

DEER LAKE HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
August 24, 2022

1. **Call to Order and Quorum of the Board Established:** George Boyer called the meeting to order at 7:16 p.m. The meeting notice was posted on the clubhouse meeting notice board; signs were placed at the community and also included in the July newsletter. Present were George Boyer, Bill Snodgrass, Karen Martin, and Charley Kelly. Bradley Messina was absent. Also present were Pat Schoo, CAM, and Joann Van Tine, Schoo Association Management.
2. **Approval of the Minutes:**
Karen Martin motioned to approve the April 20, 2022, BOD meeting minutes as presented. Bill Snodgrass seconded the motion. **Motion passed 4-0.**
3. **Report by the President:**
George Boyer suggested that it would be advantageous for owners to sign into the owners' portal prior to Board meetings to access both financial information and information related to upcoming meetings in addition to accessing their account for payment of HOA fees.
4. **New Business:**
 - a. **Storm Water System:** Heavy/uneven rainfall during the rainy season can cause flooding. On two dates in July there was over 2.7" of rainfall within a 60-minute period. A recent inspection by an engineering company that used an underwater rover camera to measure each section of drain pipe showed that most of the pipes had a measureable amount of silt, with some minor amounts of leaves, etc. Eight sections of pipe showed a fill of 20% silt. The majority of sections were 10% silt or less. The drain pipes were installed when the community was first developed and have never been cleaned out. The proposal from Sewer Viewer to clean out the eight pipes with 20% silt was \$12,600.00. George will meet with another company, Shenandoah, for an additional quote. Karen Martin made a motion to have the 20% sections cleaned out and Bill Snodgrass seconded the motion. **Motion passed 4-0.**
 - b. **Check Authorization Policy:** George informed the Board that by using the owners' portal (Board of Directors portion), he will be able to view invoices and authorize payments without having to physically go to Schoo Association Management's office to sign paper checks. He told the Board members that they also can view invoices on that part of their portals as well.
 - c. **Rules and Regulations - Violations:**
Regarding violations of the Rules and Regulations: When a resident violates the Rules and Regulations they receive a letter from Schoo on behalf of the Board notifying them of the violation and requesting correction of the issue. If the homeowner does not make the necessary correction a "Second Notice" letter is sent requesting rectification. In the event the homeowner fails to rectify the issue the matter would proceed to a meeting of a Hearing Committee to determine corrective action(s). The Hearing Committee must be comprised of three Deer Lake residents who are not Board members or related to Board members. The violating homeowner will receive written notification 14 days

in advance of a meeting of the Hearing Committee. Failure to correct a violation of the Rules and Regulations can result in fines of \$50.00 per day until the situation is corrected.

- d. **Rules and Regulations – New Rule Proposal:** There is currently no rule prohibiting the operation of golf carts on community roadways. A new Rule is proposed that will only allow golf cart operation if the vehicle's owner meets all the criteria outlined in the Rule. A letter will be sent to all homeowners notifying them of the proposed Rule and the Rule Approval Meeting. This Rule will apply to any "low-speed vehicles" as defined by Florida statutes. (Proposed Rule attached.) This Rule will be on the agenda of the next meeting for approval by the Board.
- e. **Attorney of Record for HOA:** Current attorney is very good for collections issues but difficult to work with on other issues. Deer Lake recently used Rob Cooper, who has been the Attorney of Record for the Master Association. Rob is an attorney for many homeowner associations. George motioned to have Rob Cooper and his firm added as an Attorney of Record for the Deer Lake Homeowners Association and Bill Snodgrass seconded the motion. **Motion passed 4-0.**
- f. **CPA Full Audit Cost for 2022:** No full audit has been done since 2006 because it's cost prohibitive. Homeowners vote each year to either approve or waive the requirement to have a full CPA Audit performed. Quotes recently received for this service were as follows: The high bid was \$9,250.00 and the low bid was \$4,900.00 for a one-year audit. The homeowner vote for approval of an audit occurs at the Annual meeting. George recommended that the Board will recommend that homeowners consider and decide whether to approve this option or not at the cost of \$4,900.00 at the January Homeowners' Meeting.
- g. **Draft HOA Budget for 2023:** Per the July year-to-date financial report it appears that the Deer Lake HOA is approximately \$7,000.00 behind budget. However, there were some financial items that hit early on in the year that will not recur this year. By the end of the year it's expected that expenses will be within \$1,000.00 of projections. For the 2023 proposed budget a 3.5% increase of \$30.00 per quarter is recommended, from \$870.00 to \$900.00. The increase is due to increases in TV, landscaping, insurance, and utilities costs. The budget also includes the cost for the Master Association, which will not change. Charley Kelly motioned to approve the 2023 draft budget as presented. Karen Martin seconded the motion. **Motion passed 4-0.**
- h. **Cable/Internet Proposals:** The 10-year contract with Comcast for TV Bulk Service will expire May 1, 2024. Four replacement proposals have been received to-date. Comcast proposal has not been received yet. The best new proposal will cost about \$70.00 per month and include both TV and internet. This amount will be less than what we pay currently to Comcast for TV service alone. It includes both TV and high speed internet. It will include all internet equipment (routers for whole-house internet to eliminate dead spots), and Cloud-based DVR (50 hours) for televisions with set-top boxes. We expect it will be a fiber network that would have to be laid in the community. Because we are in negotiations currently, the potential suppliers are not being named and deal specifics cannot yet be determined. However, the monthly cost will be less than what we pay for TV currently and because the service will include TV and Internet service, homeowners will save up to \$700 per year for their internet service through Comcast. George proposed sending out a 10-question homeowners' survey to assess the needs and feedback from our homeowners. George Boyer made a motion to approve

the mailing to homeowners that will include the TV/Internet survey, new Golf Cart/Low Speed Vehicle Rule Proposal, the agenda for the 2023 Budget Approval meeting which will be held on November 30, 2022, the proposed budget for 2023, and 2023 Budget Meeting agenda. Karen Martin made a second and the **motion passed 4-0**.

5. **Community Input:** None

6. **Adjournment:** With no further business to discuss, the meeting adjourned at 8:31 p.m.

Respectfully submitted,

Joann Van Tine, Administrative Assistant

Schoo Association Management