

# HARBOR LAKES RESIDENTS' ASSOCIATION

## Meeting: Board of Directors

November 28, 2018

Call to order at 0800 by Sue Craig. Location: Clubhouse Library.

I. **Attendance:** President: Sue Craig                      Vice President: Donna Wallace  
Secretary: Sheila Campbell                      Neighborhood Watch: Cheryl Shetler  
Sports: Marty Kelnhofer                      Community: Cheryl Shetler  
Membership: Cathy Stolt                      Ed Sterling

**Absent:** Peggy Yoder (Treasurer), Carl Fuller, Della Rubes (Membership)

II. **Approval of minutes:**

Minutes of March 28, 2018 were not approved at this time. Due to absence of treasurer, clarification is requested by the board regarding approval of the Annual Financial Report. This will be discussed at the December meeting

III. **Treasurers' Report:** deferred as n/a

1) Sue read an e-mail received from Peggy indicating that there are no financial concerns at this time.

2) Peggy will address the letter from Sharon/Fred Bryce re 2017 Financial report and other concerns at the next scheduled meeting.

IV. **Committee Reports:**

a) **Neighborhood Watch Program:** Ed Sterling was in attendance to report. Meeting took place November 27, 2018. 15 members and Deputy Officer Maggie Stewart were present. Deputy Stewart advised there were no crimes in the park(s) over the past month. Officer Stewart will be speaking to Manager Harold about 'no trespassing' and setting up signs. She will also approach Harold about security cameras for the park. Ken Baus (HL Resident) is a Volunteer for the County Sheriff's Office. He patrols our park in a vehicle marked "Volunteer".

b) **Sports:** There are no current issues/concerns from members of the variety of sport activities

Marty will work with Debbie Rowe and the Sheriff's Office to set up a Self Defense Course for Women to have held her at Harbor Lakes. Minimum attendance is 40 persons.

c) **Membership:** Della was n/a. Cathy presented the following:

1) Draft sample of HLRA Directory Introduction. Members are asked to review this document and provide Cathy with any ideas, suggestions. Translation into French shall be done by Luc Lockwell.

2) HLRA Directory Membership: format has been revised. Copy provided. Two sample cover pages were reviewed. Will finalize this later.

3) Membership Drive is from December 01, 2018 to January 30, 2019. Members advised they will help Cathy and Della as needed. Cathy presented a 2018-19 Registration Form that she will use to assist with the membership renewal/registration

**Motion (1<sup>st</sup> Donna, 2<sup>nd</sup> Marty): To accept the 2018-19 HLRA Registration Form. All in favor**

4) New Membership cards will need to be developed and provided to members.

d) **Community:** Cheryl

Suggestion Box Issues:

1) Sue presented a follow-up from the letter (March 23, 2018) from residents of lots 8-22 concerns about speeding vehicles, the noise and unsightliness of their lots in proximity to the dumpster. April 2, 2018, Sue and Cheryl wrote a letter to park manager Harold about these concerns. May 09, 2018 Harold provided a response to Sue/Cheryle. The letter was read (copy will remain with secretary minutes).

2) **Motion to purchase a mailbox with a lock to be used for the suggestion box (Donna, Cheryl 2<sup>nd</sup>). Passed (March 28, 2018).** Suggested to Cheryl to contact Bob Mattingley to make one for us.

3) Index Cards shall be purchased and located beside suggestion box for residents to write on.

4) Many Street lights in the park have bulbs burned out and need to be replaced. Some streets are very dark. Cheryl and Donna will approach Harold to ask for more street lights and fix the ones not working.

e) **Web Master:** No report this month due to absence of web master.

## V. Open issues

- 1) HLRA Election Guidelines + Sample Ballot: Sheila met with Fred Bryce March/April 2018 and prepared document: "HLRA BOD Election Guidelines". Members are asked to read this document and provide comments at the December 19<sup>th</sup> meeting.
- 2) Position Description for Committee Members: Discussion on the need to have the current committee structure. There have been no job descriptions for the additional committees e.g. Community, Sports, Web Master.

**Motion: (Marty 1<sup>st</sup>, Donna 2<sup>nd</sup>) To remove the Current Committee Structure. Four Officers: President, Vice President, Secretary and Treasurer shall remain. Remaining Board Members shall be assigned duties as needed.**

- 3) Membership Decal: Cathy: Will table this subject to a later date
- 4) Directory Update: Cathy: refer to IV (c)

## VI. New Business:

- 1) Signature: 2<sup>nd</sup> signature requirement at Bank: Sue advises that the bank requires copy of minutes that indicate she is the President and Jean Gosselin is no longer President. Minutes of Feb 14, 2018 indicate the Reorganization of Board Members as requested.
- 2) Correspondence: Sue presented letter she had received from Florida Pipe-Lining Solutions LLC in reference to storms drains and sewers. She will forward this letter to Harold, HL Park Manager.
- 3) Shop with a Cop: \$100.00 donation was approved by all members.
- 4) February 19, 2019 is date selected for the election of new Board Members whose terms will expire. Those included are Marty Kelnhofer, Donna Wallace and Della Rubes. Sue will approach Ron Carroll to assist in the election process, as he has done it in the past.
- 5) Bulletin Board in Clubhouse Hallway: Sheila has offered to look at our bulletin board space and clean it up. Five clip boards will be removed and replaced by two. Only current minutes will be posted (English and French). Peggy will be asked to update missing photos and place person's name with photo.

VII. **Next Meeting:** December 19, 2018: @ 0800 in the Clubhouse Library

VIII. **Adjournment:** (Cathy 1<sup>st</sup>, Cheryl 2<sup>nd</sup>) at 1000 hours

Submitted by: Sheila Campbell, (secretary)

Approved as read by: all members present. Date: \_\_\_\_\_