

Board of Directors (BOD) Meeting
Willowcroft Owners Association, Inc.(WOA)
Minutes
April 28, 2020
Virtual Zoom Meeting

BOD Attending: Eric Beshore

Sally Ryden
Richard (Dick) Hord
Venita (Nini) Sposetti
Rick Smith

Owners Present: Andy Howell

Katie Floyd
Jerry Stein

Others Present: Eugene Haufler, CAM Cornerstone Property Solutions of North-Central Florida, LLC.

WHEREUPON, Eric Beshore, acting on behalf of the Association, noted that a quorum of the Board of Directors (BOD) was present, and the meeting was properly noticed, called the meeting to order at 06:00PM.

1) Approval of the Minutes:

The minutes were distributed in advance to the BOD. Sally moved to approve the minutes and Rick seconded the motion. Motion was approved unanimously.

2) President's Report:

a) Common Area Update

- i) Landscaping: The Park on 35th Way has had the tree canopy raised and the circular bed around ornamental tree landscaped. The Park on 18th Place also had the tree canopy raised. The plan, in the next couple of weeks, is to add landscaping the at the turn around area with gravel to widen the curve and a large rock to reinforce use of the pavement instead of the grass for turns. Additionally, the total area will be seeded and fertilized to restore turf. The park is only to be used for service vehicles and guests not a routine parking area.
- ii) Stop Signs: Both stop-signs in Willowcroft will be replaced as soon as Cornerstone has them made.
- iii) Pressure Washing of Sidewalks: The annual budget has a line item for pressure washing the sidewalks, curbs, signs, and gates. This work by Cornerstone will start shortly.
- iv) Streetlights: The streetlight on 18th Way burned out and was replaced by GRU with a new LED fixture that is larger and with a black top. The LED light is a brighter blue light which is very different from the current Sodium Vapor yellow tone light.

- b) Legal Documents:
 - i) State Not for Profit Annual Report: This required report that lists the BOD and their offices was filed with the State in March
 - ii) 2019 Amendment to Bylaws: This amendment was signed by Sally and notarized in Jun of 2019 however there is not a record of it being filed with the County Clerk of the Court. Cornerstone is investigating the situation with our attorney and will get the document filed.
 - iii) 2020 Amendment to Declaration: Our attorney has completed the document and it is awaiting signature by the President and Secretary as soon as Cornerstone can set up a meeting. Then it will be filed with the County Clerk of the Court.

- c) Cornerstone TOPS Management System:
 - i) Initial Roll Out: There was a lot of confusion with the roll out due to errors in emails
 - ii) Willowcroft Owners Association (WOA) Documents: The acronym for TOPS [ONE], is an Association Management Software company updating Cornerstone's computer software. TOPS system now has 37 WOA documents loaded in the system. The naming nomenclature is inconsistent resulting of in lack of organization of documents. Eric has provided Cornerstone the approach to be used to file and access WOA that is based on the requirements of Florida Statute 720.303(4) for all associations. Cornerstone has found that the TOPS system cannot satisfy the need and will be developing a website using this structure for WOA and all of their other Associations.
 - iii) BOD Meeting Notice: The TOPS meeting notice for the April Meeting did not indicate who were the recipients. The document format did not allow for linking to the URL of the Zoom Meeting or cutting and pasting from the document. This made it awkward to access the Zoom meeting. Cornerstone will develop a fix for this situation.

- 3) 3.0 Vice President's Report: Sally explained new landscaping at the end of 18th Place that will help prevent cutting the corner and driving on the grass. Discussion followed on the allowable use of the grass area at the end of 18th Place due to the nonexistent on street parking. It is recognized that service vehicles and visitors must use the grass area, but it should not be a regular parking area for owners. Such use has caused the destruction of some grass sections.

- 4) Nominating Committee: The committee has added Tom Herman as one of the non-board members and will have the three nominations needed for the November BOD Meeting.

- 5) Secretary Report:
 - i) Draft Minutes to the Feb BOD Meeting were distributed to the BOD. A revision was subsequently produced and distributed.
 - ii) ARB Request: On 17 March 2020, WC14 requested a change in the house paint color. Due to COVID-19 all communications were handled by email. Final Approval was granted on 20 March 2020.
 - iii) New Board Members Certification: The new board members signed the secretary's form at this meeting. [SEE: 6.(a) Old Business]

6) Treasurer:

TOPS database issues. Nini met virtually with Gene regarding the quarterly financial report for the WOA. Gene created two reports for the period immediately preceding this meeting, both of which were problematic in different ways. Attached to the end of these minutes. Issues with Cornerstone's transition to Windows 10 and the new Tops (TOPS?) database were related to this. Gene is working to get an accurate financial report to the board. [SEE: Attached are the two versions of the Jan-April financial reports Gene sent me in preparation for the board meeting.]

7) Old Business:

a) Board Member Certification Status: Nini and Rick signed the certification letter which was provided by the Secretary. [SEE: 5) Secretary Report] Attached to the end of end of the minutes,

i) Officer Duties Discussion: Eric reiterated the need for all officer's work on documenting their duties and provide a continuity document for their replacement by the end of the year.

ii) WC13 Home Repair: Cornerstone sent a letter to the owners on 05Feb2020 that asked for compliance with neighborhood covenants in the following areas:

1. Major tree trimming
2. Repaint House
3. Repaint all fencing in front and around the perimeter
4. Restore the law with new sod, irrigation and fertilization and plan to maintain the lawn
5. This letter asked for a plan within 30 days with a timeline to accomplish. An email in reply discussed the challenges with Melda and her future move to Orlando. The daughters and spouses indicated in the letter they planned another workday in February. This was accomplished. To date the board has not received a plan as requested.

iii) During the discussion:

1. During the daughters and spouses February workday the outside was cleaned up more, but all items of concern were not addressed. It was learned that the owners do not plan to do the requested repairs but to sell the house in an as is condition. The BOD is concerned about how long it will take to sell. The board is also concerned about the continued noncompliance with Willowcroft covenants. Additionally, the new owner needs to know that the house is not in compliance and must have required work done immediately.
2. The BOD recognized the challenges of dealing with COVID-19. However, after much discussion it was decided to send a follow up letter again detailing the requirements and requesting a plan in 30 day. This will be a follow up to a letter earlier this year requesting such a plan in 30 days which did not obtain a plan from the owner. Failure to sufficiently respond again will force the WOA to start legal action in order to protect the community standards. A motion to this effect was moved by Dick and seconded by Rick and passed by unanimous voice vote.

8) 2021 Draft Proxy:

- i) On 10 April a revision 1 of the draft 2021 Proxy was sent to all board members for comment. Sally had a grammatical error that will be corrected. Dick raised a concern regarding Landscape Maintenance and the removal of the specific time periods for maintenance the winter and summer. After discussion it was agreed to remove the specific requirements and add wording of maintaining the character and quality of the neighborhood. If in the future WOA needs to be more specific the last sentence in the paragraph would allow more specificity to be added without having to change the Declaration.
- ii) A discussion followed concerning the strategy to gain owner approval for a proposed 2021 Proxy. It was agreed to send the proposed proxy to all owners over the summer for comment. A Board member will be assigned to follow up with a small geographic group of owners to make sure we have all inputs. This is similar follow up approach used for the 2020 Proxy. However, in this case the process will start with a request for comments on the proposed 2021 Proxy

- 9) Repaving Estimate and Reserve. Prior to the meeting Eric distributed his analysis of Willowcroft paving costs. The areas requiring paving were calculated by physically measuring the street widths and their lengths in segment using Google maps and their measuring tool. The result was 49,595 Sq. Ft. The costing was based on Anderson Paving estimate of \$9-10 per yard resulted in a cost of \$55,106. However, there was confusion with the estimate since it did not say Sq. Yd. Cornerstone was unable to clarify the cost prior to the meeting. Another source suggested \$31.50 to \$40.50 per SqYd. which yielded a cost of 3 to 4 times the Anderson cost. Due to the wide variability the board asked Cornerstone to revalidate the Anderson Paving estimate to make sure we had the correct price, units and thickness of overlay.

A motion to adjourn was made by Dick and seconded Sally. All voted to adjourn, 07:13PM.

Minutes taken and respectfully submitted by Richard “Dick” Hord, and reviewed by Gene Haufler and Eric Beshore.

REH/s 29Apr2020

Errata: This draft is being sent to the entire board and management for review. Any corrections, additions and/or deletions should be forwarded to the secretary (Dick) by Saturday, 02May2020, 06:00PM.

After 2/2/2020 I will send out the corrected minutes, if there are any revisions.

Received: 11:48 AM 01May2020 Nini

Received: 04:05 PM 02May2020 Eric

REH/s Rev. 03May2020 **sent to the entire board and management 6:00PM.**

SEE: 5) Secretary Report: ARB Request

Willowcroft Owners Association, Inc.

**Certification for Willowcroft Owners Association, Inc.
Chapter 720.3033 Officers & Officers**

SUBJ: Certify New Elected or Appointed Director to the board

**RE: Annual Membership Meeting
Willowcroft Owners Association, Inc.
January 7, 2020**

To certify per Chapter 720.3033:

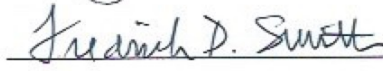
"...after being elected or appointed to the board, each director shall certify in writing to the secretary of the association that he or she has read the association's declaration of covenants, articles of incorporation, bylaws, and current written rules and policies; that he or she will work to uphold such documents and policies to the best of his or her ability; and that he or she will faithfully discharge his or her fiduciary responsibility to the association's members..." FS 720.3033 [1](a)

By my personal signature, I affirm to the secretary of the Willowcroft Owners Association, Inc. that I certify that I have read the association's declaration of covenants, articles of incorporation, bylaws, and current written rules and policies; that I will work to uphold such documents and policies to the best of my ability; and tht I will faithfully discharge my fiduciary responsibility to the association's members:

Venita "Nini" Sposetti, Treasurer
Email: <vsposetti4@gmail.com>
WC31 1726 NW 35th Way


4-28-20
Date

Frederick (Rick) Smith, Board Director
Email: <smithr9@cox.net>
WC14 3550 NW 18th PI


4-28-20
Date

Respectfully submitted by
Richard "Dick" Hord, Secretary


28 April 2020
Date

REH/s 28April2020

SEE: 6) Treasurer Report: Attached are the two versions of the Jan-April financial reports Gene sent me in preparation for the board meeting.]

Willowcroft Owners' Assn, Inc.

Run Date: 04/28/2020
Run Time: 01:49 PM

INCOME STATEMENT

Start: 04/01/2020 | End: 04/28/2020

Income

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Income							
03004 Semi-Annual Member Assmts.	0.00	0.00	0.00	24,915.00	24,915.00	0.00	49,830.00
03007 Operating Interest Income	0.00	0.00	0.00	1.61	0.00	1.61	0.00
03011 Reserve Income-Interest	0.00	0.00	0.00	0.07	0.00	0.07	0.00
03012 Interest Allocated to Reserves	0.00	0.00	0.00	(0.07)	0.00	(0.07)	0.00
Income Total	0.00	0.00	0.00	24,916.61	24,915.00	1.61	49,830.00
Total Income	0.00	0.00	0.00	24,916.61	24,915.00	1.61	49,830.00

Expense

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Administrative Expenses							
04100 Management Fees	564.58	0.00	(564.58)	2,258.32	1,693.74	(564.58)	6,775.00
04108 Collections Expense	0.00	0.00	0.00	11.00	24.99	13.99	100.00
04110 Printing/Postage/Admin Fees	298.83	0.00	(298.83)	1,808.17	999.99	(808.18)	4,000.00
04115 Telephone	189.44	0.00	(189.44)	562.53	377.22	(185.31)	1,508.89
04120 Tax Preparation Fee	0.00	0.00	0.00	0.00	350.00	350.00	350.00
04125 Legal Fees	0.00	0.00	0.00	781.16	249.99	(531.17)	1,000.00
04130 Utilities	764.79	0.00	(764.79)	3,002.48	2,499.99	(502.49)	10,000.00
04132 Beulahland Drainage Assn	0.00	0.00	0.00	0.00	50.01	50.01	200.00
04135 Insurance	0.00	0.00	0.00	0.00	200.01	200.01	800.00
Administrative Expenses Total	1,817.64	0.00	(1,817.64)	8,423.66	6,445.94	(1,977.72)	24,733.89
Maintenance Expenses							
04147 Pest Control - Exterior	135.40	0.00	(135.40)	541.60	406.20	(135.40)	1,624.80
04150 Lawn Maintenance	0.00	0.00	0.00	1,475.00	2,100.00	625.00	8,400.00
04152 Lawn Supplies & Upgrades	0.00	0.00	0.00	0.00	437.49	437.49	1,750.00
04153 Irrigation Maint	86.00	0.00	(86.00)	86.00	300.00	214.00	1,200.00
04165 General Maintenance	0.00	0.00	0.00	625.00	500.01	(124.99)	2,000.00
04170 Gate Maintenance	0.00	0.00	0.00	0.00	249.99	249.99	1,000.00
04175 Tree Maintenance & Trimming	0.00	0.00	0.00	750.00	218.76	(531.24)	875.00
04185 Pressure-Cleaning	0.00	0.00	0.00	0.00	500.01	500.01	2,000.00
04190 Licenses & Fees	0.00	0.00	0.00	61.25	15.30	(45.95)	61.25
04195 Contingency Funds	175.00	0.00	(175.00)	175.00	218.76	43.76	875.00
04200 Entry Lighting	940.00	0.00	(940.00)	1,496.00	0.00	(1,496.00)	0.00
04999 TRANSFER TO RESERVES	0.00	0.00	0.00	2,649.96	1,324.98	(1,324.98)	5,300.00
Maintenance Expenses Total	1,336.40	0.00	(1,336.40)	7,859.81	6,271.50	(1,588.31)	25,086.05
Total Expense	3,154.04	0.00	(3,154.04)	16,283.47	12,717.44	(3,566.03)	49,819.94

1 of 2

Net Income	(3,154.04)	0.00	(3,154.04)	16,283.47	12,717.44	(3,566.03)	49,819.94
-------------------	-------------------	-------------	-------------------	------------------	------------------	-------------------	------------------

2 of 2

Willowcroft Owners' Assn, Inc.

Run Date: 04/27/2020
Run Time: 02:48 PM

BALANCE SHEET
As of: 04/27/2020

Assets

Account #	Account Name	Total
Asset		
01010	Due From Operating	\$27,326.76
01020	BB&T - Operating 1100008809699	\$8,028.08
01021	BB&T - Reserve 1100008794136	\$5,620.44
01200	GRU Security Deposit	\$1,085.00
	ASSET TOTAL:	\$42,060.28
	TOTAL ASSETS:	\$42,060.28

Liabilities

Account #	Account Name	Total
Liability		
02001	Prepaid Owner Assessments	\$755.00
02010	Due to Reserves	\$27,326.76
	LIABILITY TOTAL:	\$28,081.76
	TOTAL LIABILITIES:	\$28,081.76

Equity

Account #	Account Name	Total
Reserves		
05100	Reserves-General Maintenance	\$1,855.62
05300	Reserves-Entrance Lighting	\$17,460.13
05400	Reserves-Paving	\$11,166.44
05500	Reserves-Gate	\$2,300.72
05999	Reserves-Bank Interest	\$164.29
	RESERVES TOTAL:	\$32,947.20
Members Equity		
06100	Operating Fund Balance	(\$28,312.72)
	MEMBERS EQUITY TOTAL:	(\$28,312.72)
	TOTAL EQUITY:	\$4,634.48
	TOTAL NET INCOME (LOSS):	\$9,344.04
	TOTAL LIABILITIES AND EQUITY:	\$42,060.28