

**LAKE POINTE VILLAGE HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
MINUTES**

September 30, 2013

CALL TO ORDER: 7:00 p.m. by Vice President – Ken Smith

Present: President – JoAnn Clifford; Vice President – Gerri Whiteman and Ken Smith
Secretary – Brenda Metheny; Treasurer – Linda Dolan; Directors – Russell Hawkins and Bob Hensler

Absent: Directors – Bob Richardson and Phil Zimmerman

APPROVAL OF AGENDA

Bob Hensler made a motion to approve the Agenda for tonight's meeting. The motion was seconded by Russell Hawkins; all in favor; motion carried.

SECRETARY'S REPORT

Brenda Metheny reported that she posted the List of Policies for the HOA on the bulletin board in library. She will also post the Rules of Order for the Activities.

APPROVAL OF MINUTES OF THE LAST MEETING

Gerri Whiteman made a motion to accept the Secretary's Report; seconded by Linda Dolan; all in favor; motion carried.

TREASURER'S REPORT

Linda Dolan reported that for the month of **September** there was a beginning balance of 37,613.32, total income of \$950.83, total expenses of \$1,231.85, with the ending cash balance of \$37,332.30.

Linda also reported for the months of **June, July and August** due to the BOD not meeting through the summer months.

For the month of **June** there was a beginning balance of \$38,921.51, total receipts of \$527.38, total disbursements of \$1,076.73 with the ending cash balance of \$38,372.16.

For the month of **July** there was a beginning balance of \$38,372.16, total receipts of \$115.45, total disbursements of \$537.05 with the ending cash balance of \$37,950.56.

For the month of **August** there was a beginning balance of \$37,950.56, total receipts of \$585.61, total disbursements of \$922.85, with the ending cash balance of \$37,613.32.

There are currently 210 HOA Members.

APPROVAL OF TREASURER'S REPORT

Gerri Whiteman made a motion to accept the Treasurer's Report for the months of June, July and August; seconded by Bob Hensler; all in favor; motion carried.

Gerri Whiteman made a motion to accept the Treasurer's Report for the month of September, seconded by Bob Hensler; all in favor; motion carried.

PRESIDENT'S REPORT

List of Expenditures - JoAnn reported that the Board received a request from the Activities Committee to approve dollar amounts for expenditures to be handed out at the November HOA meeting. The first request is for \$2,500.00 for the New Year's Eve party in which \$900.00 of this will be used for food. The next request is for \$1,200.00 for January's 2014 entertainment which will be for a Vocalist Impressionist that Entertainment Unlimited will be providing. Then last is \$750.00 for March which is for a couple who do Singing and Entertaining. These requested amounts are all over the \$600.00 maximum and therefore has to be presented to the HOA for approval. JoAnn then asked the Board for approval to present these request at the November HOA meeting.

Bob Hensler made a motion for the approval; seconded by Linda Dolan; all in favor; motion carried.

Travel Regulations – JoAnn stated that the information she is about to present is for a FYI. She reported that she went to a travel meeting with a company who is now handling our travel. This company was notified by three different parks, (one in Southern Lakeland and 2 in Northern Lakeland) that they were visited by who she thought to be a State Tax group of individuals. These parks were providing travel and not having a license to do so. JoAnn looked up the regulation and the law is; any time you accept payment for travel, even if it is in your own car, you can be held liable and could be fined up to \$5,000. JoAnn then stated that **any** travel that goes through our park needs to be handled by a licensed travel agency or bus service so that we will be operating under their licenses.

Candidate for Office – JoAnn expressed to the board that when we are seeking new candidates for office that it should be explained to them how important it is to attend several HOA meetings so that they will be familiar and realize exactly what their position will entitle. It was then discussed that there should be a job description for every position held in office and possibly even an orientation.

Bob Hensler then made a motion for the Nominating Committee to establish an Orientation Policy for new candidates coming into office. It was seconded by Linda Dolan; all in favor; motion carried.

Ad Booklet – JoAnn tabled this topic for the next BOD meeting.

Update on Home Show – Gerri reported that she has the letters and applications ready to be mailed out to 97 vendors. They will go out around the 19th of November. Bob Hensler brought up the idea of checking into getting a bulk rate for sending out mailings. Linda is going to check with the post office.

UNFINISHED BUSINESS

Job Descriptions – Russell stated that there should be a job description for every Committee Chairperson as well as every position held in office (which was discussed earlier under Candidate for Office). JoAnn asked Russell if he would work on putting these descriptions together along with the help of every board officer. The goal is to have these ready to present at our November board meeting.

Vacant Chairperson Positions – the following list of positions need to be filled; Website, Phone Book, Blood Bank, Automated Phone Tree, Web Advertising and Calendar (which has to be a board member).

COMMITTEE REPORTS

Activities – Everything seems to be going fine.

Blood Bank – Karen Champ has volunteered to take over as Chairperson.

Russell Hawkins made a motion that Karen Champ be the new Chairperson for the Blood Bank. It was seconded by Bob Hensler; all in favor; motion carried.

Communications – Bob Hensler reported that there is a possible candidate to fill the vacant website position and a possible candidate to fill the phone book position as well.

FMO, LIC – Russell reported that David Carr is the new president of District 1 and that the monthly meetings have been changed to the second Thursday of each month starting on November 14th. The meetings will be held from November through April.

The monthly meetings are going to try and address areas of concern that the HOA have in complying with FS 723. The topic for future meetings will be on Quorum's and how it applies to the HMO.

The FMO will be providing for the benefit of LPV homeowners, Jean Berken, a Polk County Coordinator from the SHINE organization. She will be speaking at the General Manager's meeting on Oct. 24th regarding health insurance needs. This will be the time for open enrollment and Jean will be available to answer any questions or concerns regarding the new Federal Health Care Law.

Russell stated that “**membership**” is the key to having an effective **FMO**. In fact FMO will be looking for a committee to work on membership this year. FMO is adding another membership level to the existing regular membership. This membership will cost \$35 and will give the holder many discounts to retailers. This will start on Oct. 1, 2013.

Management Relations – Nothing to report from Sherry. JoAnn did approach Sherry about locks being put on some of the cabinets in the clubhouse due to some theft. JoAnn also mentioned the security cameras which are still in the process. The roof over the mail boxes were also mentioned and are in the process as well as a second bocce ball court.

JoAnn also mentioned that Sherry would like for everyone to get the outside of their houses cleaned and their yards in order.

Membership – Linda will be working on HOA membership at the next meeting in November and possibly putting an announcement in the monthly Newsletter. The dues need to be paid by December 31st for the upcoming year.

Welcome – It was discussed at our last Board meeting about possibly giving new residents a year of free membership to the HOA. However, there would have to be a change made to the By-laws if this was put in effect.

Gerri made a motion to resend the idea of giving new residents a year of free membership to the HOA. It was seconded by Bob Hensler; all in favor; motion carried.

Brenda talked about the welcome packets that were being put together and the list of items that were being placed in them. The most important part of the packet is getting the **Resident Information Sheet** filled out and returned to her so that the information can be put into our data base. The newsletter should also be placed in the packets so that they will have a calendar with all of the activities and upcoming events.

New Business – Was already discussed earlier in the meeting.

COMMENTS FROM THE FLOOR

ANNOUNCEMENTS

Board of Directors Meeting	October 28, 2013	7 pm
Home Owners Association Meeting	November 4, 2013	7 pm
Board Workshop Meeting	November 14, 2013	6:30 pm

ADJOURNMENT

Ken asked for a motion to adjourn and Bob Hensler made the motion. It was seconded by Gerri Whiteman; all in favor; motion carried. The meeting adjourned at 8:05 pm.

Respectfully submitted,
Brenda Metheny, Secretary