

Oak Hammock Preserve Homeowners Association, Inc.

Kayla Smith, LCAM for Artemis Lifestyles

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TO: Oak Hammock Preserve Owners
FROM: Board of Directors
SUBJECT: Board Meeting
DATE: Thursday, August 28, 2025
LOCATION: Clubhouse – 2901 Oak Hammock Preserve Blvd.
TIME: 6:30 P.M.

AGENDA:

- I. **Call to Order** - Nancy Quiroz 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. 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 – June 26, 2025, Board of Directors Meeting** - The board reviewed the previous meeting minutes. Nancy Quiroz made a motion to approve the meeting minutes from June 26, 2025, Board of Directors meeting as presented. Roma Doon seconded the motion, all in favor. The motion passed unanimously.
- V. **Appointment of Members of the Board**
 - a. **Ratify the Board Members** – Roma Doon made a motion to ratify the newly appointed board members from May 29, 2025, and June 26, 2025. Nancy Quiroz seconded the motion, all in favor. The motion passed unanimously.
 - b. **Appointing New Member of the Board** – Nancy Quiroz made a motion to appoint Jim To to serve on the board. Roma Doon seconded the motion, all in favor. The motion passed unanimously.
 - c. **Organizational/Appointment of Board** – Nancy Quiroz made a motion for Roma Doon to serve as board President, herself, Nancy Quiroz to serve as board Vice President, and Jim To to serve as board Treasurer/Secretary. Roma Doon seconded the motion, all in favor. The motion passed unanimously.
- VI. **Old Business**
 - a. **Review and Approve Wall Repair Proposals** – The board has decided to postpone a decision on the wall repair proposals in order to obtain additional quotes.
 - b. **Status of Mediation on Noise Disturbance** – Nancy Quiroz briefly informed the membership of the status regarding mediation pertaining to the noise disturbance that was reported on Meadow Oak Cir.

- c. **Status of Self-help on Property** – The board updated the membership on the current status of the self-help process for the property on Viehman Trail. Jim To requested that the self-help process be re-initiated, as 30 days have passed since the previous notice was issued.
- d. **Project List Discussion** – The board discussed resuming work on the project list, beginning with the highest-priority items and assigning due dates to each project.

VII. New Business

- a. **Review Artemis IT Infrastructure for HOA (Domain, Website & Email)** – The board was informed that the domain has been reinstated under its control.
- b. **HOA Board Meeting Equipment Discussion** – The board discussed setting up a Zoom account and installing the necessary equipment in the clubhouse for use in future meetings.
- c. **Set Date for 2026 Budget** – I informed the board of the edits I made to the budget draft, which has been forwarded to the director for review and will be returned to the finance department. The board would like to schedule the budget meeting for early October.
- d. **Set Date for Entrance Wall Repair & Restoration** – The item was postponed pending receipt of additional wall repair proposals.

VIII. Open Forum – Residents shared their thoughts regarding solicitation taking place. Concerns were raised by residents about the need for enhanced security within the community. The board notified the membership of available officer positions. Residents posed several questions related to the ARB.

IX. Adjournment – With no other business to discuss. Roma Doon motioned to adjourn the meeting 7:41 p.m. Jim To seconded the motion, all in favor. The motion passed unanimously.

Respectfully submitted by Kayla Smith, LCAM