

# MINUTES OF ANNUAL MEETING & BOARD ORGANIZATION MEETING THE ARBOR LAKES PROPERTY OWNER' ASSOCIATION

MONDAY, JANUARY 20, 2025, 6:30 PM

President Ray Kowalski called the meeting to order at 6:30 pm. Quorum was met with 87 properties represented by proxy and 62 residents in attendance.

R. Kowalski discussed the importance of establishing and maintaining a Board of Directors each year. Two volunteers for two open positions this year, there was no need for a ballot election. Peter Grogan, Madonna Patton, and Suzy Collin are welcomed to their new respective roles as Recreation Director, Secretary, and Clubhouse Director respectively.

R. Kowalski discussed the new community website. He made mention of a special thanks to Rodney Chisolm, web administrator, for his vision and dedication to the Board and the Community. Rodney helps to produce the meeting presentations and assists the Board with the technicalities thereof.

R. Kowalski thanked the Board of Directors for their carrying out their duties, serving as a team with a shared vision and desire to serve the community. He noted that it has been a pleasure to serve with them, and he is looking forward to continued transparency in 2025. Thank you to L. Albrecht and S. Dunham for doing a great job managing the Clubhouse and Recreation Facilities in 2024. Thank you also to D. Cerney for working on our Policies & Procedures. D. Cerney continues to be a valuable resource for advice and counsel. A gigantic thank you to all our volunteers, they are the backbone of the Arbor Lakes Community. Last but not least a special thanks to Team Sunshine. Thank you for the wonderful events and donations this year, you've fostered a great community vibe in Arbor Lakes.

K. Groff and K. Chisolm presented a summary for Team SunShine.

The following Directors gave their Annual Reports to the Community (all attached)

Thomas Skehan – ARC Director  
Linda Albrecht – Clubhouse/Villa Director  
Stephen Wrinkle – VP/Treasurer  
TJ Groff – Grounds Commander  
Stephanie Dunham – Recreation Director  
Suzy Collin – Secretary & Welcome Committee

No questions or comments were submitted by the property owners beforehand, but at the meeting one resident made a comment about a trailer and a boat in the community. It was noted that the trailer was the painting contractor in the Villas and a notice has been issued regarding the boat. Feral cat concerns were also discussed. A homeowner inquired about the Cmnty Gates open for garage sales. This is not permitted per governing documents, the request has been previously reviewed and denied.

Verification of Quorum – confirmed as noted above.

Draft minutes from the 2024 Annual Members meeting were reviewed and unanimously approved.

L. Gahr of Vine Management, introduced a new Sr. Cam for Arbor Lakes, Ron Brown. Ron will be working closely with Laurie during this transition. L. Gahr restated that the volunteer support in this community is exemplary making the Arbor Lakes Community a pleasure to work with.

Meeting adjourned at 7:40pm.

Respectfully submitted,  
Laurie Gahr, Vine Management

## **BOARD ORGANIZATION MEETING**

R. Kowalski called the meeting to order at 7:44pm

After some discussion the following motions for office were made:

TJ Groff motioned for R. Kowalski to remain as Board President, S. Wrinkle second, all in favor so moved.

R. Kowalski motioned for S. Wrinkle to remain as VP/Treasurer, TJ Groff second, all in favor so moved.

R. Kowalski motioned for M. Patton to serve as Board Secretary, S. Wrinkle second, all in favor so moved.

Again, thank you P. Grogan and M. Patton for joining our Board!

No further business the meeting adjourned at 7:50pm.

Respectfully submitted,  
Laurie Gahr, Vine Management

## President's 2025 annual Board meeting message

4th year without an election for HOA Board seats. Arbor Lakes has been relying on appointing Directors, often at the last moment or during the year.

Explained the importance of maintaining a 7 member Board. Also noted that AL can operate with a minimum Board of 3 members. They would be a President, VP/Treasurer and Secretary. It would be difficult to operate with 3-member Board. AL could be in the position of a receivership in the future. Maintenance decisions could be delayed and have higher costs, possible higher assessment fees and lower home values.

Talked about what content is on AL website and its many benefits. Also told membership about new Florida legislation HB-1023 pertaining to a HOA to have their own website on 1/1/2026 and what content requirements are needed.

Talked about 3 major goals after becoming President. They are transparency, fiduciary responsibility and sense of community. What the Board was looking at as maintenance and refreshing projects in 2025.

Thanked many residents for helping himself and Board in 2024. They are Rodney Chisholm, Dan Cerney, outgoing Directors Linda Albrecht and Stephine Dunham for their service. A gigantic thank you to all of AL volunteers, they are backbone of Arbor Lakes. Also thanked Team Sunshine. Karrie Groff, Katie Chisholm and their support crew.

Closed with quote: "Remember we don't know what our future holds, but our decisions throughout the year can determine if they will be joyful or difficult"

## Vice President/ Treasurer annual meeting message

Finance and Treasury review:

Reserve cash balance increased by \$156,692

Operating cash balance decreased by \$6,724

Total cash balance increased by \$149,968

Assessment income increased by \$60,290

Interest income increased by \$18,371

Other income increase \$5,090 Total income increase of \$83,751

Expenses net Reserves increased by \$27,475 (4%)

Reserve expenses increased by \$173,614

2024 Budget - \$877,760 Actual Budget \$977,468

# Year End Team Sunshine Review

Speaking of the past year, we'd like to provide a year in review today:

## Events

- ✓ Sept 11<sup>th</sup>, A Day of Remembrance
- ✓ Poker Run
- ✓ Trivia Night
- ✓ Porch Party
- ✓ Outside Bedrock concert
- ✓ Annie Oakley Dinner Theatre
- ✓ Lady K outdoor concert
- ✓ Tree Lighting
- ✓ Cookies by the Pound
- ✓ New Year's Party
- ✓ Arbor Lakes Spirit wear

## Items Purchased for Our Community

- ✓ 75" TV and adjustable mount bracket for the clubhouse
- ✓ Two couches for the clubhouse
- ✓ 3 palm trees, shrubs, and flowers for the pathway to the pool and outside the clubhouse
- ✓ Christmas decorations for our front entrance and also a 16' tree for outside the clubhouse
- Working on raising enough to purchase an LED digital display board for our entrance

# Year End ARC Review

Committee Volunteers: Rich Bellem, Bill Krager, Bob Butzer, Judy Waite, Diana Gaetz, Bob Hackett, Daryl Weger...

- ✓ ARC Committee assembled for 23 meetings.
- ✓ Total ARC Submissions reviewed for 2024: 111
- ✓ New Homes: 1
- ✓ Home Improvement Submissions: 31
- ✓ Landscape Submissions: 53
- ✓ Home Painting Submissions: 16
- ✓ Roof Replacement Submissions: 10

## Year End Clubhouse Review

- ✓ Painted back porch steps.
- ✓ Power washed outside of Clubhouse & cleaned windows and all porch furniture in Spring.
- ✓ Several rocker chairs had the weaving fixed.
- ✓ Siding was reinforced where it was coming loose on the clubhouse.
- ✓ Purchased new AED & had Fire Department do a presentation on use.
- ✓ Repainted all green porch furniture to new blue color.
- ✓ Cleaned all inside window coverings and baffles.

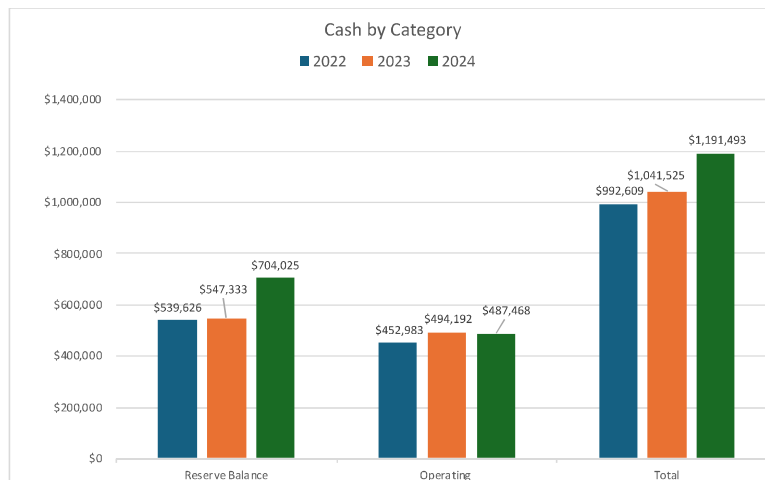
# Year End Clubhouse Review

- ✓ Freshened outdoor planter boxes.
- ✓ Purchased new sound system for Clubhouse & added outside Speakers.
- ✓ Had AC duct work fixed to correct air flow in Clubhouse.
- ✓ Cleaned out the 2 storage rooms in clubhouse.
- ✓ Washed down deck & windows as well as all furniture and ceiling fans on porch in Fall.
- ✓ Replaced all LED lights in ceiling in Great Room, kitchen, office & library.
- ✓ Had all outlets in kitchen upgraded to meet the current GFI code.
- ✓ I want to give a special THANKS to our committee members below for all of their help.

Diane Bargy	Cory Stroup	Esther Harris	Lou Aquino	Neil Dorso	Joanna Condon	Gerry Kowalski	Diane Komadina
John & Belle Rodrigues		Janet Genova			Gerald Pike	Carol Betts & Benny Komadina	



# Year End Finance & Treasury Review – Cash



Reserve cash balance increased by  
\$156,692

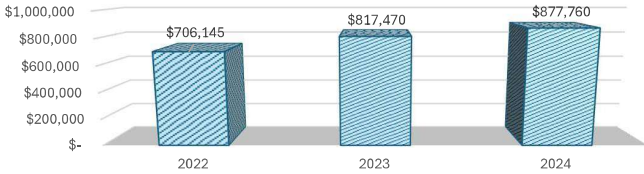
Operating cash balance decreased by  
\$6,724

Total cash balance increased by  
\$149,968

Woods Lakes - Property Owners Association - January 20, 2025

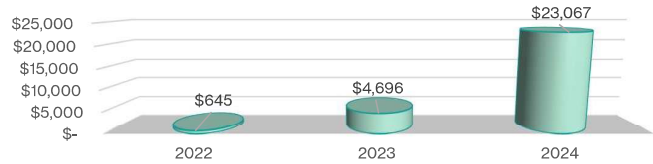
# Year End Finance & Treasury Review – Income

## ASSESSMENT INCOME



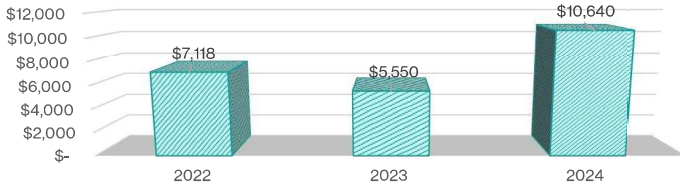
Assessment Income increased by \$60,290

## INTEREST INCOME



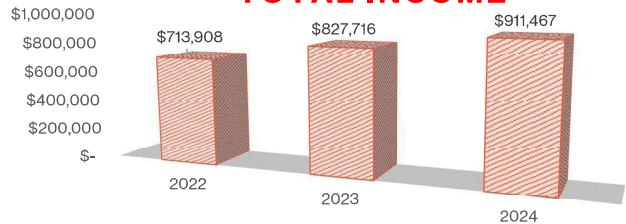
Interest Income increased by \$18,371

## OTHER INCOME



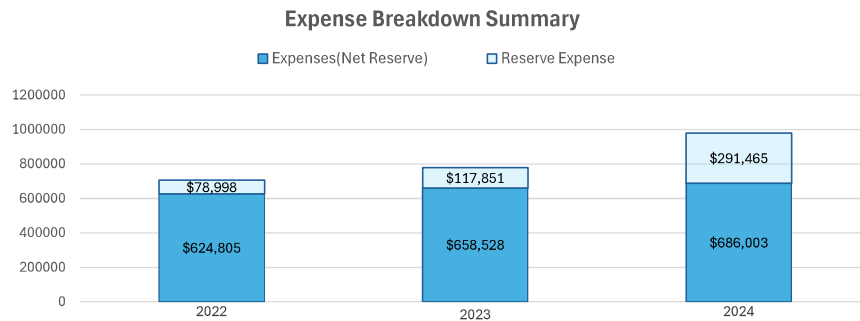
Other Income increased by \$5,090

## TOTAL INCOME



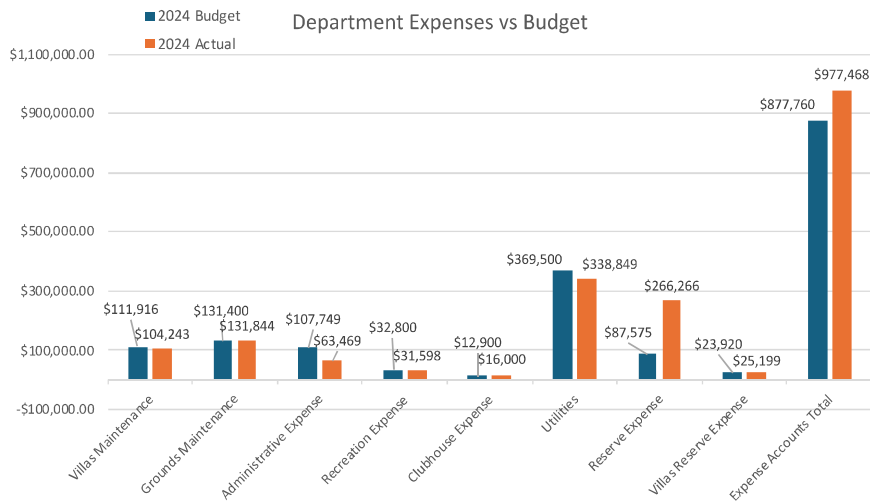
Total Income increased by \$83,751

# Year End Finance & Treasury Review – Expenses

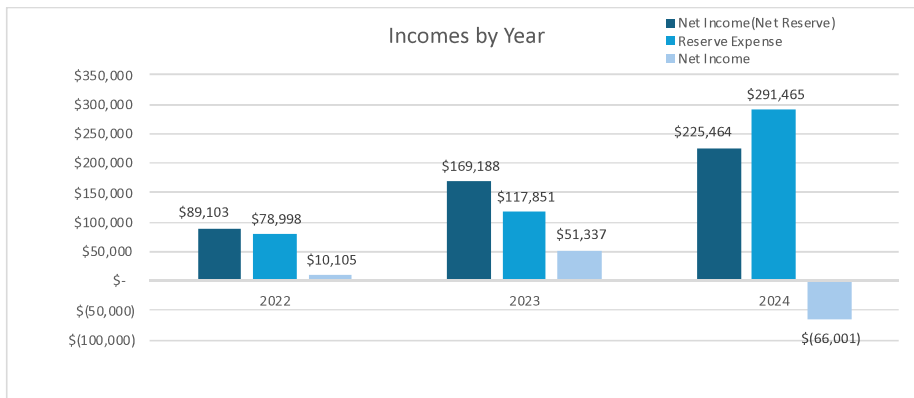


Expenses net Reserves increased by \$27,475 (4%)  
Reserve expenses increased by \$173,614

# Year End Finance & Treasury Review – Expense



# Year End Finance & Treasury Review – Income



## 2023 vs 2024 change

- Net income (net of reserves) increased by \$56,276.
- Reserve expenses increased by \$173,614
- Net income decreased by \$117,338

## Year End Grounds Review

- ✓ We contracted with Dave Kernz to remove brush along the lake. I intend to have the brush maintained annually so that the view continues.
- ✓ This past year was a challenge to our lakefront because of the two hurricanes. Our community helped clean up the fallen limbs and moss.
- ✓ Four sprinkler lines with leaks by the clubhouse were repaired.
- ✓ We supported Team Sunshine's initiative of purchasing Trees and Shrubs by assisting in the planting of the landscaping along the walkway to the pool and planting three palm trees outside of the clubhouse.
- ✓ A huge thank you to Carol and Bill Betts and Linda Smith for their donation of the plants at our front entrance. They also committed many long hours in the heat to planting and watering these beautiful plants and shrubs.

## Year End Grounds Review

- ✓ The road project on N. Lake Vista is complete. O'Neal Paving did a great job and were wonderful to work with.
- ✓ We removed a dead tree and bush by the clubhouse parking lot. Carol assisted by planting the new tree and shrub.
- ✓ The "Entry Rules" sign was moved to the planter box for better viewing.
- ✓ The empty area on the west side of the guard house was modified and made into a planter box to help beautify the front entrance.
- ✓ DRA 1 was cut and maintained. The plan is for yearly maintenance.
- ✓ Fallen trees from the first hurricane were removed from the pool area and boat launch by Southern Tree.

## Year End Grounds Review

- ✓ The dead trees and limbs at our front entrance were cleaned up by volunteers.
- ✓ The front entrance walls were given a paint refresh.
- ✓ Strengthened our relationship with Envera as we worked to address our gate strike issues and to streamline the process for gaining video retrieval of gate strikes. Once the video clip is received, it is then sent to Vine Management to bill the company who struck the gate.
- ✓ We are working with Envera to create a plan for updating our out-of-date equipment. The system is failing one piece at a time.



## Year End Recreation Review

- ✓ Installed new shaft seals on the Pentair Pool pump motor due to leak.
- ✓ During replacement of the shaft seals on the pump the pool company noted considerable pump corrosion due to improper installation of the rebuilt motor. Seal area was cleaned and new seals were installed (1-17-2024) , however two weeks later, the pump was leaking again. The pump was no longer available so we had to comply with current DOH 64E-9 commercial pump requirements therefore we installed a new 7.5 hp Pentair EQK 750/230/460 volt 3 phase pump and a 15 hp Variable Frequency Drive.
- ✓ A new actuator for the Aquatram 360 lift chair was replaced due to old one not working.
- ✓ The correct auto-fill assembly was installed due to old one not filling properly.
- ✓ We had the Filter Pit drained and a new silicon sealer was applied to address housing leaking at the floor connection.
- ✓ Replaced cracked and chipped tiles replaced around the pool
- ✓ Re-webbed the pool furniture and purchased a new umbrella and storage container for the umbrellas

## Year End Recreation Review

- ✓ Installed a new pressure reducing valve and schedule 80 plumbing for auto-fill system to address continual auto-fill valve failure (due to high water pressure on the feed side).
- ✓ Replaced the DE: separator tanks due to leaking and extremely corroded metal canisters (23+ years old original equipment).
- ✓ Installed new silicone to prevent Upper filter pit housing leak at bond joint which was allowing pool water to pass to outer shell.
- ✓ Received training from Solar Tech on how to set the solar temperature properly due to email we received about the pool temperature being too cool.
- ✓ A leak in one area of the solar panels was repaired and debris from under the panels was cleaned out.
- ✓ Addressed a leak by replacing the existing auto-fill assembly which was plumbed with schedule 40 PVC and changed to schedule 80 PVC to work with the original auto-fill assembly which is also plumbed with schedule 80 PVC to withstand consistent vibration of filling process. The existing pressure reducing valve and toro valve were reinstalled.

## Secretary & Welcome Committee

The Secretary & Welcome Committee consists of a team of dedicated volunteers. Thank you for your faithful service to our community to Gerri Kowalski, Madonna Patton, Diane Bargy, Vera Schmidt and Carmen Ziarkowski.

- ✓ Since February of 2024, our committee has welcomed new residents in twenty-nine homes. These new residents received a personal visit by one of our committee volunteers to deliver welcome packets containing pertinent information on Arbor Lakes plus Gate entry stickers.
- ✓ Our team, assisted by Dan Cerney modified and condensed the Welcome Packet and instituted a system whereby new residents have access to the complete set of up-to-date Governing Documents by creating a Sign-Out system for Binders which successfully streamlined our Welcome Packets into shorter, more readable material.
- ✓ Thank you to Dan Cerney who activated stickers with Envera Gate Systems. Dan also deserves accolades for the many hours spent on updating the Governing Documents for the Welcome Packets and copies of the By-Laws, Policies and Procedures and Covenants and Restrictions to reflect changes in Florida laws. Assistance was also provided for this tedious task by Ray Kowalski and Linda Albrecht.
- ✓ On a Welcome Visit, one of our volunteers discovered that a single resident had been given incorrect information about her purchase of a Villa. The Secretary researched Citrus Real Estate Agencies and wrote twenty-four letters to these agencies notifying them of the availability of the Governing Documents on our website: [arborlakeshernando.com](http://arborlakeshernando.com), and requested that agents become familiar with our restrictions so that misrepresentation does not occur at

## Secretary & Welcome Committee Cont'd

- ✓ The Secretary endeavored to relay all new resident information to Rodney Chisolm for inclusion in our website Directory as well as forwarding any requested name or status changes.
- ✓ The Secretary, as an officer of the Board of Directors, attended monthly ALPOA Board meetings and disseminated minutes of meetings to Vine Management for E-Blast.
- ✓ Thank you, also, to Laurie Gahr of Vine Management who sent information on new residents as soon as she received it from Title Companies so our committee could perform its function adequately. Laurie is very conscientious and capable and takes extremely good care of our needs. In my years on the Board, this management company is by far the best we have had.
- ✓ As I resign from The Secretary position as of this meeting, I thank everyone here for the opportunity to serve our wonderful community. I have so enjoyed serving on this Board and I look forward to returning to my former Board position as Clubhouse Director in this next year.

# Villas

Thank You:

- ✓ Judy Herron – Painting
- ✓ Carmen Ziarkowski – Weed, Pest, Fertilizing
- ✓ Phil Cutrone – Irrigation Maintenance
- ✓ Linda Albrecht – Outgoing Liaison to the Board

## Villas

- George Swedlige Painting & Pressure Cleaning is currently repainting 12 Villas (slight delay due to unusually cold weather).
- Faubricio Leiva's crew completed mulching in December; Now through March:
  - ✓ Reinforcing the rest of the ground Rainbirds with stakes
  - ✓ Testing and adjusting sprinklers
  - ✓ Cleaning & adjusting donuts
  - ✓ Control panel and zone control solenoid issues involving electronics are not covered by our dues
  - ✓ Mowing and trimming will be done as needed by the majority of villas
  - ✓ Fertilizing, weed & pest control as per contract

# Villas

- All lawn service contracts expire 12/31/25, Villa committee meeting with Faubricio to discuss concerns
- Contract negotiations begin in March or April
- Written input will be solicited by email blast at that time
- Contact Dan Cerney if you are interested in:
  - Soliciting additional bids to obtain specifications & issues
  - Joining the Villa Committee to assist with these various duties