

## **FRANCIS #2 MOBILE PARK INC. BOARD MEETING MINUTES**

**December 8, 2025**

President Susan Wilson called the meeting to order at 7PM.

Roll Call: Susan Wilson, Deb Anderson, Cliff Bowling, Susan Cowell, Hershel Couch, Kirk Schlappich, Joe Caridi via Facetime present. John Rausch and Bill Spiess absent.

The Secretary read the Minutes of November 10, 2025. Susan Cowell moved they be accepted as read. Cliff Bowling seconded the motion. Susan Wilson, Deb Anderson, Kirk Schlappich, Joseph Caridi, Hershel Couch, Cliff Bowling and Susan Cowell, yes. Motion carried. Filed as read.

Treasurer Judy Bowling gave the monthly report. Report filed for audit. The proposed budget for 2026 was presented to the Board and asked to be put on the ballot for February 16, 2026 voting. Susan Wilson made a motion to have proposed 2026 budget put on the ballot. Cliff Bowling seconded it. Susan Wilson, Deb Anderson, Cliff Bowling, Susan Cowell, Hershel Couch, Kirk Schlappich, Joe Caridi via Facetime, yes. Motion carried.

Correspondence was handed to the Secretary from the Finance Committee called a Capitol Contribution Fee Proposal to be read and to ask if it could be put on the ballot for February 16, 2026. Susan Wilson moved to make a motion to have it put on the ballot. Kirk Schlappich seconded it. Susan Wilson, Deb Anderson, Cliff Bowling, Susan Cowell, Hershel Couch, Kirk Schlappich, Joe Caridi via Facetime, yes. Motion carried.

### **Committee Reports**

Poker and card games are going well. Bingo started this past week with about 30 to 40 attendees so far. The Yard of the Month will begin in January. Shuffleboard started and is using 3 to 4 courts. Bocce, Quilting, Welcome Committee and Hobby Club will start as more residents return. Line Dancing has started on Tuesdays. Cornhole is doing well on Saturdays. The Welcome Committee is starting up after the holidays by Tena Sandner. Marigrace, Judy and Joan will help in the summer months. The pool is doing well, the electrical job is complete, Redwire was addressed and a resolution for the gate determined.

### **Old Business**

Cliff Bowling reported that there was an issue on the measurement of the clubhouse front door, but it is being addressed and fixed by a contractor, who will update Cliff on the starting date in February of 2026.

The Board presented the insurance that Bill Spiess had worked on with Boyd Insurance and Mr. Fletcher from Edward Lamb & Assoc. Edward Lamb & Assoc. came in at \$12,753.10 + \$3,075.85 D & O = \$15,528.19 and Boyd came in at \$11,278.80 + \$ 3,075.85 = \$14,354.65; a cost savings of \$1,473.54 by going with Boyd for both policies. Susan Wilson moved to make a motion to accept Boyd insurance as our carrier. Cliff Bowling seconded it. Susan Wilson, Deb Anderson, Cliff Bowling, Susan Cowell, Hershel Couch, Kirk Schlappich, Joe Caridi via Facetime, yes. Motion carried.

Susan Wilson made a motion to accept the bid from Superior Quality Seamless Gutters for \$400.00 and Deb Anderson seconded it. Susan Wilson, Deb Anderson, Cliff Bowling, Susan Cowell, Hershel Couch, Kirk Schlappich, Joe Caridi via Facetime, yes. Motion carried.

Kirk Schlappich reminded residents that bids are being accepted for the generator, need to be put in a sealed envelope and turned into the office. All bids will be opened and discussed at the February 2<sup>nd</sup> Workshop.

Susan Wilson made a motion to make a Resolution to the Second Amendment to the Fourth Restated Declaration of Covenants and Restrictions for Francis #2 Mobile Park, Inc., Article VI, Paragraph G. PETS and adopt Highlands County Chapter 4, Sec. 4.5-22. - Use of collar and leash required:

All dogs, when on or about the public streets, rights-of-way or other public places shall be on a collar and leash, under the direct care, custody, control and supervision of a person who has sufficient maturity and strength to care for, control and manage the dog. All dogs, when in, or about the private property of any person or persons other than that of the person who owns, harbors, maintains or keeps the dog, shall be under the direct care, custody, control and supervision of a person who has sufficient maturity and strength to care for, control and manage the dog, and shall also be on a collar and leash, unless the owner of the private property otherwise permits. Any dog found in violation of this section may be impounded and, if impounded, shall be held for at least five calendar days, including the day of impoundment, during which time the owner shall be notified of the impoundment, if possible, and the animal shall be available for the owner to redeem. If the fifth calendar day of impoundment is a day on which the Animal Services Department is not open, then the next calendar day in which the Animal Services Department is open shall be counted as the fifth day.

Cliff Bowling seconded it. Susan Wilson, Cliff Bowling, Deb Anderson, Susan Cowell, Hershel Couch, Kirk Schlappich, Joe Caridi via Facetime, yes. Motion carried.

### **New Business**

Kirk Schlappich discussed that we will be considering motion sensor lights for the bathrooms and hallway in the clubhouse.

Susan Cowell delivered the document that was prepared by Deb Spiess of all the information on the lawsuit with Joe Demske and gave a copy to all the Board members.

Discussion of the proposal to be on the ballot for Feb 16, 2026 to cap spending at \$5,000.00, unless approved by residents for non-emergency expenses. Susan Wilson made a motion to have the proposal on the ballot. No second motion was made. Motion denied.

Pauline Opdecam presented a review of all voting procedures and reminder of date deadlines of the voting process. She also addressed voting concerns from last year. Please see attached sheet of the current Board Meeting Minutes.

Deb Anderson has volunteered to be head of our Annual Yard sale. She mentioned that lots of volunteers will be needed. There will be committee meetings for organization and signup sheets will be posted soon.

Cliff Bowling updated that Roy York has designed a new sign with flower boxes constructed and will replace old signs near the office.

Board discussion for Susan in the office to receive a Christmas bonus of \$400. Susan Wilson made a motion and Hershel Couch seconded it. Susan Wilson, Deb Anderson, Cliff Bowling, Susan Cowell, Hershel Couch, Joe Caridi via Facetime, yes. Kirk Schlappich, no. Motion carried.

Bill Spiess had mentioned at the Workshop to compile a list of willing volunteers for any projects in the Park, along with all social activities including setup and cleanup. Please see a Board member or Activities Committee member to volunteer and any questions you may have. We can't do it without your help and Francis #2 will continue to strive as we did this year in winning the Best Mobile Home Park in Sebring for 2025 by BusinessRate.

Cliff Bowling motioned to have the meeting adjourned. Susan Wilson seconded it. The meeting adjourned.

Respectfully submitted,

  
Marigrace Pregler



Dec. 8/25

The following information is just a review or reminder of voting procedures and to address a few concerns regarding last years election.

1. Any resident who would like to run for the board must submit a resume to Susan in the office by January 2, 2026.
2. Absentee ballot upon request available in the office 30 days prior to vote day Feb. 16, 2026. (after Jan. 16/26.)
3. Any lot owner can run for the board so don't be shy.
4. Voting card is required to receive a ballot. The name and address on the card must match the name and address on the voting list.
5. If you cannot locate this card you can see Susan in the office and she will give you a replacement card.
6. A spoiled ballot – if you circle or mark more than the required limit of votes. Three candidates will complete their terms and three new openings on the board open up. So maximum votes up to three are allowed.
7. If you make a mistake and want to change that vote – come back to the table and ask for another ballot. That ballot will be voided and placed in a folder marked “Voided Ballots” and you will receive a 2<sup>nd</sup> ballot. This will happen one time only.
8. Volunteers who work on election day at the ballot table are given a post which consists of 3 positions – Rose and Paradise Path, Las Vegas Blvd. and San Francisco Ln and Desoto Road.
9. Every deeded lot is allowed 2 votes.
10. Pencils are recommended because pen ink can smear especially when the ballot is folded and if it does smear on to another candidate's name – that ballot is voided.
11. Family members of a candidate cannot be assigned to work as a volunteer on election day.
12. In the club house on voting day the area is to be welcoming but

not a place to gather and socialize. So you are to come in – vote – and then leave. No group gathering.

13. There will be no signatures on a ballot.

And finally at the end of the work shop last Monday it was mentioned about other parks with different procedures and what they did. Well honestly I don't care about other parks and their procedures all I care about is this park Francis 2 and as I was voted Chairperson of the Voting Committee I will follow the guidelines to the best of my ability and will continue to make this voting day run smoothly as possible.

## **Capital Contribution Fee**

As the Francis II Mobile Home Park continues to age the amenities such as the pool, clubhouse and the pool cannot be covered with the yearly dues. Large capital expenditures will be needed for replacement or repair an example is the pool repairs that occurred 2024. There needs to be monies in a reserve or contingency fund to cover these costs. If the planning is not done and money is not saved a charge or special assessment to the community may be necessary.

This fund can only be used for large repairs or replacement of existing amenities.

### **What is a Capital Contribution Fee?**

A one-time charge that is charged to the buyer of a resale property. This fee would apply only to those buyers that do not own a current deeded property at Francis II Mobile Home Park.

A one-time \$500 would be charged at the time of the purchase of the Land/Mobile Home.

The funds can only be deposited into the reserve or contingency fund.

### **Reasons for establishment of a Reserve Fund:**

- A Reserve fund would show fiduciary responsibility
- A Reserve fund provides for the replacement of major items
- A Reserve fund minimizes and possibly negates the need for a special assessment.
- A Reserve fund may help avoid yearly HOA due increases above \$5.00

### **Examples of items that could be paid using the reserve funds:**

- New air handlers for the clubhouse
- Additional future major repairs of the pool
- Replacement of pool heater
- Reseal/resurface roads

Spending decisions and use of the funds will be reviewed as part of the annual budget. Large capital expenditures are part of the annual budget to be reviewed and approved by board majority.

## **Definitions**

**HOA Dues** the annual assessment that covers the cost of operations such as salaries, maintenance, utilities insurance, etc.

**Capital Contribution Fee** A fee, to be paid by the buyer, without an already deeded property, equal to the amount of the current yearly HOA dues in place at the time of the purchase.

**Reserve Fund** The fund established and maintained by the community to cover the cost of repair and replacement of the existing streets, amenities and buildings owned by the HOA.