

WISTERIA PARK HOMEOWNERS ASSOCIATION

HOA Board Meeting

September 23, 2024, at 3pm

MINUTES

Call to order: Dave called the meeting to order at 3:01pm.

Determination of Quorum and Proper Meeting Notice: A quorum was established with the following board members present; Dave Hooper, Ken Barbalato, Maryann King, and Louie Roseman. Meeting notice was provided in accordance with FL ST 720 and the association's governing documents.

Approval of previous Board meetings Minutes August 19, 2024, MOTION made by Maryann, seconded by Ken to approve as presented. MOTION passed unanimously.

Reports of Officers and Committees:

President:

- Software (Vantaca) transition is going well. Client and Board portal offer many improved resources and additional reports.
- Mulch scheduled this fall.
- Budget workshop schedule for budget planning (10/10)
- Pool Security: 93 cards have been issued to homeowners.
- Work orders: Owners submit via Vantaca (Client Portal). Working with Vantaca to connect to Brightview system for clear tracking.
- Working on customizable reports in Vantaca.

Vice President:

- August and September ponds reports were sent to the Board and uploaded to Vantaca.

Treasurer: August 31, 2024, financials were received and reviewed.

- Recoding completed year to date.
- 2025 budget adds additional chart of accounts to include further breakdown costs.
- **MOTION** made by Ken, seconded by Louie to accept the additional accounts for 2025. MOTION passed unanimously.
- Review Reserve Study from Reserve Advisors should be completed this week.

Secretary: Working on ponds RFP and proposals.

ARC: Roof requests approved.

Hardscape:

- Light out (pending handyman to change).
- Playground area is listed on MapQuest. Louie is requesting that be removed.
- The security system magnetic lock was replaced today.

Pond Management: See VP report. Monthly inspection reports are posted in Vantaca (client portal)

Common Area Landscape & Irrigation

- Brightview going well. Palms trimmed and dead queen palm removed.
- Brightview continues to maintenance the swale between Wisteria and Mango Park. Louie inspected after a storm and all drains are clear, and visually appears to be working properly. **Reminder: Mango Park owners may not use Wisteria Park swale for pool or gutters piping. Sunstate will notify these owners to correct this.**

East Side Landscape:

- Brightview maintenance going well. Mulch is planned for fall. Trimming looks good.

Managers Report (Action Items, Violations, etc.)

- Accounts Receivable and Violations Reports were reviewed.
- Vantaca Client Portal Reminder : home.sunstatemanagement.com
- FL ST 720 Summary was outlined by attorney Scott Petersen and bullet points regarding director's education requirements listed on manager's summary report.
- 2025 Budget planning underway.
- 2025 Annual meeting date set : January 27th at 3pm. (1st notice : November, 2nd notice : December)

Unfinished Business:

- Stormwater Ponds Study and Proposal

Owner Comments: None.

New Business:

- Pool and Spa Leak Repairs: Spa skimmer needs to be replaced. Spa jet needs to be replaced. The pool needs one skimmer replaced, floor drain needs to be repaired, and another drain to be repaired. This will require the pool to be drained. There are also a few tiles to be re-attached. **MOTION** made by Dave, seconded by Ken to approve \$7,740 in above replacement / repairs. MOTION passed unanimously.
- 2025 Budget Workshop/Proposal: Underway.

Next meeting October 28, at 3pm Location: ZOOM Meeting

Adjournment: With no further business to discuss, the meeting adjourned at 3:49pm.

Wisteria Park HOA documents are available at: www.wisteriaparkhoa.com

Access Client Portal at: home.sunstatemanagement.com