

Pickett Downs Phase IV (PDPIV) Board Meeting Minutes

Meeting Date: 07.26.23

This regular meeting of the Board of Directors was hosted at 2781 Wassum Trail, Chuluota FL @ 7:00PM on 07.26.23. Proof of Notice was posted on the community bulletin board at the entrance of PDPIV 24 hours prior to the meeting and noted in the community newsletter sent on 06.30.23.

Meeting was called to order by Joe Sala (Vice President) at 7:00. In attendance was: Sandeep Wilkhu, Joe Sala, Chambliss Muffoletto, Gordon Hunt, and Greg Wheeler. Meeting adjourned at 8:08.

Minutes from the previous meeting were provided, reviewed and approved. Prior business was discussed to include: (A) the status of the one (1) lot with unpaid dues. Formal notification was sent with request for payment -outstanding balance was paid; the HOA will receive invoice for legal fees in support of recovering unpaid dues, expecting to receive in Aug; (B) confirmed newsletter was sent to all neighbors and Pickett Downs Phase IV (PDPIV) Neighbors Facebook Group was established.

Treasurer's Report was provided by Gordon Hunt. Account balance was reviewed and no outstanding invoices were identified / all vendors have been paid. Board approved the payment of any legal fees for due recovery to paid upon receipt of invoice in Aug.

New Business: (A) the Board agreed to not having a meeting in Aug due to conflicting calendars and proposed the next board meeting be held 09.12.23 location TBD. Notice will be posted on community board 48 hours in advance and posted on PDPIV Neighbors Group on FB; (B) notification to be sent to 3 owners that their drainage easement was not being properly maintained as per the Pickett Downs Unit IV Covenants and if not corrected the Board will maintain for them at their expense; (C) One (1) house sold and lake gate key was transferred to Daymon Lawrenson by Joe Sala; (D) Joe Sala suggested we change the size of the Pickett Downs Phase IV PO Box to save money, board agreed and Joe is to notify the post office of change. Joe Sala and Chambliss Muffoletto will have keys to new PO Box; (E) Greg Wheeler is going to commence road repair / improvement project by identify 3 companies that have the

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experience needed to successfully execute this project and develop a Statement of Work (SOW) for bids. Chambliss Muffoletto is going to review old HOA records to try and locate SOW for road repairs done years ago; (F) Board will be certifying in writing to the secretary of the association that he or she has read the association's declaration of covenants, articles of incorporation, bylaws, and current written rules and policies; that he or she will work to uphold such documents and policies to the best of his or her ability; and that he or she will faithfully discharge his or her fiduciary responsibility to the association's members per Florida statute 720.3033 prior to next board meeting. Chambliss Muffoletto will create a form for each to sign. (G) Discussed preparations for the PDPIV Association Annual owners meeting, tentatively scheduled for 11.18.23. At this meeting the board will be proposing a 10% increase to the 2024 dues, in the amount of \$39.9, making the total due 01.01.24 \$438.9. For this to take effect, the increase must obtain a majority vote of the entire membership on the association who are voting in person or by proxy at a meeting (per Pickett Downs Unit IV Homeowners Bi-Laws Article IV Section 2).

Actions:

1. Meeting notification posted on community board 48 hours prior to the next meeting scheduled for 09.14.23 - Chambliss Muffoletto
2. Letters sent to 3 owners as reminder to maintain their drainage easements per covenants - Chambliss Muffoletto
3. Send notification of PDPIV HOA address change via community board (Chambliss Muffoletto), PickettDownsPhaseIV.com (Stan Marko), and on PDPIV Neighbors FB Group (Chambliss Muffoletto)
4. Make payment for legal fees incurred for recovery of dues (Gordon Hunt)
5. Located old SOW used for bids for past repairs. (Chambliss Muffoletto)
6. Develop form for each board member to sign certifying they are following FL statute 720.3033. (Chambliss Muffoletto)

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7. Draft Presidents letter for PDPIV Annual Association meeting which needs to be mailed to all members at least 30 days prior to meeting (Sandeep Wilkhu)

North Lake Pickett Easement Association (NLPEA) updates: Review of lake access options completed. Will be putting in power for the gate and CCTV. Key cards will replace keys and can be disabled if not being used properly i.e leaving gate open. Timeline TBD.