

# WILLOW LAKES PLANTATION HOMEOWNERS ASSOCIATION

## QUARTERLY MEMBERSHIP MEETING

AUGUST 20, 2011

### MEETING ITINARY

- MEETING CALL TO ORDER
- INTRODUCTION OF BOARD MEMBERS
- APPROVAL OF NEW BOARD APPOINTEE (MRS. BARBOA)
- APPROVAL OF BOARD MINUTES FROM JUNE 28, 2011 REORGANIZATION BOARD MEETING
- APPROVAL OF CONTRACT AGREEMENTS

WEED POOL SERVICES

WATERS AVE NURSERY (PALM TREES AND FLOWER BEDS CONSULTANTS)

COASTAL ATLANTIC LANDSCAPING AND TREE REMOVAL SERVICES

IMPAC SOLUTIONS INC (ACCOUNTING/TAX CONSULTANTS)

ATLANTIC BUILDING CONSTRUCTION (BASKETBALL & TENNIS COURTS)

DR. DOROTHY GARDNER-MARTIN (BOARD PARLIMENTARIAN/HOA POLICY MANUAL)

BRUCE GREENE – POOL MONITOR/GROUNDSKEEPER

- APPROVAL OF SIGN POSTINGS

SLOW CHILDREN AT PLAY

NO LITTERING SIGN (MAIN ENTRANCE)

SLOW DUCK CROSSING

- APPROVAL TO APPOINT TWO WILLOW LAKES PLANTATION CHAPLINS
- APPROVAL OF AMESTESY PROGRAM INITIATIVE (OUTSTANIDNG HOA FEES)
- APPROVAL TO PURCHASE VIDEO SURVELLIANCE CAMERAS
- APPROVAL TO POST WILLOW LAKES QUARTERLY FINANCIAL REPORT AND QUARTELY COMMUNITY MEETING MINUTES TO THE WILLOW LAKE'SPLANTATION WEBSITE

## **OLD BUSINESS**

SEE MINUTES FROM JUNE 28, 2011 BOARD MEETING

## **NEW BUSINESS**

- DEVELOPMENT OF WATER TREATMENT LIFT STATION AREA (BUS STOP- SHELTER WITH BENCHES FOR SCHOOL CHILDREN)
- VOLUNTEERS ARE NEEDED FOR THE PURPOSES OF CONDUCTING A FEASIBILITY STUDY ON THE FUTURE PROSPECTS OF TRANSFORMING WILLOW LAKES PLANTATION INTO A GATED COMMUNITY
- THE BOARD WOULD LIKE TO PROPOSE A \$100.00 REDUCTION IN HOA FEES FOR ALL WILLOW LAKES PLANTATION HOMEOWNERS, AND OR MAINTAIN THE CURRENT FEE SCHEDULE FOR THE PURPOSES OF COMPLETING THE NEW WILLOW LAKES PLANTATION STRATEGIC COMMUNITY DEVELOPMENT PLAN.
- QUESTIONS/COMMENTS (FLOOR OPEN TO WILLOW LAKES HOMEOWNERS MEMBERS/TENANTS)

**WILLOW LAKES PLANTATION**  
HOMEOWNERS ASSOCIATION MEETING  
JUNE 28, 2011

**ATTENDEES: NEW BOARD MEMBERS**

JEREMY HAWKINS

LEONARD MCCOY

ALIZINA WALLACE MCCOY

LAURA. JACKSON

SUKILL MILLER

**AGENDA ITEMS:**

Letter to CEASE & DESIST WRITING WILLOW LAKES PLANTATION HOA CHECKS- FRANK MOORE  
PROPERTY MANAGEMENT (VOTE-APPROVED)

PRESIDENT (LEONARD K. MCCOY) WILL SERVE AS WILLOW LAKES PLANTATION HOA ADMINISTRATOR

SECURE FUNDS FOR COMMUNITY DEVELOPMENT

REQUEST FROM FORMER WILLOW LAKES PLANTATION HOA ADMINISTRATOR 2011 FINANCIAL  
STATEMENT

ALIZINA WALLACE- MCCOY HAS VOLUNTEERED TO VACATE SEAT ON HOA BOARD, A NEW MEMBER WILL  
SERVE AS THE INTERIM BOARD MEMBER FOR THE REMAINING TERM.

ESTABLISH AN ADHOC COMMITTEE TO INVESTIGATE FRANK MOORE (FORMER WILLOW LAKES  
PLANTATION PROPERTY MANAGER) AND FORMER BOARD MEMBERS- UNETHICAL CAMPAIGN  
PRACTICES/VOTING IRREGULARITIES)

DEVELOP A WILLOW LAKES PLANTATION HOA MANUAL( STANDARD OPERATING PROCEDURES)

SEND OUT NOTICE REINFORCING COVENANT GUIDELINES PERTAINING TO NO POSTING OF SIGNS IN  
COMMUNITY W/O WILLOW LAKES PLANTATION HOA BOARD APPROVAL

DEVELOP PARLIMENTARY PROCEDURES FOR ALL FUTURE WILLOW LAKES PLANTATION HOA MEETINGS

NEWLY ELECTED WILLOW LAKES PLANTATION BOARD MEMBERS NEEDS TO BE MORE PROACTIVE

HOMEOWNER VIOLATIONS -REVIEW ALL CITATIONS FROM AGENT 2010 - 2011

MAIN ENTRANCE – QUACCO RD GIVE FACE LIFT

LANDSCAPING CONTRACT (REVIEW CONTRACT FOR COMPLIANCE)

REFUND MONIES TO HOMEOWNERS INCORRECTLY CHARGED LATE FEES FOR THE YEAR 2011

27 HOMEOWNERSD HAVE NOT PAID FEES FOR 2011

ELIMINATE UNNECESSARY PROPERTY MANAGEMENT FEES BY LIMITING THE SCOPE OF WORK  
PERFORM BY PROPERTY MANAGER CONTRACTORS

IMPLEMENT HOMEOWNERS ASSISTANT PROGRAM (AMNESTY ASSISTANT HOA ASSISTANT PROGRAM)

SCHEDULE FIRST BOARD MEETING LAST SATURDAY IN AUGUST

CREATE LISTING OF BOARD MEMEBERS, NAME AND CONTACT NUMBERS

CLOSE POOL AREA FOR FALL/WINTER MONTHS FOR ROUTINE MAINTENACE UPGRADES – BUILD OFFICE  
WITH COMPLETE FURNISHINGS

PURCHASE TWO COMPUTERS AND SUPPLIES FOR NEW HOA OFFICE

REVIEW POOL CODE ACCESS LOG (JEREMY HAWKINS)

HIRE PART TIME POOL MONITOR

FIX/PAINT DECK NEAR FRONT LAKE AREA

LONG RANGE GOAL –SECURE FUNDS TO BUILD COMMUNITY CENTER

REPAIR SPRINKLER/FOUNTAIN CENTER

MEETING AJOURNED...