

Meeting Minutes 10/16/2025

Called to Order 6:37 PM

In attendance: Judy, Rebecca, Dale, Marina (via telephone)

Absent: Caryn (resigned)

Quorum met

Notice of meeting posted

Meeting held at Clubhouse

Approval of Minutes: September 2025 minutes were approved (see motions)

President's Report:

1. Receive resignation, via email, from Caryn Delgado to the Woodlake of Directors due health reason.

Vice President's Report:

1. Sale of unit 111 approved.
2. ARC from unit #97 approved.
3. Tree trimming completed.
4. Reported by Unit #31: Grass area by the drainage area is dying. Rebecca to take a photo of the area and forward to Property Manager. Property Manager, after receipt of photo, to discuss issue with US Lawns.
5. Board transparency: All emails to and from board members to any other board member must cc all board members.
6. Although discussion of a specific issue via email among board members all association changes/decisions must be done at a board meeting.
7. An overwhelming amount of work to be done; the board will actively recruit volunteers and committees to help.

Secretary's Report:

1. Unit #83's assessment is completed. Property Manager has sales application and interview to be scheduled. Closing on sale to be completed by the end of the month.
2. Towing authorizations have been completed.

Treasurer Report:

1. Delinquencies are increasing. Board discussed current policy and agreed it was adequate at this time.
2. Dale is monitoring the security cameras but noticed that there isn't any cloud backup for the video. Dale will check with Terry.
3. Dale has completed the required education to be a board member. Certificate was given to Property Manager for files.
4. Discussed that each board member have a designated email (by title) on the Woodlake website that will be "tied" to the board and not to personal email accounts so that the future board members have continuity of issues/discussions/correspondence.

Property Manager's Report:

1. Unit #42 has reported sprinkler issues. US Lawns to repair.
2. Unit #66 reported sprinkler issues. US Lawns to investigate.
3. Tree trimming: Property Manager discussed missed work with tree trimmer's and had the extra work completed at no additional charge.
4. The board discussed numbering the trees that are the responsibility of the unit owners. Judy to put in newsletter.
5. Reported: Unit #122 has broken blinds on windows and overgrown rear area of unit.
6. The City of Clearwater has given a map of where the twelve required trees are to be planted (see motions):
 - a. Two bids received to plant the trees
 - i. Oaks Lawn & Tree Service - \$6,510
 - ii. Fisher & Sons - \$5,975
7. Property Manager to verify with US Lawns that sprinklers will be functional and water the newly planted trees.
8. Two drainage issues have been inspected and bids received. One by unit #73 and one by unit #41 & 42. (see motions)
 - a. Unit #73 bid from TCT Construction: \$24, 470.

- b. Units #41 & 42 bid from TCT Construction: \$22,375.
- 9. Multiple sprinkler issues including zone 1 with low pressure. Received bid from US Lawns (see motions).
- 10. Discussed sidewalk repair/shaving for the community. (see motions)
- 11. Received bid from Halen Kamp & Sons to repair and shave sidewalks - \$3,960 for entire community. (see motions)
- 12. Violations: Violations sent to unit #15 for dead tree in yard have been returned by post office. Unit is in foreclosure.
- 13. Lawsuit against Woodlake Association initiated by unit #41.

New Business:

- 1. Unit #46: Windows are owner's responsibility. Property Manager to request Caesar, our handyman, investigate and report to board.
- 2. Discussed policy/protocols for fines. Also, received attorney opinion letter that the board cannot correct violation and bill the unit owner. Letter is on file with President of the board.
- 3. Janitorial services: Property Manager will request bids from AWO (Affordable Work Orders) and Sunshine Cleaning. Will present to board at the December meeting.
- 4. Pool Estimate: Triangle Pools submitted estimate but Property Manager needs to clarity. Tabled to December meeting.
- 5. Discussed committees.
- 6. Unit #91: Judy to contact unit owner about plumbing issue. Tabled to December meeting.
- 7. ARC received from unit #95 for hot tub installation. ARC was approved. (see motions)
- 8. Sink hole behind unit #96 and sewer issue behind unit #91 needs repair. Property manager to have repairs completed.

Unfinished Business:

- 1. None

Adjourned: 8:36 PM (see motions)

Next Meeting: November 20, 2025 (Annual membership, budget, organizational and election)

Motions:

Motion: To waive reading of September 2025 Meeting minutes. Made by Judy - 2nd by Dale 4 in favor (Dale, Judy, Rebecca, Marina)/0 absent/0 opposed, passed.

Motion: To approve September 2025 Meeting minutes as presented Made by Judy - 2nd by Dale 4 in favor (Dale, Judy, Rebecca, Marina)/0 absent/0 opposed, passed.

Motion: To approve bid of \$5,975 from Fisher & Sons for the planting of the twelve trees required by the City of Clearwater. Made by Dale - 2nd by Rebecca 4 in favor (Dale, Judy, Rebecca, Marina)/0 absent/0 opposed, passed.

Motion: To approve two drainage projects to be done by TCT Construction. 1) Unit #73 for \$24,470 and 2) Unit #41 & 42 for \$22,375. 50% down and 50% due at completion.

Motion: To approve US Lawns bid to repair sprinklers subject to further investigation and that it includes zone 1 for \$1,116.50, Made by Rebecca - 2nd by Judy 4 in favor (Dale, Judy, Rebecca, Marina)/0 absent/0 opposed, passed.

Motion: To approve ARC from unit #95 for installation of hot tub. Made by Judy - 2nd by Rebecca 4 in favor (Judy, Rebecca, Marina)/1 abstain/0 opposed, passed.

Motion: To approve bid from Halen Kamp & Sons for \$3,960.00 to repair/shave sidewalks. Made by Judy - 2nd by Dale 4 in favor (Dale, Judy, Rebecca, Marina)/0 absent/0 opposed, passed.

Motion: To adjourn meeting at 8:36 pm. Made by Rebecca - 2nd by Judy 4 in favor (Dale, Judy, Rebecca, Marina)/0 absent/0 opposed, passed