verification forms can be picked up at the community board. The association plans to establish an updated list of occupants and contact information for emergency purposes as well as to ensure the safety and accountability of the community and to notify them of any upcoming repairs and services planned at their location.
- 2) Gutters: Quan stated that the vendor he was working with will give a full assessment of repair cost and will obtain two additional quotes.
- 3) We have a list of trees needing trimmed and roots cut. Will make it a priority. Two estimates obtained for the work. One for trimming and one for trimming and roots. Decision to me made after reviewing quotes.
- 4) Pristine Ponds will supply a bare bones quote to add noninvasive plants to pond. Quan will reach out to vendor after the holiday season. Resident mentioned tall overgrowth on side of lake. Quan will ensure that will be included in the quotes.

H) OPEN FORUM:

- 1) A resident asked if he was on the repair list. Was advised to email his info to Quan to confirm.
- 2) A resident asked how he was to be notified on assessment as he was contacted by an attorney. Quan confirmed that notifications are sent by letter, and he will send the resident the assessment info so he can pay.
- 3) A resident stated they aren't getting any communications. Quan asked them to email him to add to the list and reminded all that they can find all the contact info on the community's website, www.lakeplacecondo.org.
- 4) In response to concerns about increased HOA fees, Kimberly explained all services that are covered in the HOA fee and the fact that the board had gone many years in the past with no increases applied. The current amounts reflect a fair amount for services being provided and with consideration for annual increases in insurance costs.
- 5) A reminder was given that yard service is now every 2 weeks during winter season. The caliber of lawn workers is not as good as they should be, and residents are having to watch them to ensure they do what they are supposed to. Kimberly stated if anyone has a specific issue with the lawn service, they should contact her, and she will reach out to the vendor. Those who have serious tree issues should contact property manager to be added to the emergency tree removal list.

I) MEETING ADJOURNMENT: Meeting was adjourned at 8pm.

Next meeting date: January 17, 2024, with Zoom meeting option available. Location:
Town and Country Regional Public Library – 7606 Paula Dr. #120, Tampa, FL 33615.