

# PHILLIPS OAKS

HOMEOWNERS ASSOCIATION, INC.

Board Of Directors

Meeting Minutes

Orlando, FL

June 24, 2024

## CALL TO ORDER/CERTIFY QUORUM

The meeting was called to order at 7:00 pm at the Dr. Phillips YMCA. Directors present: Karen Rugerio, Sue Robson, Varsha Shah, Tom Lupo, David Smith. Attendees present: Sandy O'Toole, Bharat Shah, Adolfo Morales, Maria Garcia, Vimala Pinto, Rahila Ahkter, Fuad Nasib, Barbara McLean Smith, Sue Porro.

Ms. Rugerio welcomed Tom Lupo and Dave Smith as newly appointed members of the Board of Directors. Vlad Filippov will be working to hook up Zoom for the July meeting. Once this is working, HOA members can sign in and view meetings from home on the computer.

## MINUTES

The minutes of the previous meeting were unanimously accepted.

## FINANCIAL REPORT

Ms. Rugerio presented the current budget: Operating capital of \$11,296.72 and a contingency fund of \$71,659.44. Current bills have been paid from the checking account. Payments for July 1 assessment fees have begun coming in. Cash payments are not credited to the HOA by the bank. The homeowner would be responsible to provide proof of cash payment directly to the board by July 1 or face a late fee.

## ARCHITECTURAL REVIEW BOARD REPORT

Mr. Lupo began inspections this week and showed the forms used to inform homeowners of problems. He issued letters this week, including photos explaining each violation. Homeowners need to comply with the restrictions and covenants they agreed to when they purchased their home in Phillips Oaks. After receiving the letter, the homeowner has 30 days to fix the problem. The problem will then be reinspected. If the problem is resolved, the homeowner will receive a letter thanking them for compliance. If not resolved, the homeowner will be notified by certified letter and informed of possible consequences of non-compliance, including placing a lien on their property.

There were no ARB applications for this month.

## **OPEN FORUM**

Mr. Morales asked for information concerning the bank account handled by KL Management. Mr. Lupo said they had met with bank officials up to the national level. Keith Kiebzak opened the account in his name and created a sub-account for our HOA. Joyce Steinhardt and Ken Wint signed the documents, but Mr. Kiebzak owned the account. As a result, we do not have access to the information. A discussion followed as to the possibility of obtaining the tax records either from the accountant or the IRS. Ms. Rugerio said that she would work on trying to get information from the accountant who handled the finances for KL Management.

## **OLD BUSINESS**

Ms. Shah reported that, after 3 quotes were presented, pressure washing will begin this Wednesday. This will be done in stages beginning with the Turkey Lake entrance. Areas to be cleaned include entrances, common areas, and sidewalks around the reservoir. We thank her for getting all this organized. A second company, headed by Garrett, will be available to pressure wash any homeowner's property at a discount. Mr. Lupo will post the contact information on the website for anyone interested in purchasing this service.

## **NEW BUSINESS**

Mr. Lupo suggested we need to get bids for new marquee signs at the entrances. He has one quote so far, and suggested people look at the stucco, tile, and titles on the Landsbrook entrances. They are attractive and much easier to maintain.

Mr. Morales stated his opposition to hiring a new management company. Hiring an accountant is a better option for processing the quarterly assessments. Mr. Lupo agreed that an accountant is important. He said that management companies often offered unnecessary services and any contract must be carefully negotiated to include only necessary services. Ms. Rugerio agreed that collecting payments and following up on non-payments is the biggest issue.

Ms. McLean Smith said she was firmly in favor of hiring a management company. A management company can guide the Board on legal issues and can enforce holding delinquent homeowners accountable.

Mr. Morales said that the most important thing is that we, the members of the HOA, make the decisions for our community, and not be dictated to by a management company.

Ms. Shah spoke in favor of looking for a management company as many new state regulations regarding HOAs will be coming out in July 2024. A management company will be aware of any changes or complications that come from these new rulings and can guide us.

Mr. Lupo can provide anyone interested in the name of a company that can advise on HOA laws. He agrees that a management company can be helpful if due diligence is done in selecting the firm and negotiating a favorable contract, but that an accountant is also important. Everyone agreed that we need to move ahead on this with careful planning before any decision is made.

Ms. Pinto asked about the problems with cleaning up the easements between properties. Ms. Rugerio sent letters about yard debris in the easements, but the worst offenders have ignored the request to clean their areas. The landscapers will clean those areas quarterly. Mr. Lupo suggested calling Code Enforcement when neighbors see people blowing leaves or yard debris into the sewers.

Mr. Smith reported that county sewer workers say city codes are broken by placing unbundled yard clippings on the sewer tops. When it rains, this clogs the drains, and during storm season can cause floods. If homeowners take photos of this activity and report it to the county sewer department, fines can be levied on offenders.

Ms. Rugerio thanked Arlene McCarthy who made calls to get the management for the strip mall to clean up their area next to the brick wall on Winder Oaks. Landscapers will take out the taller shrubs directly in front of the marquee, making it easier to put up decorations there. Landscapers will also remove the sickly shrubs along the outside wall on Hidden Beach. An electrician needs to be found to fix the lights at both entrance areas.

Mr. Morales said that it is required to provide hard copy of HOA announcements to homeowners. Agendas and meeting minutes are posted on bulletin boards. Our website also provides this, as well as rules, regulations, and other pertinent information. [mypohoa.com](http://mypohoa.com)

Mr. Lupo suggested putting up notices that, while cars can legally park on the street, they should be moved on those days/times when street-sweepers and garbage/debris pickups are scheduled.

## ADJOURNMENT

A motion was made by Mr. Lupo and seconded by Ms. Porro to adjourn the meeting at 7:45 pm and was unanimously approved.

Respectfully submitted by the Secretary,



Sue Robson  
Secretary

Date: June 24, 2024

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