

# TWIN LAKES

subdivision homeowners association, inc.  
A Corporation Not-for Profit  
BOARD MEETING MINUTES

**Date:** December 10, 2015 **Time:** 6:30 PM **Location:** 24209 Painter Drive

**I. Call to order:** David Meyer called the meeting to order at 6:49 PM

**A. Directors present:**

1. President – David Meyer
2. Vice President – Jim Clark
3. Secretary – Steve Fickett
4. Terry Henry
5. Josh Nickell
6. Kathy Clark

**B. Directors Absent:**

1. Treasurer – John Pavka

2. Randy Cook

**C. Residents present:**

1. Patrick Kavanagh

**D. West Coast Management Co.**

1. Camille Sanabria, LCAM

Steve Fickett made a **MOTION** to accept the Meeting Minutes from October 24, 2015. Terry Henry seconded the MOTION. **The Board approved unanimously.**

David Meyer made a **MOTION** to appoint Patrick Kavanagh to the Board of Directors as the 9<sup>th</sup> member. Josh Nickell seconded the MOTION. **The Board approved unanimously.**

**II. REPORTS**

**A. Financial** – Financials were presented by West Coast Management representative Camille Sanabria. No report was made from Treasurer John Pavka as he was absent.

1. West Coast Management representative Camille Sanabria presented the account report and pointed out that accounts TL120, TL189 and TL227 were at a point to move forward with Lien Foreclosure.

David Meyer made a **MOTION** to hold the Lien Foreclosure process at this time for TL120, TL189 and TL227 due to the amounts owed on the accounts. Josh Nickell seconded the MOTION. **The Board approved unanimously.**

**B. Management** – President David Meyer instructed West Coast Management to send the Meeting Minutes and Action Items list to the Board of Directors for review as soon as possible after each meeting. Also, West Coast Management is to send the Agenda for upcoming meetings early enough for the Board of Directors to make any changes necessary.

**III. COMMITTEE REPORTS**

**A. Architectural Committee** – Request for 2347 Tioga to paint was approved.

**B. Landscaping Committee** –

1. Steve Fickett made a **MOTION** to request up to \$300.00 to have the entrance landscape beds mulched. David Meyer seconded the MOTION. **The Board approved unanimously.**
  - a. David Meyer requested that the mulch around the trees be extended out past the lights in order to protect them from landscaping accidents.
2. Steve Fickett intends to landscape the oval areas at the end of the entrance.
3. The Landscape Committee will continue to work on preparing the scope of work for landscape bids and then will present landscape bids at a future meeting.

**C. Storm Water Drainage Maintenance Committee** – No report

**D. Inspections Committee** –

1. Curb Appeal Award for January was not discussed
2. The Board of Directors instructed the Inspection Committee to forego parking violations at this time.
3. Josh Nickell made a **MOTION** for the center lines to be striped on the roads. Patrick Kavanagh seconded the MOTION. **After discussed Josh Nickell withdrew the MOTION with the caveat that this will need will be reviewed by the Road Paving Committee.**

**IV. UNFINISHED BUSINESS**

A. Pool –

1. Janitorial Service. A bid was presented from Jani King. The Board of Directors wishes the bid to represent Jani King supplying consumables and wishes the bid to represent an accurate cleaning schedule. Also West Coast Management is to obtain a bid from Cleaning Authority to be presented at the next regular meeting.
2. Security Cameras. Keith Ware met with Board members prior to the start of the meeting to train them on the use of the video system.
3. Fence repair – was not discussed
4. Storage Room ventilation – was not discussed
5. FGUA. The Board is still in need of the last Madhatter invoice from 2013. Jim Clark made a **MOTION** to meet with FGUA to remove the meter #1518709 and any monies owed back to Twin Lakes should be refunded and have meter #120567 inspected and accuracy verified. Should meter #120567 prove not be reading accurately it will be replaced and any monies owed back to Twin Lakes should be refunded. David Meyer seconded the MOTION. **The Board approved unanimously.** David wishes that this action not happen until Jim has the Madhatter invoice to review.

B. Terra Bella/Twin Lakes property discussion –

1. Steve Fickett volunteered to place a NO TRESPASSING sign at the property line.
2. West Coast Management is to obtain the contact information for the developer of Terra Bella as soon as possible.
3. David Meyer will meet with the developer in an effort to agree upon fencing for the property line.

C. Holiday Lights –

1. Board members will meet after the meeting to install the laser lighting that will be placed in the trees to reflect upon the road.
2. The Board of Directors wishes to THANK Karin Fickett for installing the current Holiday lights at the entrance.
3. David Meyer made a **MOTION** to use up to \$300.00 to purchase LED lights for use in coming years. Jim Clark seconded the MOTION. **The Board approved unanimously.**

V. **NEW BUSINESS**

A. Vice President Topics of Discussion – tabled until the next regular meeting

B. Community Service Discussion – tabled until the next regular meeting

C. Topics for February meeting with Mike Moore –

1. David will continue to collect topics from the Board members via email.

D. New By-law amendment Committee –

1. The Board instructed West Coast Management to obtain information regarding the minimum percentage by Florida Statutes to change bylaws and the minimum percentage by Florida Statutes required for an annual meeting. Also determine if accounts in arrears are eligible to vote.
  - a. Once this information is obtained West Coast will confer with the Association Attorney for the property wording of the proposed changes. The Board of Directors will then decide on a date for these bylaw changes to be presented at a meeting.

E. New Board member certification letters will be provided at the next regular meeting for Terry Henry, Josh Nickell and Patrick Kavanagh to sign.

F. The next regular meeting is scheduled for Thursday January 14<sup>th</sup> at 24209 Painter Drive

VI. **ADJOURNMENT**

David Meyer made a **MOTION** to adjourn the meeting at 8:20 pm. Terry Henry seconded the MOTION. **The Board approved unanimously.**

Respectfully submitted, Camille Sanabria, LCAM