

# LAKWOOD RIDGE TOWNHOMES ASSOCIATION

## Board of Directors Meeting

Saturday, January 11, 2025

10:30 A.M.

Limona Village Chapel Brandon, FL 33510

### Minutes

1. **Open Meeting:** Call to Order by Erika Torres, 2<sup>nd</sup> John Gunther at 10:35 A.M.
2. **Introduction of New Property Manager:** Christina Kelley. Noted as the fourth property manager in six months. Christina came on board as of December 2nd. Contact Christina for any property-related needs. Business cards for Christina Kelley are available.
3. **Meeting Recording:** Announcement that all meetings will be recorded moving forward.
4. **Proof of Notice:** Meeting Notice place in Front of Mailbox along with the agenda as of the beginning of the year.
5. **Establish a Quorum of the Board:** Met! All Board members present: John Gunther: President, James Landgren: Vice President, Dena Nahki: Treasurer, Erika Torres: Secretary
6. **Minutes from November 9, 2024, Annual and Budget Meetings:** Approved and Waived. Motion by John Gunther, 2<sup>nd</sup> by Dena Nahki and James Landgren.
7. **Treasurer's Report:**
  - Operating account balance: \$321,321.47.
  - Reserve account balance: \$115,797.76.
  - Total cash at year-end: \$437,119.23.
  - December revenues: \$33,746.43 (budget: \$38,640). under by 4893.57.
  - December expenses: \$59,436.12 (budget: \$44,746.01), over by \$14,696.11.
  - Year-end 2024 revenue: \$444,180.38 (budget: \$463,680), under \$19,499.62.
  - Year-end expenses: \$502,940.89 (budget: \$536,888), under \$33,939.11.**Reasons of Budget Overage is due to Hurricane Damages and Major Water Main Leaks.**
8. **Manager's Report:** No full property inspections in December due to holidays. One known violation being addressed. 18 owners sent to attorney for collections, totaling

\$39,978.15 in uncollected fees. No pending lawsuits, except foreclosure actions related to collections.

**9. Old Business: Collections Status:** Two owners paid in full; one large payment of just under \$5,700. Three owners made partial payments and are on a payment plan. One payment plan in place, to be completed by March. Three properties scheduled for pretrial conference (foreclosure lawsuits filed). Six demand letters sent; potential liens and foreclosures if no response by end of January. Focus on Investment properties for rent collection and potential eviction if necessary.

### **Take Aways:**

**Monitor Financials:** Keep track of budget discrepancies, especially December's over-budget expenses.

**Collections Follow-up:** Continue monitoring payment plans and pretrial conferences. Ensure demand letters are followed up with potential lien filings if necessary.

**Property Inspections:** Plan for property inspections post-holidays to address any violations.

**Foreclosure Process:** Approval pending for attorney to file foreclosure. Importance of assessing if the property is a rental or under bank foreclosure. Consideration of homeowner's financial activities before deciding on foreclosure.

**Financial Strategy:** Florida statute allows recouping 1% of the mortgage for associations. Strategy to rent out foreclosed properties to recoup fees.

**Collections Status:** 18 cases with the attorney, potential for more. Smaller debts may be resolved with reminder letters. The board has authority to write off small amounts to clear accounts.

**Updating Governing Documents:** Proposal to involve the community in updating HOA documents. An open forum for community members to join a committee for this purpose. Carmen Rosado from 1547 Blue Magnolia and Melina Maryansk 536 Golden Tree Place expressed interest in participating.

### **Foreclosure Actions:**

- Await attorney's approval to proceed with foreclosure filings.
- Monitor homeowner financial activities for potential foreclosure actions.

### **Collections Management:**

- Review and send reminder letters for smaller debts.
- Consider writing off minor amounts to clear accounts.

### **Community Involvement:**

- Form a committee to update governing documents.
- Engage community members in the process and ensure their voices are heard.

### **Committee Formation:**

- Confirm participation of interested community members like Carmen and Melina.
- Plan meetings to discuss and draft amendments to the governing documents.

### **Owner Session:**

### **Yard Maintenance Concerns:**

- The yard of a recently purchased unit is in poor condition due to long-term vacancy.
- The owner is advised to discuss the issue with the landscaper after the meeting.

### **Website Update:**

- The community website has transitioned from a .com to a .org domain.
- The old .com site contained outdated information and is now inactive.
- The new website is Lakewoodridgetownhomes.org.

### **Communication:**

- A request was made to send a blast email to inform residents about the website change.
- Emails will be sent to all registered users and those whose emails are in the system.

### **Community Involvement:**

- There is a need for more community participation in maintaining the neighborhood, especially after natural disasters.
- The community has more renters than owners, but responsibility falls on all residents to maintain their properties.
- A call for volunteers to help with community clean-up efforts was made.

### **Community Clean-Up:**

- Encourage community members to volunteer for regular clean-up efforts.
- Consider organizing community clean-up events weekly, bi-weekly or monthly.

### **Community Noise Issues:**

- Persistent complaints about loud cars, particularly a Mustang on Golden Tree.
- Discussion on implementing more speed bumps and speed limit signs to deter speeding.
- Acknowledgment that police intervention is limited due to private property status.
- Signs indicating speed limits and parking rules are frequently vandalized or removed.
- Proposal to re-cement and replace damaged signs.
- Suggestion to place speed limit signs directly on the front and back gates for better visibility.

### **Community Safety Concerns:**

- Emphasis on driving slowly due to children playing in the area.
- HOA Rules and Communication:
  - Discussion on the need for realtors to provide new residents with HOA rules and regulations.
  - Suggestion to have a comprehensive board displaying community rules at the entrance.

### **Resurfacing of Asphalt:**

- Resurfacing is in progress, with bids being collected and structured.

### **Noise and Nuisance Issues:**

- Discussion on what constitutes unreasonable noise or nuisance.
- Proposal to update the declaration to clearly define noise and nuisance.
- Suggestion to involve 17 homeowners (10% quorum) to update the declaration.

### **Gate Code and Security Concerns:**

- Concerns about unauthorized access due to shared gate codes.
- Discussion on the ineffectiveness of changing gate codes.
- Mention of delivery personnel having access to codes.

- Proposal to stop and let the gate close to prevent tailgating.
- Suggestion to have a volunteer officer or person checking the gate.

#### Parking Violations and Procedures:

- Ongoing work on new procedures for parking violations.
- Intention to align rules with Florida and Hillsborough County laws.
- Discussion on amending bylaws related to parking and tow rules.

### **1. Form a Committee:**

- Recruit volunteers to form a committee to review and update the declaration regarding noise and nuisance.
- Set a meeting date for the committee to discuss and review bylaws.

### **2. Gate Security:**

- Explore options for improving gate security and preventing unauthorized access.

### **3. Parking and Bylaw Amendments:**

- Continue working on amending parking violation procedures.
- Align community rules with local laws and regulations.
- Set up a meeting to discuss specific amendments to the bylaws, focusing on parking and related issues.
- Meetings must be set up for any changes, involving the entire committee, to meet state guidelines.
- Communication will be followed up by email for additional meetings.
- New dumpster gates have been installed due to damage to the old ones.
- Issues with the new gate's track causing people to get locked in.
- Proposal to re-drill holes and remove a piece to prevent locking issues.

### **4. Noise and Nuisance Complaints:**

- Complaints about neighbors smoking marijuana; addressed as a nuisance rather than a medical issue.
- Suggestion to use alternative forms like gummies for those with medical needs.

### **5. Access Control and Security:**

- Decision to remove all access codes, relying on clickers or cell phone access.
- UPS, FedEx, and postal services to have specific access codes.
- Proposal to contact GateTech for system access and code tracking.

### **Community Expenses and Misconceptions:**

- Clarification that association funds are reinvested into the community.
- Emphasis on volunteer efforts to save costs on repairs and maintenance.

### **1. Meeting Coordination:**

- Schedule meetings with the full committee for any changes.
- Follow up emails for additional meetings as needed.

### **2. Gate Modification:**

- Ensure the gate system is functional and prevents accidental lock-ins.

### **3. Access Control System:**

- Remove general access codes and implement clicker/cell phone access.
- Contact GateTech for system access and monitoring capabilities.

### **4. Community Communication:**

- Educate homeowners on the allocation of association funds.
- Highlight volunteer contributions to community maintenance and cost savings.
- Discussion on the financial responsibility for cameras and Wi-Fi, suggesting it should be under the association's name.

### **5. Financial Management:**

- Current operating account balance is approximately \$300,000.
- Recommendation to maintain three to six months' worth of income in the operating account.
- Excess funds should be reinvested into the community, such as fixing cameras or other improvements.

### **6. Budget Concerns:**

- The association went over budget by \$15,000.

- Need for better financial planning and adherence to budget.
- Community Improvements:
  - Discussion on using excess funds for community improvements like paving and furniture upgrades.
  - No current plans for upgrading pool furniture, but it could be considered for future improvements.

### **1. Financial Adjustments:**

- Transition of all financial responsibilities (cameras, Wi-Fi) to the association's name.
- Re-evaluate the budget to prevent overspending and ensure better financial management.

### **2. Community Enhancements:**

- Consider using excess funds for community improvements, such as paving and upgrading pool furniture.
- Explore options for securing and monitoring community assets to prevent theft.

### **Operational Efficiency:**

- Ensure all security measures, like locks on dumpsters, are effectively used to prevent unauthorized access.

**Adjournment:** Motion by Erika Torres, 2<sup>nd</sup> by James Landgren

Meeting Minutes Prepared by: Erika Torres, Secretary