

**Approved Minutes March 11, 2025 7:00 pm**

/ Indicates items that need action, follow up or are pending. ✓ completed ⊙ X No		
Order of Business	Notes	Action
✓ ANNOUNCEMENT:	This Board Meeting was recorded for accuracy of minutes. Recording will be deleted after minutes are approved.	
✓ <b>Call to Order</b>	Sarah Matthews, Senior CAM DA&A	Time: 7:04 pm
✓ <b>Roll Call:</b>	Nancy, Secretary	
✓ <b>In Attendance:</b>	✓ Eva Golec ⊙ Debbi Gray ✓ Jackie Moyd ✓ Nancy Norman present via phone	
✓ <b>Quorum Need: 3/4</b>	✓ Yes <input type="checkbox"/> No	<b>Present: 3/4</b>
✓ <b>Resignation from Board:</b>	Sarah read a letter of resignation from Debbi Gray, effective 3/11/25. Board accepted.	
✓ <b>Attendance Resident/Homeowner:</b>	✓ Karla Thrift, resident	
✓ <b>Attendance Management:</b>	✓ Sarah Matthews, Senior CAM ✓ Present <input type="checkbox"/> Zoom ✓ Not Scheduled	
✓ <b>Verify Notice of Meeting:</b>	Entrance, Sanora Webpage, Sanora Residents WhatsApp, Emailed 3/7/25	
✓ <b>Meeting Procedures</b>	Debbi Gray, Parliamentarian	<input type="checkbox"/> Read ✓ Waived Reading
	1. One person speaks at a time	
	2. To be recognized, please stand, wait to be acknowledged by the person leading.	
	3 State your name and your street	
	4. Direct all questions and comments to the leader	
	5. No cross talking	
	6. Keep questions and comments to 3 minutes or less.	
	7. No more than one question, until someone else has had an opportunity to question	
	8 Off topic questions will go in the BIN or tabled for a later discussion.	
	9. If you are disruptive, you will be asked to leave.	
✓ <b>Can we get an agreement to follow these procedures?</b>	✓ Yes <input type="checkbox"/> No	
✓ <b>Welcome Residents Present:</b>	✓ Karla Thrift	
✓ <b>Is there anyone in attendance that has signed up to speak on any item on the agenda? You have 3 minutes.</b>	No	
✓ <b>Minutes:</b> February 18, 2025 Board Meeting.	Nancy	<b>Motion #1:</b> approved February 18, 2025 Meeting minutes as presented.
✓ <b>Financial Reports:</b>	January 2025	<b>Motion #2:</b> Tabled the January 2025 Financials..
First Citizen Operating Account	Bank Balance as of 3/6/25	\$47,109.23
First Citizen Reserve Account	Bank Balance as of 3/4/25	\$20,593.29
Special Assessment Pool	How much has been collected? Designated funds accounting?	
Wells Fargo: Clubhouse Checking	Update 3/10/25	\$16,771.54
Clubhouse Wells Fargo Account	Escrowed Update 3/10/25	\$16,771.54 Bank Balance <u>\$ 10,125.65</u> Escrowed \$ 6,645.89 Available 3/10/25
✓ Wells Fargo - proposed new account	Savings account to hold/escrow Event Deposits	<b>Motion #3:</b> approved the President and Treasurer open a savings account at Wells Fargo.
Petty Cash: Total with receipts \$400	As of 3/10/25	\$332.71 cash on hand
Outstanding Invoices to be paid	None as of 3/10/25	

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<b>FPL Monthly Bill for Street Lights</b>	<b>Eva: Follow up</b> - 2/18/25 Eva reported she received a cost analysis from Chris Venoy, FPL, which she presented to the Board. Chris is reaching out to billing as the cost analysis was on the fiberglass poles originally installed and the light in the parking light. He will get back to Eva, when he hears more from billing. Nothing new to report.	
<b>Don Asher &amp; Associates</b>		
☉ Clubhouse Rental Agreement Legal Review	Question: Did previous attorney review the Clubhouse One Day Membership Agreement? Review of Invoices	Did not receive Invoices from attorney.
✓ Sunbiz	Filed 1/24/25, cleared 1/28/25	<b>Motion #4:</b> Approved the use of the debit card to pay Sunbiz registration, a budgeted item, 9080 Corp Annual Report
<b>Legal</b>		
✓ Shipwash Law Firm, PA		<b>Motion #5:</b> we retain Shipwash Law Firm, PA to handle specific legal issues as discussed at the closed legal board meeting, 2/25/25.
✓ Approval of Recommendations to move forward on legal issues.	All Phase Pool breach of contract	<b>Motion #5A:</b> authorized Shipwash law to issue a demand letter and review contract for \$275 -\$325 fee.
	Empire Management	<b>Motion #5B:</b> authorized Shipwash Law Firm to send a demand letter to Empire Management for unauthorized charges and refusal to turn over association records, \$275 -\$450 fee
	Landscape Independent Contractor	<b>Motion #5C:</b> authorized Shipwash Law Firm to reach out to the former landscaper and attorney with the associations demands
✓ Waiver for Volunteers		Waiver form is now available for all volunteers.
✓ Board Member Certification	Sarah noted that All Board members must take the new 4 hour required certification class.	Nancy completed the course as required. Certificate to be sent to management and posted
✓ Alan Schwartzsied, Esq. Kaye Bender Rembaum Attorneys at Law		Any cases for collections will be forwarded to Alan.
<b>Legal Issues</b>		
	All legal issues have been forwarded to Shipwash Legal Firm.	Update Sarah
<b>Legislative Updates</b>		
✓ Member participation at meetings Policy	Member Participation at Meetings Policy for Board Approval	<b>Motion #6:</b> approved the Member Participation in Meetings Policy.
✓ Director Code of Conduct	New policy, not legislative required	<b>Motion #7:</b> approved the Director Code of Conduct.
<b>/</b> Resolution for storage/deletion/ destruction of official records	No policy in Sanora documents. Can we find a copy of another HOA resolution that we can modify?	<b>Motion if needed:</b> we submit the information prepared by the Sanora Secretary, titled Sanora Homeowners Association, Inc. Official Records Policy, to our attorney to meet the requirements of Florida House Bill 1203, amending s720.303.

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<b>/</b>	<b>Records Inspection</b>	<b>No policy</b> in documents	Include with Official Records
<b>/</b>	<b>Policy on disability related requests</b>	<b>No policy</b> , Includes the policy and forms to be completed by the requestors 2.5 hours flat fee \$875 Alan.	<b>Motion if needed:</b> we request our attorney to develop a Disability Request Policy, to meet the requirement os Florida House Bill 1203, amending s720.303.
✓	<b>Policies governing collection of unpaid assessments</b>	Have a Collection Policy and Delinquency Resolution Recorded 3/30/23	Sarah will work with D&A accounting to update our current Collection Policy. Will be ready for the next meeting.
<b>/</b>	<b>Covenant Enforcement</b>	<b>Declaration of Covenants pages 8-9 20. Violations, Fines Fees and Suspensions</b>	<b>Motion if needed:</b> we authoirize our attorney to review and update Declaration of Covenants and Restrictions Compliance Policies to meet the requirements of Florida House Bill 1203, page 33, amending s. 720.303
✓	<b>Resolution for Hurricane Preparedness</b>	<b>Have a Hurricane Plan.</b> Need to be added to documents, deadline expired 5/28/2024	Vintem Resources: Disaster Preparedness Presentation, F.A.Q. Disaster Preparedness (CERT), Emergency Plan Template
✓	<b>COMMITTEES</b>		
	<b>BUDGET AND FINANCE COMMITTEE</b>		
<b>/</b>	Budget review for 2026	September 2025	No action required at this time
	<b>Safety</b>		
✓	Security System	All systems are up and functioning.	
✓	Neighborhood Watch	We will continue to post community safety to What's App and continue the Wednesday Emails.	Neighborhood Watch Signs were removed from Sanora.
<b>/</b>	CERT Training (Community Emergency Response Team)	Nancy	
<b>/</b>	No Parking Overnight sign at the Clubhouse parking lots.	Tabled	The board looked into a towing service, but now is not the time to implement. If we start having parking issues again, we will reconsider working with the local company.
<b>/</b>	No Parking Overnight - HL Hunt Dr	Tabled	Some parking during the day, but not over night.
	<b>FACILITIES AND GROUNDS COMMITTEE</b>		
<b>1</b>	<b>Grounds, Landscape, Front Island, Trees</b>		
✓	<b>Review of Current Vendor Contact</b>	Sarah	Maurice Lawn Service
✓	<b>Recommended Vendors to stop by property</b>	Sarah	Will have 3 bids for March 25, 2025 meetng
✓	<b>Facilities Maintenance Front Island</b>		No issues
✓	<b>Landscape Front Island</b>		No issues
<b>/</b>	<b>Drainage at front doors</b>	Solutions to water draining at entrance to the clubhouse.	Called Jerrson, who installed drain spouts. No follow up from Jerrson.
<b>/</b>	<b>Pool Deck Remove planters and fill in with concrete</b>	Planter near tables	Austin Short has volunteered when we are ready. <b>March</b>
<b>/</b>	<b>Landscape Pool Deck</b>	Evai	<b>To be completed in March</b>

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<p><b>Action</b></p>			
<b>/</b>	Landscape In Front of Clubhouse	Eva	Wait until Clubhouse is painted. <b>Debbi followed up on the free mulch for front flower beds. It was a donation of \$20.</b>
<b>/</b>	<b>Tree Maintenance: 2 Palms- Front, 11 Palms in the pool area, 10 crept myrtles</b>	March select a company from those previously submitting bids. <b>Request potential companies from Sarah.</b>	<b>March project based on finances.</b> 2/23/25 Karla had access to a lift through her family. Austin Short, volunteered and trimmed 6 palms that could safely be accessed. Assisted by Karla Thrift, Rick and Debbi Gray.
	<b>Black Lights Removal Options</b>	<input type="checkbox"/> Advertise for sale <input type="checkbox"/> Remove - Who? <input type="checkbox"/> Sell for metal <input type="checkbox"/> Junk and give away	<b>Report: Eva will take on this project.</b> She will call Chris Venoy, FPL to see about removing them.
<b>2</b>	<b>Facilities Maintenance Repairs Priorities</b>		
<b>A</b>	<b>Pump House Repairs</b>		
<b>/</b>	Replace Double Doors	To be scheduled when funds are available	
<b>/</b>	Replace Chemical Room Door		
<b>B</b>	<b>Pool Maintenance</b>		
<b>/</b>	Pool Bids	Sarah, pool companies for bids.	Blue Science Pools contract being reviewed and vetted by Sarah.
<b>/</b>	Blue Science Pools Quote dated 1/20/25,	Updated contract received 2/4/25	Blue Science Pools contract has been sent to Sarah for review and vetting. Sarah has not be able to find any local HOAs using this company. Eva gave her the name of the local company where she saw their work.
<b>✓</b>	Seminole Pool Supply	Weekly maintenance: Monday, Wednesday and Friday	Per request of the board, reports will no longer be sent to Board Members.
<b>C</b>	<b>Pool Bath house Repairs &amp; Renovation</b>		
<b>/</b>	Replace windows men's women's and pumphouse	To be scheduled when funds are available	
<b>D</b>	<b>Pool Deck Maintenance</b>		
	Pool Deck Cleaning Weekly	Blow off Deck, and Spray with Water	Karla Volunteers welcomed
	Swartz Home Renovations, LLC	2 year warranty on the deck	<b>Expires May 24, 2026</b>
	<b>Pool Deck Paint peeling</b>	2/3/25 Called David and sent pictures.	
<b>E</b>	<b>Clubhouse Maintenance</b>		
<b>/</b>	<b>Front Doors</b>	Seal at the bottom - water came in	Hurricane Milton
<b>/</b>	<b>Chimney Cover blown off Hurricane Milton</b>	Chimney Fix - 267.633.8347 Quote	Looking for additional options
<b>/</b>	Paint Clubhouse Outside	See <b>F</b> below	2025 Project
<b>/</b>	Paint doors inside the clubhouse	Paint purchased	Volunteers?
<b>/</b>	Double doors framing on the outside	Needs to be reframed	
<b>/</b>	Strip and wax the main room, kitchen and hall way floors	Recommended by Vivette. Used to do it every 6 months, not done last year	Ready to take bids.

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<b>F</b>	<b>Pressure Wash and Paint Clubhouse and Perimeter Wall</b>		
<b>/</b>	<b>TABLED until funds are available. Priority #1: Brought back to agenda 1/21/25</b>		
Juan Painting and Pressure Washing	<del>\$1,605.00</del> <b>\$1,391.00</b>	Front and back of front wall, Pressue wash of both	
$\$1,391.00 + \$2,947.86 = \$4,338.86 / 2 = \$2,169.43$ <b>Deposit to start</b> <b>\$2,169.43 Final payment at completion</b>	<del>\$3,403.00</del> <b>\$2,947.86</b>	Painting Clubhouse, Body, Windows and Doors (not needed) Includes pressure washing of body of clubhouse, weather proofing (caulking, checking of any croack on stucco) applying conditioner, painting of	
Juan Painting and Pressure Washing	<b>\$1,300.00</b>	Bid for the pool inside back wall Paint? 4-5 gallons	
Need to purchase paint	Aleuthan 8 front/back of front wall 4 back wall, clubhouse 10 gallons = 22	Mega Blue 2 gallons \$81.30 Aleuthian 22 gallons \$851.48	Total
<b>G</b>	<b>Front Entrance pressure wash, repair walls, paint</b>		
<b>/</b>	<b>TABLED until funds are available. Brought back to agenda 1/21/25</b>		
	See bid comparisons and bids for details from previous agenda		
Roberto Dueno Cleaned with Pool Chlorine, this can be repeated until we can paint.	Cost: \$21.30 for 2.5 gallons of chlorine and a reusable chlorine bottle	Clean entrance walls, island walls, front sign, Clubhouse front walls, windows, and sign.	
<b>H</b>	<b>Recreaton</b>		
✓ <b>Water Aerobics</b>	Kitra Weaver, Certified Instructor	2/21/25 Email to board - proposal, requested Certification, insurance, copy of waiver.	
<b>/</b> <b>Tennis Courts</b>	Received 2 Bids from Varsity Courts. We could have 6 or 8 courts after resurfacng 2 tennis courts. Winter Springs received a grant for \$500,000 and has 14 courts. Kellye Pollard, Certified Pickle Ball Instructor, looking into grants. Bids are only for applying for grants. <b>Sarah will look for information on grants.</b>	People playing tennis on right court <b>Suggestion: Convert to Pickleball Courts</b>	
<b>/</b> <b>Play Ground</b>	<b>Look for grants</b>		
<b>/</b> <b>Field to left of playground</b>	Volleyball and soccer goals on field	Watching Facebook Marketplace	
<b>VIOLATIONS REVIEW COMMITTEE</b>			
<b>/</b>	No action needed at this time.		
<b>/</b> Violations Review Committee: For homeowner to appeal a fine.	President appoints 3 homeowners to serve on the committee, as needed	Declaration of Covenants and Restrictions Compliance Policies	
<b>/</b> Designated Board Member	Declaration of Covenants page II, III	Debbi Gray was appoint the designated Board member.	
<b>GOVERNING DOCUMENTS REVIEW COMMITTEE</b>			
Appoint Committee	Appoint April 8th meeting	4 Board Members 3 homeowners <b>Looking for homeowners who would like to serve on this committee.</b>	
<b>/</b> Documents Review Committee:	Committee Appointed by President, board and homeowners, odd number	Previous committee had 7 members	
<b>/</b> Revision recommendations from 2022 Documents Review Committee : Nancy Norman, Chair	Process was completed. Next step : Review in December and set up a time for homeowners to approve in 2022.	Left over from 2022. 2023 Board did not review.	
<b>/</b> 2024 recommendations	New homeowner initial membership fee to be the same as the annual	Amend the rule that the homeowner must be present when guests are at	
<b>/</b> Review the process to amend the documents	Articles of Incorporation: page 4, Article XI. Amending the Articles of Incorporation	Declaration of Covenants or Restrictions page 10 24. Quorum for Amendments same as Articles of Incorporation.	

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<b>NOMINATIONS COMMITTEE</b>		
/ Appoint October 7, 2025 (30 days)	No action needed now	
<b>ASSOCIATE MEMBERSHIP COMMITTEE</b>		
✓ Marketing Ideas	Eva will report back at the 3.25.25 meeting	
✓ Pool Associate Memberships and Keys <b>Begin sending out invoices the month prior to renewals.</b>	2024-2025 memberships renewals: 3 April, 4 May, 1 June, 2 July, 1 August total 11 memberships.	Total 11 memberships: \$4950. 2023-2024 7 memberships 2024-2025 11 memberships
<b>MARKETING AND SOCIAL MEDIA COMMITTEE</b>		
✓ Web page, Social media	Karla Thrift	<a href="http://www.sanorasanfordfl.com">www.sanorasanfordfl.com</a>
<b>EVENTS COMMITTEE</b>		
✓ Community Garage Sale	Jackie	Date: April 12th and October 11th Next Steps: Action Plan Post on What's App, Webpage, signage
✓ Water Aerobics	Nancy	May - October 2025 Pending
/ Business Showcase for Resident Businesses recommended Companies	Karla	Date: 2025
<b>PLANNING AHEAD</b>		
✓ Annual Dues \$625	Due March 1, 2025	Past Due March 31, 2025
/ Pool Special Assessment \$81.49	Due November 1, 2025	Past Due November 30, 2024
/ Nominations Committee Appointment	Tuesday: October 14, 2025 (30 days)	
/ Annual Meeting	Tuesday: Nov 18, 2025 7:00 pm	Date updated
/ Board Elections	Tuesday Nov 18, 2025 7:00 pm	
/ Budget Approval	Tuesday Nov 18, 2025 7:00 pm	
<b>Calendar</b>		
✓ Next Board Meeting	March 25, 2025	
OPEN DISCUSSION	Board, Homeowners, Residents	No discussion
<b>New Business</b>		
✓ None		
✓ Adjourn	Eva	Time: 9:00 pm

Minutes approved at the March 25, 2025 Board meeting.



Nancy L Norman, Sanora Secretary