

# PHILLIPS OAKS

HOMEOWNERS ASSOCIATION, INC.

Board Of Directors'

Meeting Minutes

Orlando, FL

June 3, 2024

## CALL TO ORDER/CERTIFY QUORUM

The meeting was called to order at 7:05 pm in the Meeting Room at the Dr. Phillips YMCA. Directors present: Karen Rugerio and Adolfo Morales. Attendees present: Tom Lupo, Maria Gomez, Varsha Shah, Sue Porro, Robert Carpenter, Ana Nascimento

## MINUTES

Minutes of the previous meeting were unanimously accepted. Mr. Morales announced his resignation from the Board, he was asked to reconsider, Mr. Morales declined.

## FINANCIAL REPORT

Ms. Rugerio presented a budget showing HOA monthly, quarterly, and annual expenditures which was shared with everyone at the meeting. Expenditures include insurance, lawyer (for collection of unpaid dues), storage fees, mailbox fees, landscaping, OUC, automated watering, pesticide and bacterial control of our two ponds. Ms. Rugerio explained the challenges of getting an accurate accounting of all April 1 assessments received by the former management company. Accurate reporting of all July 1 assessments is expected.

## ARCHITECTURAL REVIEW BOARD REPORT

Mr. Lupo reported that he has approved one request for roof replacement. He has approved one request for solar panels. Mr. Lupo explained his schedule for checking on infractions, divided by specific streets on designated months. He also addresses infractions on a seasonal basis. For example, house painting is not addressed in the rainy season which is not optimal for that activity. In another example, roof replacement needs to be addressed prior to hurricane season.

## OPEN FORUM

A general discussion was held concerning the state law that there needs to be a one-time special assessment made to the HOA as part of the closing process whenever a house is sold. According to the bylaws the amount is \$380.00 plus the current assessment fee. This is a legal requirement whether a house is sold

through a realtor or as a private sale between individuals. There was unanimous agreement that a letter should be sent to all current homeowners making sure that they are aware of this required payment, even if the house is sold privately.

Mr. Carpenter stated his concerns with the water-control servicing of the ponds. He felt that the monthly servicing was excessive as no algae is visible in the pond and that money could be saved in that area. Mr. Lupo stated that algae is not visible because of the monthly water treatment, and that the treatment is also needed to control mosquitoes. Ms. Rugerio said that the present company does monthly water testing. Suggestions were made to check with other companies about what is needed and to contact an Orlando City Supervisor with questions about what is needed to keep the water safe and to save the most money possible.

Ms. Nascimento asked if there had been an audit and was told that it was not possible without incurring very expensive legal fees. She then asked what happened with Duke Energy assuming the landscaping cost around the pond. Mr. Carpenter reported that Duke would only assume responsibility for their lines which run underground. As that area is filled with the pond, they would not be involved in any way. (A later discussion recounted that in the “early days” Duke had cut down and removed trees in the area that interfered with their power lines and did not charge the HOA. That ended their involvement.)

Ms. Nascimento then asked what plans were in place to deal with the brick wall, which concerns some residents. Ms. Rugerio stated that until there is a clearer picture of overall financial income that the wall will be kept for later discussion. Currently, it is not desirable to go into the contingency fund for that project. There is a more pressing need to clean up the common areas, focusing first on pressure washing the Turkey Lake and Hidden Beach entrances.

Ms. Shah stressed the importance of getting a copy of a pressure cleaner’s Business License and Certification of Insurance before signing a contract. This was met with general agreement.

Mr. Lupo suggested that the Truist branch at MetroWest may not have the personnel to meet our needs in discovering past payments to the management company. He suggested that he contact someone at the Truist branch on Apopka-Vineland as they have a Wealth Management department there.

Other suggestions are to contact the accountant that worked for KLM Mgmt. to see if we can get accurate accounts of past payments for 2023-2024 or to contact RS to ask for a reconciliation statement of taxes paid by KLM.

Ms. Rugerio said that there is a software program called Web Vault that makes it easy to keep track of all payments made to the bank. However, that software is only available to management companies and not to an HOA.

Mr. Morales reiterated his decision he resigned from the Board and said he would put it in writing. He then asked for clarification of why our HOA cannot get the Web Vault program. The reason is that our HOA is incorporated and not, like a management company, an LLC. Mr. Morales then stated that he opposed hiring a management company. Mr. Morales stated that the HOA should elect more members to

the Board. He believes that five people would be ideal to be sure that there is always a quorum at the meeting.

Mr. Lupo offered the reminder in a budget must be prepared for presentation at the October meeting. The budget must be approved in November, and letters must be sent out for December elections.

### **ADJOURNMENT**

A motion was made by Mr. Lupo and seconded by Ms. Porro to adjourn the meeting at 8:15 pm and was unanimously approved.

Respectfully submitted by the Secretary,

*Sue Robson*

Sue Robson  
Secretary

Date: June 3, 2024

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