

Willow Lake HOA Annual Home Owners Association Meeting Minutes

February 6, 2025

West Lake County Club

Mr. Carrigan, president, introduced Tripp Nanney, president of Jones Creek Homeowners Association. Mr. Nanney discussed hurricane debris cleanup progress and said more rounds of cleanup are forthcoming but timing is unknown. He also gave an update on the golf course. Andrew Brooks, manager of the restoration of the course has indicated cleanup of hurricane damage and improvements to the course are ongoing. The course is estimated to open for business in October 2025. The dam rebuild and Willow Lake dredging will begin in the next few weeks. Andrew also asked the neighbors to not drive carts or ride bikes on the course because there are several unsafe areas and costly damage could be caused to the greens and fairways. It is however safe to walk on. Total pool restoration has been put on hold due to the hurricane, but clean up is underway and the pool is expected to be opened on time this spring. Tennis courts have been mostly resurfaced with some final touch ups to be done in the spring. There was also discussion of poor postal service, neighbors not cleaning up after their pets and dogs without leashes. After his remarks Mr. Nanney left the meeting.

A Quorum was found to be in attendance.

Mr. Carrigan then reviewed the 2024 year-end Balance Sheet, Profit and Loss Statement and Profit and Loss budget to actual results. The balance sheet shows a strong cash position with sufficient reserves to cover current and future expenses. The Association is also building reserves for unforeseen issues and the eventual repaving of Association owned roads and maintenance of the storm drains. The Profit and Loss Statement for 2024 showed a surplus of income over expenses. Most expenses accounts were on or below budget except for monies paid for tree and brush removal related to the hurricane which totaled \$10,653. He then discussed the 2025 budget which did not include dues increase. The budget shows positive income despite increases in expenses such as landscaping, insurance and utilities.

There was a general discussion regarding options for lawncare service, cost to maintain the gate, the future financial obligations related to maintenance and repairs to the Associations roads and storm drains, general lack of attendance at the Annual Meetings and dues not being paid on time. Delinquent dues payments could cause additional fees and a lien being placed on homeowners' property.

Mr. Carrigan acknowledged the resignation of Jonathan Crawford and thanked him for the many years of service to the board.

The meeting was adjourned at approximately 7:40pm

Respectfully submitted, Michael Carrigan, president.

Willow Lake HOA

Board Position Responsibilities

President – Act as Chief Executive Officer of the Association and shall organize and preside at all meetings of the members and board of directors. Sets agenda and prepare all necessary documents and assures follow-up to pending matters. In addition to the bylaw responsibilities, the president will in the absence of the Secretary record and report minutes of board meetings. Also is a member of the Architectural Committee.

Vice President – In the absence or disability of the president, will perform duties and exercise powers of the president. In addition to the bylaw duties, the VP will be the backup for gate operations and work with the grounds chairperson in matters related to homeowner compliance to landscape covenants. The VP shall also serve on the Architectural Committee and shall be assigned additional duties and tasks as needed.

Secretary – The Secretary shall attend all meetings of members and the board of directors and shall record the proceedings of such meetings and other duties as outlined in the bylaws. The Secretary is responsible for operation and maintenance of the entrance gate and camera. Secretary also serves on the Architectural Committee and monitors parking compliance.

Treasurer - The Treasurer will have the custody of the corporate funds and keep full and accurate accounts of receipts and disbursements in books belonging to the Association. In addition, to the bylaw responsibilities, the Treasurer will collect all dues from members, apply late fees when applicable and lien property according to policies approved by the board.

Website/Tech – Board member will be the primary administrator of the Association website, assuring it is operational and all information including meeting minutes, policies and important information of the neighborhood is posted on a timely basis. The board member will also assist the Secretary in regards to Technical issues related to the camera.

Grounds – Board member oversees and manages the activities of the contracted lawn maintenance service. Board member also fields questions, comments and complaints of homeowners. Also, assists in covenant compliance related to lawn and yard maintenance.

Covenants/Architectural Control – Board member monitors homeowner compliance of Covenants and is Chairperson of Architectural Committee. Board member also monitors parking compliance and is responsible for neighborhood signage.
