



**Latham Park Homeowner Association, Inc.**  
**Board of Directors Meeting Minutes**  
**May 13, 2020**  
**7:00PM**

- 1. Call to Order** Jessica Treadwell called the meeting to order at 7:03pm
- 2. Quorum of the Board** All five board members present via video conference
- 3. Approval of Previous Meeting Minutes** Motion to approve March 11, 2020 meeting minutes by Angela Francisco, seconded by Pamela Miller. All in favor, motion carries.
- 4. Financial Update** Angela provided an overview of the current financial standing of the association.
  - a. Audit status** Turnover audit will be ready May 25.
- 5. Committee Updates**
  - a. ARB** Pam provided a brief update on how well the committee is doing.
  - b. Events** Angela provided an update on the events committee. Currently need to solicit for at least 4 more volunteers. Instead of events it was recommended to partner with different entities and do community service events to collect various necessity items to donate different charities.
- 6. New Business**
  - a. Establish Communications Committee** Motion to establish the communications committee as a 5-member committee by Denver Fox, seconded by Angela Francisco. All in favor, motion carries. Denver will be the board liaison for this committee. Will solicit via the newsletter for members.
    - i. Newsletter** manager will draft the newsletter and send to the board for review before sending to the membership. Board requested all future mailings include the email request form, as well as have the form be put online.
    - ii. Website Status** Peter provided a brief update. The domain and email address have been purchased/created. Finalizing content and design elements

**b. Covid-19 Planning**

- i. Pool Re-opening** Motion to open the pool in Phase 2 of the state of Floridas plan to reopen and establish Covid-19 pool rules by Steve Myers, seconded by Pamela Miller. All in favor, motion carries. Board will reserve judgement on use of a monitor depending on what requirements are put in place by state/county/city officials
- ii. Collections/HOA Dues** It was decided to wait until quarter 3 and re-evaluate the financial standing July 16<sup>th</sup> after the grace period for quarter 3 dues to see how many have not paid 2<sup>nd</sup> quarter or 3<sup>rd</sup> quarter. Newsletter will encourage owners to reach out to Melrose if they will anticipate financial hardship and will be unable to pay. Melrose can offer a 90-day payment plan for past due assessments.

**c. Maintenance Items**

**i. Landscape proposals**

Motion to approve palm tree trimming quote by Steve Myers, seconded by Angela Francisco. All in favor, motion carries.

Motion to approve landscape replacement quote by Denver Fox, seconded by Peter Tieslink. All in favor, motion carries.

**ii. Pressure Washing**

Manager to obtain 2-3 quotes to pressure wash the round about in front of the pool as well as the board walk.

**iii. Teco Gas Line**

Bill Colburn from the grounds committee communicates with Teco and Orange County about the gas line. He provides updates to Peter Tieslink the board liaison for the grounds committee.

**iv. Community signs**

Justin has drafted community signs with a color palette and design to use for all community signs moving forward and replace existing for a cohesive look.

**v. Violations** report to be included with the financials every month.

**vi. Parking** Reminder to be put in the newsletter that blocking the sidewalk and parking in alley ways is not permitted. Owners are to report violations to code enforcement not the HOA.

**d. Miscellaneous Items**

**i. Home Rentals** Regulation of this would require an amendment to the documents and 66 2/3% of the members to vote and approve. Something to consider in the future

**ii. New Homeowner Packet** Include a post card with accounting letter to new homeowners for resales. It is a requirement to provide HOA documents to each owner at closing.

**iii. Hurricane Preparedness**

Newsletter to include requirements for storing items that are not secured when warnings are issued. Manager coordinates with pool vendors to get furniture secured as soon as possible during warnings.

**e. Open forum**

Dog stations throughout the community- manager will get price to purchase and install dog stations with trash cans as well as cost to empty cans and replace bags. Manager will mark locations for station placement to determine quantity needed.

**7. Date of Next Meeting** June 17, 2020

**8. Adjournment** Motion to adjourn at 9:37pm by Denver Fox, seconded by Steve Myers. All in favor, motion carries. Meeting adjourned at 9:37pm.

DRAFT