

Woodbrooke Run HOA Annual Meeting Minutes

January 14, 2023

1. Call to order by President Jeanne Panka at 4:00 PM
2. Introduction of Board members
 - a. President – Jeanne Panka
 - b. Secretary – Norm Wollmann
 - c. Treasurer – Beth Teffner/Assistant Treasurer – Ellie Jacques
 - d. Lawn Maintenance Liaison – Jim Sullivan
 - e. Architectural Review – Bill Jacques
 - f. MRTA/By-law and CC&R revisions – Paul Green
 - g. Director-At-Large – Hap Parkes
3. Attendance called: A quorum was established - more than 30% of residents were present. A total of twenty residents attended.
4. Minutes of Annual Meeting January 20, 2022 were approved.
5. New Homeowners introduced: Elena Sokolova and Dee Calder
6. HOA Website Demo
 - A. Guest speaker Bill Baxter demonstrated the newly revised website.
 - B. There is also a new icon in the left corner “News from the Board.” This contains recent emails and notifications that are important, such as how to initiate a work order for Westcoast Landscapers.
 - C. Any suggestion for improvements/additions should be sent to Jeanne Panka.
7. Officer and Committee Reports
 - A. President – Jeanne Panka
 1. Hotwire
 - a. The cause of the 4-hour Christmas outage is unknown.
 - b. The buffering problem has been corrected. Only when changing channels should buffering be experienced. If you experience further problems, call Hotwire Customer Service.
 - c. Multiple issues have been voiced to Hotwire. They are continuing to work on them. Refer to the Hotwire web site for status.
 - d. A Customer Service representative (Jennifer Shaw) is available every Thursday morning during January and February from 9 to 1 in the Club

House to address issues and concerns. She can also be reached at jennifer.shaw@hotwirecommunications.com and 786-246-8424.

- e. Training demos will be offered by Hotwire on February 15th and March 15th in the Club House.

2. Home Rentals

- a. All home rentals now require a background check. Resource Property Management (RPM) has a form which must accompany all new rental contracts. A processing fee will be assessed.
- b. Renter information (names, information, etc.), must be passed to the HOA President and Secretary.
- c. Failure to register renters and file the background check form can result in a fine of \$100 per day.

B. Treasurer – Beth Teffner

- 1. The HOA account finished 2022 with a positive balance of \$1000.
- 2. Starting 1 January 2023, quarterly dues are \$500. The increase is mainly due to rising landscape fees. Landscaping accounts for 85% of the budget.
- 3. We finished the year with \$55,350 in our reserve fund.

C. Lawn Maintenance – Jim Sullivan

- 1. FLC was not performing as desired and was not communicating. The Lawn Committee searched widely for a replacement before choosing Westcoast.
- 2. Initial performance with Westcoast was poor but has improved following a meeting with their management. Continual monitoring is required.
- 3. A new representative (Scott) started 2 weeks ago and the current onsite supervisor is bilingual. This has greatly improved communications.
- 4. The current contract calls for mowing every week in season (starting in mid-April) and 2 times per month out of season.
- 5. Irrigation checks are monthly with necessary repairs addressed that day if they involve above ground repairs. For budgeting purposes, however, we put a \$250 maximum per month for these repairs. Below ground repairs are the homeowner's responsibility. Westcoast will give the homeowner a quote, and the homeowner is free to use Westcoast or another person of their own choosing.
- 6. The Westcoast web portal is to be used to submit work orders. Action within one to three weeks is expected.

D. Architectural Review – Bill Jacques

- 1. The Master HOA ultimately controls architectural changes.
- 2. There have been no requests lately.
- 3. A full description of proposed changes, including the budget, should be sent to Bill for review.

E. MRTA/By-law and CC&R revisions/review– Paul Green

1. Florida law states that HOA Bylaws and CC&Rs become null and void after 30 years. Since we first incorporated in 1995, we will need to resubmit an application for incorporation within the next two years.
2. Committee members are needed to review the current By-Laws prior to submittal for review by our lawyer.

8. Old Business

A. Drain Maintenance – Jeanne Panka

1. Two open throat drains are scheduled for installation this year. Required materials are being built. The Master HOA is coordinating the installation.
2. Thanks to all those who have been keeping the current drains clear.

B. Strip of turf near preserve – Jeanne Panka

1. Peanut grass was unsuccessful at establishing ground cover.
2. The Master HOA has recognized the strip is owned by the golf course and passed responsibility accordingly. Laurie (golf course superintendent) is looking into it.

C. Speeding – Norm Wollmann

1. The speed limit within the entire Rosedale community is 25mph.
2. The goal is safety within our community.
3. The Master HOA has implemented radar speed monitoring cameras.
4. Beginning February 1 fines for speeding start at \$50. Details of the speed enforcement program are available on the Master HOA website under Speed-Enforcement-Program.

9. New Business – Woodbrooke Run Committees– Jeanne Panka

- A. Members are needed to staff committees within our HOA.
- B. Personal commitment is minimal for most activities.
- C. Committees for which we are seeking homeowner participation include Lawn Liaison Assistant, Roof Washing Overseers, Mulch Overseers, ARC assistant, MRTA Committee, RCC Meeting Sub and Palm Tree Overseer.
- D. Rosedale Community Council– This council acts as a liaison between local HOA's and the master. It also fosters communication between the 16 local HOA's in the Rosedale community.
- E. Additional resident participation is requested. Please see a board member to find out how you can help.

10. Open Forum

- A. Exterior light fixtures are recognized as needing cleaning and repainting. Outside light fixtures are the responsibility of the homeowner. Robin Gallo offered to solicit homeowner interest to obtain contractor bids to repaint the lights of interested homeowners.

11. Meeting adjourned by Jeanne Panka at 5:27 PM.

Respectfully submitted,

Norman Wollmann

Secretary