

Willow Wood Village Homeowners' Association, Inc.

Board of Directors Meeting – December 11, 2023

As a quorum was established and notice was properly posted, the Willow Wood Village Homeowners' Association Board of Directors Meeting was called to order at 6:32 PM by the Board President Patricia Belcher in the Pool Cabana area – Dunedin, FL 34698

Directors Present: Patricia Belcher, Sharon LaPointe, Lois Marotta,
Katherine d'Entremont, Bob Mudra, Randy Wiles

Roll Call: Patricia read the Association's Vision Statement. She then welcomed everyone to the meeting.

Minutes:

Bob motioned to approve the Minutes of November 6, 2023 and November 20, 2023, seconded by Sharon. Motion carried unanimously.

Treasurer's Report: Lois Marotta, Treasurer

Lois informed the board that we are still not at the point of having a full Treasurer's Report as we are still in transition from Associa to Monarch. Lois stated that she was informed by Associa that the funds owed to the Association by Associa are being sent over and should be in the mail this week. Sue confirmed to Lois that 15 people are at least one month in arrears in their dues. There is still one outstanding lien in collection status with the attorney. Carrie is getting all the accounts reconciled.

Manager's Report: Sue Marino, LCAM

In Sue's absence, Patricia Belcher read the *Manager's Report Through December 11, 2023* provided to the board by Sue Marino, LCAM as part of the WWV-Board Packet December 11, 2023. The Manager's Report is appended to these minutes.

Lois will check to see what is meant by: *5. Volunteer Worker's Comp Insurance - \$300* in Sue's Manager's Report. Lois will check with our insurance vendor to see if volunteers are covered and whether the \$300 referred to in the Manager's Report is a quote.

Unfinished Business: Mark Sheets, MSI (Mark Sheets Irrigation)

Mark Sheets provided an update to homeowners on irrigation. The old system had battery timers, Mark proposed going to a hardwire system – waiting for approval for one final timer, then pipe work will begin. The cost to add the one remaining timer is minimal. Mark to show Bob the address of the property for the remaining timer installation. Bob is to ask for permission of owner. Mark stated that the determining factor in selecting a property address for timer installation is where the valve is.

Mark stated it will be difficult to estimate how long the next phase will take because we are restricted with reclaimed water. He will be doing the next part in phases, there are leaks all over the place. He does not recommend that owners change out their heads. The flow rate on the nozzle could be different if homeowners change out their own heads, which is problematic - there is a lot of science behind that.

It was stated that specifying that homeowners not replace their own sprinkler heads will be included in the Phase 2 contract.

A wet check will be done once per month, with a pre-approved budget. Any problems they will flag and give us a quote for repairs. Water is only on from 4 pm to 8 am. Good start time for sprinklers to come on is 9 or 10 pm. We have about 17 or 18 zones.

Monthly maintenance is super important, that's how we will know if there is a problem. An inspection will be conducted every month. If there is a problem between inspections, homeowners are to use the Monarch Emergency Line (727.204.4766 press 9) or file a maintenance request though AppFolio.

Committee Reports:

Architectural: Bob

Bob presented the ARC request for 1138 Somerset Cir S with a date on file of November 27, 2023.

***Sharon motioned to approve the application, subject to the homeowner having MSI reroute the sprinkler pipes at his expense, seconded by Katherine.
Motion carried unanimously.***

Sales/Leasing: Sharon

Sharon provided an update stating that Cindy at Monarch is her go to person working with her to manage the leases. The 25% cap has been reached. Sharon asked that if you are renting out your property, please send your lease to Cindy, with cc to Sharon.

In January, a mailout will be going out to all 106 property owners – with a letter from the attorney and from Monarch – to formally establish the list of grandfathered owners.

Sharon is maintaining the list of the 26 properties that are leased out.

Research/Legal: Katherine

Katherine provided an update to the board on the proposed content and process for the preparation of Easement Agreements required for the properties that have irrigation timers installed on them.

Board Motion:

That the Board authorize the preparation of the Easement Agreements by the Association attorney for the six (6) properties on which irrigation timers have been installed.

That the Board also authorize the preparation of the Easement Agreements for any timers yet to be installed, once the installation is complete. (estimated to be 1-2 more)

***Katherine motioned to approve the above two-part Motion, seconded by Lois.
Motion carried unanimously.***

Fining Committee: It was decided that Charlotte Sagan is the Chair of the Fining Committee.

New Business:

Vendor Communication: Patricia

Patricia stated that in order to maximize efficiency, it is necessary to formalize which board members are authorized to communicate, *on behalf of the Board*, with each of our vendors. Patricia proposed the following list of board authorized contacts who are solely authorized to communicate with each vendor:

Irrigation Company	- Bob, Randy, Patricia
Lawn Care Company	- Bob, Randy, Patricia
Spectrum	- Randy, Patricia
Insurance Companies	- Lois, Sharon, Patricia
Association Attorney's Office	- Katherine, Lois, Patricia
Property Management Company	- Patricia, Sharon, Lois, Katherine
Pool Company	- Lois, Steve, Patricia

Patricia motioned to approve the above Vendor Communication List, seconded by Katherine. Motion carried unanimously.

Homeowners' Q & A:

Comments and Discussion by Homeowners: Various owners had questions and/or comments that were heard and responded to by the Board.

Adjournment:

Being no further business, a motion to adjourn the meeting at 7:40 pm was unanimously approved.

Next Upcoming Meeting Date: February 12, 2024 | 6:30 PM – 8:00 PM

Respectfully submitted,

Katherine d'Entremont (in Sue Marino's absence)
Director, Willow Wood Village Board of Directors

Minutes approved by the Board of Directors on January 2, 2024

Through December 11, 2023 Manager's Report

TO: Willow Wood Village Homeowners' Association, Inc.
FROM: Sue Marino, LCAM
DATE: Board Meeting – December 11, 2023

FINANCIALS:

1. Financials – November 2023 financials received from Associa.
2. Numerous calls to Association asking close out funds be sent with erroneous information given. On 12/8, one again were told, two checks were put in the mail that day.
3. Check to MSI (Phase 1) in the amount of \$3,700

ADMINISTRATIVE – LEGAL – INSURANCE – PROPERTY TOURS:

1. Minutes of November 20, 2023 and November 6, 2023 Annual/Organizational
2. Cookie Exchange Social – Emailed to all owners.
3. Sprinkler Liaison (Robert Adams) – 30 day Certified Letter sent terminating position.
4. Various Team Members continue to onboard information.
5. Volunteer Worker's Comp Insurance - \$300
6. Property Tour with Bob Mudra (11/13) – Independent Tour (12/4) – Log attached.
Seventeen letters with photos (if applies) sent out.

MAINTENANCE/BIDS/ARC - ETC.:

1. Proposed Patio Request Denied - Certified Letter sent to 230 Somerset Circle North
 2. It is my understanding the cameras are not functional. It is not a good idea to "imply security with cameras". The either need to be removed or repaired.
 3. Repair Broken Concrete Culvert Proposals?
 - a. Restorations by Rostel - \$5,000
 - b. Rick Lyons Concrete – Has been out waiting on proposal.
 - c. Mr. Fix All – Has been out waiting on proposal.
 - d. The Construction Company – did work at WWV. – Declined to Bid
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