

Meeting Minutes: Lake Damon South Condominium Association #1

Meeting Type: Annual Board & Member Meeting

Date: April 9, 2026

Location: Lake Damon South Clubhouse

Quorum: Established (17 units represented in person or by proxy)

1. Call to Order and Approval of Minutes

- **Call to Order:** The meeting was called to order by Brenda (President).
- **Pledge of Allegiance:** Led by the Board.
- **Approval of Prior Minutes:** A motion was made to waive the reading of the previous meeting minutes and approve them as distributed.
 - **Motion:** To approve minutes.
 - **Result:** Motion seconded and **passed** unanimously.

2. Reports

President's Report (Brenda)

- **Insurance Renewal:** Brenda distributed an insurance update showing a reduction in overall costs due to HVAC credits, though general liability premiums nearly doubled due to new state statutes.
- **Board Transition:** Announced that Charlie has officially taken over the board position of Secretary previously held by Joe.
- **Communication:** Announced the "soft opening" of a new community website (**LakeDamonSouth1.com**) to house bylaws, forms, and a community gallery. Contact email is contact@lakedamonsouth1.com.

Treasurer's Report (Mark)

- **Financial Standing:** Reported a total of \$131,000 in cash (\$60,850 in deferred reserves; ~\$71,000 in unrestricted cash).
- **Budget Alignment:** \$40,000 of unrestricted funds was moved into the current year's income to balance costs for the upcoming painting project.

3. Old Business

- **Irrigation & Water Restrictions:** Currently under a one-day-per-week restriction (Fridays).
 - **Motion:** To implement a "morning check" protocol where sprinklers run for 5 minutes per zone on Friday mornings (between 7:00 AM and 9:00 AM) to allow owners to verify function.
 - **Result:** Motion seconded and **passed**.
- **Lawn & Maintenance:** Vendors (Edgewood for mowing) remain the same. The Board is exploring leveling yards with topsoil/sand in "deserted" areas.
- **Septic System:** All nine tanks were inspected and pumped recently. A damaged 4-inch pipe behind a unit was identified for repair.

4. New Business

Building Painting Project

- **Vendor Selection:** Mid-State Coatings was selected with a bid of \$61,600 (out of six total bids).
- **Scope of Work:** Includes gutter resetting/sealing (\$1,000), stucco repair/skim coating (\$3,000), and full exterior painting including front doors and screened porches.
- **Manufacturer Warranty:** Sherwin Williams factory reps will inspect each stage to provide a manufacturer-backed warranty.
- **Timeline:** Expected to start mid-May/mid-June and take 4–6 weeks.

Architectural Standards (Windows & Doors)

- **Windows:** The Board clarified that window replacements must meet high specs (double-pane, bronze-on-bronze) to match community standards and Florida building codes.
- **Owner Responsibility:** Owners should notify the Board via the website/email before starting any exterior modifications (windows, doors, or concrete).

5. Official Member Votes

- **Waiving/Pooling Reserves:**
 - **Action:** Members were asked to vote on pooling reserves to provide the Board with greater financial flexibility for major projects/emergencies.
 - **Result:** Vote collected via written ballot (statutory requirement).
- **Painting Project Approval:**
 - **Action:** Formal vote to approve the \$65,000 allocation for the painting and stucco project.
 - **Result:** Approved (at least 9 votes required for majority).

6. To-Do List for Owners (Deadline: July 1st)

1. **Insurance:** Provide the Board with a copy of your personal property (HO-6) insurance **declaration page**.
2. **Emergency Contact:** Provide the name/location of an emergency keyholder or hidden key location for maintenance access.

7. Adjournment

- **Motion to Adjourn:** Made by Brenda.
 - **Result:** Seconded and **passed**; meeting adjourned.
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Action List & Key Take-Aways

For the Board of Directors:

- **Finalize Contract:** Sign the final agreement with Mid-State Coatings for the \$61,600 contract plus the \$4,000 contingency (stucco/gutters).
- **Website Launch:** Complete the "soft opening" of **LakeDamonSouth1.com** and ensure the ARC forms and bylaws are downloadable for all owners.
- **Septic Repair:** Contact the septic vendor to schedule the repair of the damaged 4-inch pipe identified during the inspection.
- **Irrigation Check:** Confirm the "Friday Morning Check" (7 AM – 9 AM) is programmed into the system to allow for maintenance verification.

For All Owners (Owner To-Do List):

- **[] Insurance Documentation:** Submit your HO-6 (condo owner) insurance **declaration page** to the Board secretary by **July 1st**.
 - **[] Key Access:** Notify the Board of your emergency keyholder's name or the location of a hidden key for emergency maintenance access.
 - **[] Exterior Requests:** Visit the new website to submit an ARC form before replacing windows or doors to ensure they meet the new bronze-on-bronze specs.
 - **[] Painting Prep:** Monitor the community bulletin/website for the Mid-State Coatings start date (likely mid-May) to prepare your unit's exterior for work.
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