

# **Oak Hammock Preserve Homeowners Association, Inc.**

Kayla Smith, LCAM for Artemis Lifestyles

1631 E. Vine Street, Suite 300

Kissimmee, FL. 34744

[KaylaSmith@artemislifestyles.com](mailto:KaylaSmith@artemislifestyles.com) / Phone: 407-705-2190 Ext. 426

**TO:** Oak Hammock Preserve Owners  
**FROM:** Board of Directors  
**SUBJECT:** Board Meeting  
**DATE:** Thursday, September 25, 2025  
**LOCATION:** Clubhouse & Via Zoom – 2901 Oak Hammock Preserve Blvd.  
**TIME:** 6:30 P.M.

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## **AGENDA:**

- I. **Call to Order** – Roma Doon called the meeting to order at 6:30 p.m.
- II. **Establish a Quorum** - A quorum was established with two directors present in person. In attendance, were Roma Doon and Nancy Quiroz; Jim To was present virtually. Also present was LCAM Kayla Smith.
- III. **Proof of Notice** - The notice and agenda were posted on property and emailed in accordance with the association's governing documents and Florida Statutes.
- IV. **Review & Approval of previous meeting minutes - August 28, 2025, Board of Directors Meeting** - The board reviewed the previous meeting minutes. Nancy Quiroz made a motion to approve the meeting minutes from August 28, 2025, Board of Directors meeting as presented. Roma Doon seconded the motion, all in favor. The motion passed unanimously.
- V. **Unfinished Business**
  - a. **Ratify Meeting Minutes from May 29, 2025** – Nancy Quiroz provided the membership with a summary of the events from the May 29th Board of Directors meeting to ensure transparency and clarity for all members.
  - b. **Discuss Project List** – The Board provided the members in attendance with updates on the status of ongoing projects throughout the community.
  - c. **Review and Approve Wall Repair Quotes** - The board has decided to postpone a decision on the wall repair proposals in order to obtain additional quotes.
  - d. **Review and Approve Tree Trimming Quotes** - The board has decided to postpone a decision on the tree trimming proposals in order to obtain additional quotes.
- VI. **New Business**
  - a. **Approve Association Credit Card/Debit Card** – Roma Doon made a motion to approve the issuance of an association credit card for a limit of \$5,000.00 to cover expenses related to community events, as well as the HOA's domain and Zoom accounts. Roma Doon was appointed to be the association credit card holder. Nancy Quiroz seconded the motion, all in favor. The motion passed unanimously.
  - b. **Review and Approve Self-Help for Violations** – Nancy Quiroz made a motion to approve the self-help process

for violation's 00213, 00212, and 00176. Roma Doon seconded the motion, all in favor. The motion passed unanimously.

**c. Fee Waiver Discussion** – The Board informed the membership that late payment fees will not be waived, except in cases involving active military service overseas, first responders, new homeowners, or situations involving bereavement. This policy will be posted on the HOA website for reference.

**d. Community Holiday Events Discussions:**

- **Holiday Turkey Raffle Giveaway** - The Board introduced the upcoming Turkey Raffle. Each participating member will be assigned a number, and the winning number will be drawn up at the conclusion of the November meeting.
- **Children's Christmas Toy Drive Proposal** - The Board announced a toy drive to collect unwrapped toys for donation to Advent Health Children's Hospital.
- **Best Holiday Home Decoration Recognition Program** - The Board also discussed recognizing the top three homes with the most elaborate Christmas and holiday decorations. The winners will be featured on the community website.

**VII. Open Forum** - Residents expressed concerns about street parking and noise disturbances within the community.

**VIII. Adjournment** - With no other business to discuss. Nancy Quiroz motioned to adjourn the meeting at 7:49 p.m. Roma Doon seconded the motion, all in favor. The motion passed unanimously.

Respectfully submitted by Kayla Smith, LCAM