

**Lakes of Deer Creek**  
**Condominium Association**  
**Board of Directors Meeting Minutes**  
**Tuesday September 5th, 2023**  
**6:30 pm in the Clubhouse**

**Agenda**

**Pledge of Allegiance**

- 1) Call to order – Ron at 6:35pm
- 2) Roll Call – Ron Tetreault, Phil Emerman, Michael Lagan, Ellen Sanborn, Michael Lotwich : Representing Benchmark – Kristi Miller
- 3) Approval and Reading of Minutes – Michael motion to waive the reading of the previous month’s minutes and approve, Ellen Second the motion, all approve. Motion passed.
- 4) President’s report
  - a. Maintenance vacancy – Board would like maintenance person Monday – Friday to work four hours on Mondays, Wednesdays, Fridays, and two hours on Tuesdays and Thursdays for a total of 16 hours a week for \$350.00 per week. Ron to send maintenance expectations to Benchmark for proposals
  - b. Assessment – see treasures report
  - c. Additional Camera for the pool – discussion tabled
- 5) Vice President’s report
  - a. Pressure washing the pool deck – completed by Diamond Brite for \$1500.00
  - b. Tree removal – Board is in the process of getting proposals, owner Jim Rourke also asked about tree at 608 Edgewater
  - c. Trimming of palms and hardwood trees – Board is in process of getting proposals
  - d. Pressure Cleaning Roofs – estimates range from \$185.00 - \$325.00 per roof, discussion tabled
  - e. Investment of Reserves to Morgan Stanley Account – Board is waiting for information from Victory Accounting regarding setting up an account with Morgan Stanley
  - f. Credit Card for small expenses – Treasurer and President working with Victory Accounting for Credit Card application
  - g. Maintenance Person Replacement – Phil motion to hire a maintenance person who would work 20 hours per week for

Board Members

President - Ron  
Tetreault

Vice President - Phil  
Emerman

Treasurer – Michael  
Lagan

Secretary - Ellen  
Sanborn

Director – Michael  
Lotwich

Property  
Management  
Benchmark

\$350.00 per week. Ellen second the motion, all approve. Motion passed.

6) Treasurer report

- a. Currently over budget \$50000/\$60000 by year end – a raise in monthly fees or special assessment needs to happen to cover expenses through year end
- b. Need \$70 monthly HOA payment monthly to cover insurance increase. – Mike Lagan motion to increase all owners' monthly maintenance fee by \$70.00 per month for 3 months to cover the insurance increase. Ron second the motion. Ellen and Phil vote yes, Michael Lotwich abstain. Board to seek clarification from attorney regarding legality before proceeding.
- c. Interest rate 3% should be over 5% - Board is waiting for information from Victory Accounting regarding setting up an account with Morgan Stanley
- d. Water bills running high – board attempting to find the cause of the rising water bills

7) Secretary's report

- a. Pool & Clubhouse Card Fobs update – management ordered new cards/fobs, but they not arrived
- b. Reminder when selling or leasing to turn over keys/fobs – reminded owners to turn over all keys/fobs when selling or leasing

8) Director's report

- a. Work Order updates – 620 Edgewater work order completed
- b. Sidewalks – landscaper to look at Paul Perone's sidewalk to see what can be done – board to determine if this work order is association or owner responsibility
- c. Pressure cleaning roofs – discussion tabled
- d. Veteran's plumbing -Outdoor bib/valve at 620 Edgewater repaired

9) Owner Discussion – all owners' concerns and questions were addressed including raccoon at 636 Edgewater; owner of 642 Lake Pointe North Lane would like sod where large tree was removed

10) Adjourn – Ellen motion to adjourn at 7:40pm, all approve.