

# Lancaster

## At Kings Ridge Neighborhood Association Inc.

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### Board of Directors

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John Muro, Treasurer – Helen Bohannan – Director

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# *Lancaster*

At Kings Ridge Neighborhood Association Inc.

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At Kings Ridge Neighborhood Association Inc.

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## MINUTES

Board of Directors and Members

January 9, 2017

Royal Clubhouse –Carrington Room

1. Call to Order: The meeting was called to order by President Mr. Edwards at 9:00 am.
  
2. Establish Quorum/Proof of Notice. Choice Edwards, John Muro, Virginia Scigliano and Helen Bohannon were present, which constituted a quorum. Barbara Rights represented Sentry Management. Fran Berkley was absent.
  
3. Pledge of Allegiance
  
4. A notice was posted in the clubhouse and at the front entrance of the neighborhood at least 48 hours prior to the meeting according to Florida Statutes.
  
5. Approval of the December 12, 2016 minutes – Ms. Scigliano motioned to approved the minutes with noted scrimption corrections; seconded by Mr. Edwards, motion passed unanimously.

### **6. Reports:**

Financial: Mr. Muro gave a recap of the financial statement. The variances shown overspent are

- a) the additional legal expense in 2016 for start of the MRTA review. Audience requested an explanation of MRTA which Ms. Scigliano delivered; and the added cost for storage of Holiday décor in 2016.

Manager:

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- The managers' report is included for review.

During manager's report a timeline of insurance renewals was listed. Previously the Board noted they wished to have an insurance review and presentation be conducted by the insurance broker. Management inquired if they wished such in February or March. Board decided March will be best since it is closest to the first policy renewal, allowing the Board time to vote on the first renewal.

### **Committees:**

Master & Clubhouse – Mr. Edwards recapped master association items under review:

- \$50,000.00 has been set aside for conversion of the assess cards.
- The Master has received \$66,000 from Bright House in a refund.
- Currently there are 19 delinquent accounts, down from 30 earlier in 2016.
- Some contractors have been using EMS numeric codes to enter into Kings Ridge. Changes are being made to curtail this issue.
- Master Board minutes are on the website for viewing as well.

NARC – Mr. Muro noted the following applications were presented for approval:

- 2117 Grafton – replace the roof.
- 2062 Dobson – redesign landscaping; place decorative brick between the beds and driveway.

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*Motion* by Mr. Muro to approve the ACC's as presented; seconded by Ms. Bohannon, motion passed unanimously.

KRACC – Ms. Halter noted that the ACC review has been completed and all can review the new colors and other changes at the upcoming ACC convention on January 18<sup>th</sup> from 1:00pm to 4:00pm. A 7 page summary of the changes has been comprised to aid with the overview since the changes are so extensive. One item that Lancaster implemented has been integrated as well; Winged Elms are a permitted tree. Discussion followed and it was suggested a link be added to the Lancaster website, which connects one to the Kings Ridge website to ease transition.

More discussion followed as to whether or not Lancaster should adopt the Kings Ridge ACC guidelines as presented or should further restrictions be added, such as the earlier addition of allowing winged Elms in Lancaster before Kings Ridge adopted the policy. Board recommended Ms. Bohannon create a draft for Board review that lists restrictions. Once comprised a work-shop should follow, allowing full review of changes and conduct a survey of all owners as to whether or not Lancaster should adopt the Master ACC guidelines as theirs.

Communication – No report – Ms. Scigliano pointed out residents' & owners' have several connections available for updates, Lancaster's website, Kings Ridge's website, as well as Sentry Management's website.

Land care - Ms. Bohannon recommends a flyer be distributed explaining "Crepe myrtle's". Discussion followed regarding the Florida Agricultural advisements on trimming and not trimming your crape myrtles, depending on species. For now – owners who wish for their crepe not to be trimmed are requested to submit a work order.

Welcome / Sunshine/Entertainment – Ms. Scigliano inquired as to the new owner's' name and contact information. Management stated they receive the name at age verification time, but do not received phone and email information until the owner has either called the office or completed the

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contact information on the Sentry website after closing. Ms. Scigliano further recommended links between the Lancaster webpage and Kings Ridge Master as well as Sentry Management's site.

As for Entertainment 2 dates have been reserved but planning is still active. Residents and Board alike agreed the last event was a great party and residents' noted it was nice to see the entire board attending too. Suggestion was made to have Newcomer parties in the future.

Neighborhood Networking – Ms. Bohannon several items were discussed, but none came to conclusion. She did note that several neighborhoods are having gypsum applied to their lawns.

Disaster Preparedness – Ms. Scigliano noted she will send a broad email asking residents to confirm and update their emergency contact information. Residents present were asked to communicate the update request with their neighbors since some are not online. Ms. Scigliano further noted the emergency contact information is duplicated into the Sentry files as well as allowing for backup.

### 7. Old Business

a) Road Repairs – At last meeting the Board requested management inquiry as to the method of patch preferred by the City of Clermont. Email inquiry was made with Mr. Scott who confirmed a poly product is used. Of the 4 quotes received, 2 were considered for price. Perma Stripe's proposal utilized SIII type asphalt fill, Central Asphalts proposal utilized a rubber fill, similar to the poly product used by the City. Discussion followed. **Motion:** by Mr. Edwards to accept the proposal presented by Central Asphalt sealcoating for a cost of \$1,200.00 with a one year warranty; seconded by Mr. Muro, approved by unanimous vote.

### 8. New Business

a) Approve Chores R Us invoice – Board discussed and review of the Chores R Us invoice of \$540.00 followed. Motion by Ms. Scigliano to pay the invoice from Chores R Us in the amount of \$540.00 for the storage of the Holiday décor in 2017 and installation / removal of said décor during the 2016

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Holiday season. Further to be included Chores R Us is to complete inventory of the current items in storage. Seconded by Mr. Edwards, approved unanimously.

b) Master Board representative - Ms. Scigliano moves to nominate Mr. Choice Edwards to serve as Lancaster's Master Board Director; seconded by Ms. Bohannon, approved by unanimous vote.

c) Master Board 3 Voting Members – The current members are: Steve Unger, Fran Berkley and Virginia Scigliano. Discussion followed and it was noted the voting members must be Lancaster board members. Ms. Scigliano moved to approve Mr. Choice Edwards, Mr. John Muro and Ms. Virginia Scigliano as the 3 voting Lancaster members for representation at the Master Association meetings of Kings Ridge; seconded by Ms. Bohannon and unanimously approved.

d) Committee changes and appointment – during committee review the following nominations were made: Motion by Ms. Bohannon to appoint Bob and Susan Pamplin to the Welcome committee, seconded by Ms. Scigliano, approved unanimously.

Motion by Ms. Scigliano to appoint Linda Cronin as the chairperson for the Ladies Luncheon committee, seconded by Ms., Bohannon, approved unanimously.

Mr. Edwards questioned the number of committees considering the size of the community. Discussion followed. He recommended some be combined. Discussion followed. Recommendation was made he send an email to all committee members to obtain their recommendation for discussion in the March or April meeting. Ideas should review if committees should continue to exist as present or consolidate or maybe eliminated one or two and maybe consider just listing the committee liaison.

Ms. Bohannon requested approval for reimbursement of monies spent on luncheon and gift card. Receipts were given to management before meeting start up.

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Motion: by Ms. Scigliano to reimburse Helen Bohannon \$50.23 for the sandwiches purchased for the landscapers lunch and to reimburse \$25.00 to Susan Pamplin for the purchase of a gift card for a newcomer welcome, approved by unanimous vote.

### 9. Open Forum

ACC workshop – Discussion followed regarding the many Master ACC changes that are forth-coming and how to best communicate the changes to the residents. Ms. Scigliano pointed out there are 3 ways to distribute information: home owner email blast, a community wide mailing through Sentry and flyers to home owners to inform all of the ACC convention on January 18, 2017 between 1pm and 4 pm. Ms. Bohannon recommends the Master ACC leave the house color display up for several days, allowing residents time to view it.

Gift cards – Ms. Pamplin inquired as to whether or not Lancaster wanted to continue giving gift cards to new owners'? Residents support the continuation – answer – yes.

OpticalTel – Ms. Halter asked for update on target date. Mr. Muro reported the target date is mid-month, meaning residents should be receiving calls around the 16<sup>th</sup> of January to set appointment for attic access to allow for interior connections.

Billing – Ms. Halter stated she received a service invoice, but only for the upgraded services. Some discussion over possible credits followed.

Mr. Muro noted a Coalition meeting is set for 10 am on Tuesday and that would be a great time to present your questions.

Resident letter – Mr. Edwards gave management Ms. Finkenstein's letter he received and a copy of his response letter for filing. Note was made of receipt for future cross reference.

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10. **Establish date for next meeting** – The next meeting is set for February 13, 2017 at 9:00 am.

11. **Adjournment** - There being no further Association business, Mr. Edward declared the meeting adjourned at 10:53 am.

Respectfully Submitted, [Back to Table of Content](#)

Ms. Scigliano, Secretary

Ms. Barbara Rights, LCAM

Date Approved: February 13, 2017

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# Lancaster

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## MINUTES

### Board of Directors Meeting

February 13, 2017

Royal Clubhouse –Carrington Room

1. **Call to Order:** The meeting was called to order by President Mr. Edwards at 9:00 am.
  
2. **Establish Quorum/Proof of Notice:** Choice Edwards, John Muro, Virginia Scigliano and Helen Bohannon were present, which constituted a quorum. Fran Berkley Rubright was ab-sent. Barbara Rights represented Sentry Management. A meeting notice was posted in the clubhouse and at the front entrance of the neighborhood at least 48 hours prior to the meeting according to Florida Statutes.
  
3. **Pledge of Allegiance:** John Muro led the pledge of allegiance.
  
4. **Minutes: Motion** by Ms. Scigliano to approve the January 9, 2017, minutes.  
Second by Mr. Muro. Motion passed unanimously.
  
5. **Insurance Review:** Mr. Kevin McEwen of Hillcrest Insurance Agency reviewed the existing insurance policies and stated that the coverage was adequate. There was mention that some communities, not all, carry \$2 Million instead of 1 Million in D&O coverage. However Mr. McEwen does not believe that an increase in coverage is warranted. The fidelity/crime in-surance policy is a three year policy and the recent decrease in assets due to painting would not reduce the policy premium significantly.

### 6. Reports:

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Financial: Mr. Muro gave a recap of the financial statement. The variances showing overspend-ing are due to the accrual reporting of the bulk services that have not been billed or paid for yet.

Manager: The manager's report is included for review.

### **Master Board Committee and Liaison reports:**

Master Board & Clubhouse: Mr. Edwards recapped master association items under review:

- Announced the new master board member roster for 2017.
  
- Master Board minutes are on the website for viewing as well.

Master Board ACC: Ms. Bohannon, as an individual, distributed a survey within the community and noted that 33 have been returned. Mention was made again of the expansive changes to the master ACC guidelines and the addition of the many color choices for residences.

Neighborhood Networking Committee: No report.

### **Lancaster Committee and Liaison Reports:**

NARC: Mr. Muro presented the following applications for approval:

- 2084 Grafton – change out the coach lights with new as outlined in the guidelines.
- 2081 Dobson – Remove and replace the old driveway pavers with similar color.

**Motion** by Mr. Muro to approve the ACC applications. Second by Ms. Scigliano. Motion passed unanimously.

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Communication: No report

Lawn Maintenance: Ms. Bohannon recommends that residents submit their work orders online – this way the master association can monitor progress and follow up where needed.

It has been noted that some requests are for items located on the golf course. Mr. Edwards interjected that measures are being taken to have the City of Clermont become involved with the dying pine tree issue and possible assist to have these removed.

Welcome / Sunshine/Entertainment: Mr. Pamplin reported a gift card was presented to a new neighbor.

Disaster Preparedness: Ms. Scigliano noted that with changing residents Lancaster has lost 2 block captains. Mr. Matthews will be adjusting block captains. Ms. Scigliano will email residents before the Annual Members Meeting to remind them to update their Emergency Contact Forms.

Ladies Luncheon: Ms. Cronin announced the next luncheon is scheduled for the 15<sup>th</sup> at Devenny's Pub for 1:00 pm. Men are welcomed.

## **7. Old Business:**

a) Mulch: Mr. Edwards noted that Lancaster will follow the master association approach, same as many other associations within Kings Ridge, and install mulch in April. Discussion followed and it was agreed to stay with red mulch.

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b) Road Repairs: At last meeting the Board approved road repairs to be completed by Central Asphalt. Pending dates for repair are: Wednesday 2/22 or Thursday 2/23. Discussion followed and it was agreed that Thursday 2/23 would be best. Management is to inform Mr. Staggs.

### 8. New Business:

a) Annual meeting notice: Management emailed the Annual Members Meeting draft package to the board members for review. **Motion** by Ms. Scigliano to approve the Annual Members Meeting Package with noted date change. Second by Ms. Bohannon. Motion passed unani-mously with the stipulation that the corrected documents are sent to all board members for one more quick review.

b) Documents Review and timeline: Ms. Scigliano stated an update will be delivered at a later time to allow time for the Lancaster Architectural Guideline workshop immediately follow-ing the meet-ing.

9. **Open Forum:** no comments at this time.

10. **Establish date for next meeting:** The next meeting is set for March 13, 2017 at 9:00 am.

11. **Adjournment:** There being no further Association business, Mr. Edward declared the meeting adjourned at 10:53 am.

Respectfully Submitted,

Ms. Scigliano, Secretary

Ms. Barbara Rights, LCAM Date Approved: March 13, 2017

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# Lancaster

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## MINUTES

Board of Directors Meeting

March 13, 2017

Royal Clubhouse – Carrington Room

1. **Call to Order:** The meeting was called to order by President Mr. Edwards at 9:00 am.
2. **Establish Quorum/Proof of Notice:** Choice Edwards, John Muro and Virginia Scigliano were present, which constituted a quorum. Fran Berkley Rubright and Helen Bohannon were absent. Barbara Rights represented Sentry Management. A meeting notice was posted in the clubhouse and at the front entrance of the neighborhood at least 48 hours prior to the meeting according to Florida Statutes.
3. **Pledge of Allegiance:** John Muro led the pledge of allegiance.
4. **Minutes: Motion** by Mr. Muro to approve the February 13, 2017, minutes. Second by Ms. Scigliano. Motion passed unanimously.
5. **Reports:**  
Financial: Mr. Muro gave a recap of the financial statement. Review of the complexity of the financial followed, noting that much of the information is repetitive, i.e. expenditures are shown by check entry, then again by date and then again by category using up a lot of extra paper. The Board reviewed and agreed the extended report hardcopy is to be delivered to the treasurer, the balance sheet, monthly expenditures, account ledger and delinquent information is to be presented to the remaining board in hard copies. The Board may also view the extended detail version online in the Board room at any time. **Motion** by Mr. Edwards to distribute the financial as outlined above. Seconded by Mr. Muro. Motion passed unanimously.

Manager:

The manager's report is included for review.

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## **Master Board Committee and Liaison reports:**

**Master Board & Clubhouse:** Mr. Edwards reported softball spring season has started with 160 teams scheduled to play at Hancock Park.

- There has been a complaint about ticket sales location and may be influencing the amount of tickets sold. The Master Board will review if the lobby is feasible or not.
- Reports of tailgating at entrances have been received. Options for cure are being researched.
- Bill Miller has urged the Master board to consider the Ballroom revamp project over remodeling of the bathrooms.

**Master Board ACC:** No report at this time.

**Neighborhood Networking Committee:** No report.

## **Lancaster Committee and Liaison Reports:**

**NARC:** Mr. Muro presented the following applications for approval:

- 2083 Grafton – replace shrubs in rear yard.
- 2091 Grafton – change driveway paint to match house & install super gutters on front of home.
- 2073 Dobson – remove and replace jewel necklace shrubs.
- 2035 Dobson – replace current front door hardware with bronze color keyless entry system.
- 2074 Dobson – replace azaleas.

**Motion** by Mr. Edwards to approve as requested. **Seconded** by Mr. Muro. Motion passed unanimously.

**Communication:** No report

**Lawn Maintenance:** No report

**Welcome / Sunshine/Entertainment:** There is an event schedule for April 1, 2017 in the clubhouse.

**Disaster Preparedness:** updates of emergency contacts continue.

**Ladies Luncheon:** No report.

## **6. Old Business:**

- a) **ARC and NARC adoption by Lancaster** – Lancaster in addition to the Kings Ridge Community Association Architectural Guidelines Standards and Criteria approves the

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following Lancaster Architectural Guidelines that replace all prior Lancaster Architectural Guidelines.

- House number replacement 2.21: Lancaster requires the following: b. Option 2 solid white PVC board frame 7/8' thick routed out to accommodate three green ceramic tiles of approved green color and numbers of a white reflective character.
- Rear Yard Patios 3.4 - Patio and porch furniture is permitted in patio and porch areas only. Patio, or any other furniture, cannot be left unattended outside the patio or porch area.
- Trees 4.10 – Canopy tree approved for Lancaster: Winged Elm, ulmus alata (height 45-70' and width 30-40')

**Motion** by Mr. Muro to adopt the additional 3 Lancaster Architectural Guidelines listed above. Seconded by Ms. Scigliano. Motion passed unanimously.

### 7. **New Business:**

a) Crime Insurance Policy renewal: All policies were reviewed at the last meeting with the Broker agent Mr. McEwen. The current Crime Policy expires 4-2-2017.

**Motion** by Ms. Scigliano to renew the Crime Policy for \$393.00. Second by Mr. Edwards. Motion passed unanimously.

b) Property Insurance Waiver: **Motion** by Mr. Edwards to forgo property insurance coverage for 2017 since Lancaster does not have property to insurance. Seconded by Ms. Scigliano. Motion passed unanimously.

c) Association Inspections: During NARC review residents mentioned plantings need to be trimmed off homes. Violations for noncompliance should be issued. Discussion followed. It was recommended needed that before violations are issued for this an email blast written reminder should, be sent out.

8. **Open Forum**: more discussion on plantings within Lancaster continued.

Mr. Edwards also took a moment to recap the recent road repairs completed by Central Asphalt.

9. **Establish date for next meeting**: The next meeting is the annual members meeting on set for April 10, 2017 at 9:00 am.

10. **Adjournment**: There being no further Association business, Mr. Edward declared the meeting adjourned at 10:53 am.

Respectfully Submitted,

Board of Directors

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Ms. Scigliano, Secretary  
Ms. Barbara Rights, LCAM

Date Approved: April 10, 2017

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### Members Annual Meeting Minutes - April 10, 2017, 9:00 a.m. Royal Clubhouse – Carrington Room

1. **Call To Order:** The meeting was called to order at 9:02. All attending residents had signed in.
2. **Establish Quorum:** Twenty Seven (27) of the required 17 members required for quorum were either present in person or confirmed via proxy. Two (2) proxies were not included in this count since they were issued to self and the members were not present. Quorum was established. Barbara Rights represented Sentry Management.
3. **Proof of Notice:** An annual meeting noticed was mailed to all owners one month prior to the meeting date in addition to notice being posted in the clubhouse and at the front entrance of the neighborhood at least 48 hours prior the meeting according to Florida Statutes.
4. **Pledge of Allegiance:** Choice Edwards led the pledge of allegiance.
5. **Approval of Annual Members Meeting Minutes of April 4, 2016:** Motion by Ms. Scigliano to waive the reading of the previous annual meeting minutes and that the minutes stand as approved on June 6, 2016; seconded by Ms. Bohannon; Passed unanimously.
6. **Call for Nominations:** The Board called for nominations for the two open board positions. There were no nominations from the floor.
7. **Voting for Board members** – Elected by acclamation were: Virginia Scigliano (returning member) and Robert Hughes.
8. **Adjournment:** Motion by Ms. Bohannon to adjourn the meeting at 9:11 am; seconded by Ms. Scigliano; Passed unanimously.

Respectfully Submitted,  
Barbara Rights, LCAM

Date Approved: \_\_\_\_\_

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MINUTES

Organizational & Board of Directors Meeting April 10, 2017,  
immediately following the Annual Members Meeting

Royal Clubhouse – Carrington Room

1. **Call to Order:** The meeting was called to order by President Mr. Edwards at 9:12 a.m.
2. **Establish Quorum:** Mr. Choice Edwards, Ms. Virginia Scigliano, Ms. Helen Bohannon and Mr. Hughes were present, which constituted a quorum. Barbara Rights represented Sentry Management.
3. **Proof of Notice:** A notice was posted in the clubhouse and at the front entrance of the neighborhood at least 48 hours to the meeting according to Florida Statutes.
4. **Election of Officers – appointment and votes were as follows:**

**Motion** by Mr. Edwards to seat the officers as follows:

President – Virginia Scigliano;

Vice President – John Muro

Secretary – Helen Bohannon

Treasurer - Robert Hughes

Director – Choice Edwards

Second by Virginia Scigliano. Passed unanimously.

5. **Appointment of committee members:** Annual renewal. Motion by Mr. Edwards that the committee members are re-appointed for another term. Second by Ms. Bohannon. Passed unanimously.
6. **Motion** by Mr. Edwards the committee and its members remain seated as presently filled. Second by Ms. Bohannon. Passed unanimously.

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7. **Approval of March 13, 2017 Minutes: Motion** by Mr. Edwards to accept the minutes with the noted corrections and per Ms. Scigliano's changes on the ARC language. Second by Ms. Bohannon. Passed unanimously.

### 8. Reports

- **Manager** –  
The managers report is included with the minutes.
- **Financial** – review and recap was delivered. **Motion** to accept by Ms. Bohannon. Second by Mr. Hughes. Passed unanimously.
- **Committees**
  - Master & Clubhouse – Mr. Edwards reported the following updates:
    - Residents need to wear their ID badges when using or entering the amenities.
    - The request for an acceleration lane northbound on Highway 27 has been turned down.
    - The Board will review the request for ticket sales to occur in the main lobby area again instead of the east wing.
    - There will not be a central mail box drop off located in or around the lobby.
    - Coalition – Lancaster received a plaque from Optical Tel for being one of the first communities to install fiber optics.
  - Master Board ACC – Ms. Bohannon stated an insert listing the most common violations should be added to the Welcome package. She further noted this should be considered by the Master ACC too. **Motion** by Ms. Bohannon to add an insert with the Welcome package including common violations. Second by Mr. Hughes. Passed unanimously.

Mr. Brian Hess of Clayton & McCulloh, the association attorney, had arrived and began his presentation pertaining to the importance of re-recording the associations' documents under MRTA, Marketable Records Title Act. He outlined the steps to be taken for renewal at the 30 year deadline and interjected the Florida House is currently reviewing the guidelines and more changes may be coming regarding the matter.

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- Neighborhood Networking – There are landscaping and watering restrictions which has brought about considerations for Xerandscape – discussions to follow.

A review of the paint changes will occur during a presentation on May 17<sup>th</sup>. Interested residents should attend the presentation.

- Architectural –

The following ACC applications have been submitted:

- 2083 Grafton – re-landscape.
- 2084 Grafton – replace garage coach lights; replace palm tree ; replace front door screen.
- 2054 Dobson – replace windows.

Ms. Scigliano noted there may be more applications in the main office which can be approved via email later.

**Motion** by Mr. Hughes to approve the applications as presented. Second by Ms. Bohannon. Passed unanimously.

Discussion – today and previously it was mentioned that there should be more than one person on the NARC in case someone is on vacation. **Motion** by Mr. Hughes to appoint the NARC members as follows: Tim Hyden; Lou Halter; Bob Pamplin with Helen Bohannon as Board liaison. Second by Ms. Bohannon. Passed unanimously.

Ms. Scigliano asked the NARC members to formulate a mission statement for review at the next meeting. A request for 3 hard copies of the new ACC rules was made so each NARC member has their own. Ms. Scigliano approves the purchase of these copies.

- Communication – Discussion – it was agreed the email list is to be removed from the Lancaster Website and only reposted once written permission is received from the owners. The permission form to post an email address will be included in the Welcome Packet moving forward.
- Land Care – Ms. Bohannon stated WO's are being processed in a timely fashion. There was some mis communication on whether or not the Crate Myrtles were being trimmed or not trimmed with a work order request. Discussion followed; a WO (work order) is needed if you wish them NOT TO BE CUT. **Motion** by Ms. Scigliano the crape myrtles be trimmed by March 31<sup>st</sup> from here on out. Second by Ms. Bohannon. Passed unanimously.
- Welcome / Sunshine – a request was made that residents inform the committee if someone is ill.

Board of Directors

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# Lancaster

## At Kings Ridge Neighborhood Association Inc.

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- Entertainment – Ms. Bohannon reported the April fool event had a great turn out.
- Disaster Preparedness – the committee proposes they should meet at least once a year for updates.
- Ladies Luncheon – Meeting is set for Wednesday at Sanctuary Ridge.

### 9. Old business:

None

### 10. New business

- a) Update resident data information – Discussion – it was agreed that all new owner information is to be passed to Ms. Scigliano to be entered into various reports.
- b) Include Certificate of Designated Voter Form with new owner paperwork – discussion followed on whether or not the certificate of designated voter form should be part of the estoppel paperwork. **Motion** by Ms. Bohannon the Certificate of Designated Voter Form be included with the closing paperwork. Second by Mr. Hughes. Passed unanimously.

### 11. Open forum:

- 1) Recap of document flow for NARC applications followed: 1-Application is to be submitted at the clubhouse to be stamped as received. 2-NARC to review and approve for the association, 3-submitted to the ACC for approval.
- 2) Any and all changes to the rules should be mailed with a 14 day notice to all owners and residents'.

### 12. Establish Date for the next meeting:

The next meeting date is May 8, 2017 at 9 am..

**13: Adjournment – Motion** by Mr. Hughes to adjourn the meeting, second by Ms. Bohannon Passed unanimously.

Respectfully submitted  
Barbara Rights, LCAM

Date approved: May 8, 2017

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At Kings Ridge Neighborhood Association Inc.

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## MINUTES

Board of Directors Meeting

May 8, 2017

Royal Clubhouse – Carrington Room

1. **Call to Order:** The meeting was called to order by President Ms. Scigliano at 9:00 a.m.
2. **Establish Quorum:** Mr. Choice Edwards, Ms. Virginia Scigliano, Ms. Helen Bohannon and Mr. John Muro were present, which constituted a quorum. Barbara Rights represented Sentry Management.
3. **Proof of Notice:** A notice was posted in the clubhouse and at the front entrance of the neighborhood at least 48 hours prior to the meeting according to Florida Statutes.
4. **Pledge of Allegiance** was led by Mr. Muro.
5. **Approval of April 8, 2017 Minutes: Motion** by Mr. Muro to accept the minutes with Ms. Scigliano's changes. Second by Ms. Bohannon. Passed unanimously.
6. **Reports**
  - **Financial** – Management delivered a recap of April expenditures.
  - **Manager** –  
The managers' report is included with the minutes.
  - **Committees**
    - **Master & Clubhouse** – Mr. Edwards noted there was nothing to add to his earlier email blast to the residents regarding his summary of the Master Association recent meeting. He did note there was one local issue: many approach US Lawn for tree work orders. He pointed out work orders for trees at the rear of a home are to be submitted to the Master Association for proper processing with the golf course owners.
    - **Master Board ACC** – Ms. Bohannon noted the master association currently has a 9 page report of maintenance issues within golf course owned territory; including deceased pine trees. If an owner wishes to remove a deceased tree

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located at the rear of their home, it is upon the owner to determine the rear property line and may then submit a request for removal. Once approved, the owner may, at their expense, have the tree removed.

**Reminder:** the community invited master ACC meeting is set for May 17, 2017

Moving forward the Master Association new rules only require that 1 copy of the ACC application is needed – the triplicate form is no longer required.

- Neighborhood Networking – many question: who and when is Mosquito spraying being handled? Reply noted Lake County handles this item and as to when – spraying generally starts this time of year.

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➤ Architectural –

Mr. Halter reported the following ACC applications have been approved with one rejection.

- 2083 Grafton – wishes to install mulch retaining pavers.
- 2087 Grafton – paint front door
- 2083 Grafton – submitted 6 applications (5 were approved – 1 was rejected)
  - install 20 ft. flag pole at rear of home
  - stepping stones and retaining wall on rear slope
  - landscape lighting
  - replace front door screen
  - replace garage door
  - rejected – river rock in the rear mulch bed.

Discussion – today and previously it was mentioned the NARC must have several members to assure coverage during travel or illness of others. **Motion** by Mr. Muro to appoint Tim Cronin to the NARC too; seconded by Mr. Edwards. Passed unanimously.

A question arose of where the past approved ACC forms are stored. Sentry periodically picks up copies from the master association and stores the ACC applications with the owner files.

- Communication – Mr. Edwards noted there was nothing to report at this time.
- Land Care – Ms. Bohannon recapped the flow of submitted work orders and noted the rear and side views of homes and their landscaping is of upmost importance, especially since almost all Lancaster homes border the golf course and are visible from all sides.
- Welcome / Sunshine – No report at this time.

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- Entertainment – Ms. Bohannon announced the next party is the Fall event scheduled for November 4<sup>th</sup>, 2017 in the clubhouse.
- Disaster Preparedness – Ms. Bohannon noted it is that time of year again – hurricane season is approaching. Please review and updated your contact information. It is also a great idea to utilize a program named: Smart 911. Its purpose and parameters were discussed.
- Ladies Luncheon – April's event was fabulous – the next event will be held tomorrow at Seasons 52 in the Dr. Phillips area.

### 9. Old business:

MRTA – Ms. Scigliano reported recent law changes have actually tightened the guidelines on MRTA instead of loosening up the procedural requirements. (The bill is being forwarded for Governor signature) For now it is best to hold until some final decisions are made at State level on requirements for MRTA.

### 10. New business

a) Lancaster's ACC mission statement:

Mr. Halter read the proposed ACC mission statement draft. Motion by Ms. Bohannon to approve the mission statement; Seconded by Ms. Scigliano to open the floor for discussion.

- 1) Discussion arose of whether or not time and dates should be listed. Final decision was to not list meeting times on the statement and to add a notation that members are welcome to attend.
- 2) Discussion regarding the number of committee members. It was agreed, to assure coverage there should be 3 members and 1 alternate but not to list the number of members in the mission statement.

**Motion** by Mr. Edwards to amend the motion to accept the NARC mission statement with noted revisions to not include the meeting frequency and number of members. Seconded by Mr. Muro, passed unanimously.

Mr. Halter will re-write the statement with noted changes.

### 11. Open forum:

**1) Violation inspections**, review of who should accompany management for inspections was discussed. Should it be a NARC or board member? Conclusion – a board member, Mr. Muro was asked to accompany management; as noted by Ms. Scigliano – enforcement of governing documents is a Board of Directors task and directive.

**2) The request was made to add "Pretty Please"** to the Welcome package, as well as listing the meeting times.

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At Kings Ridge Neighborhood Association Inc.

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**12. Establish Date for the next meeting:**

The next meeting date is June 12, 2017 at 9 am.

**13: Adjournment – Motion** by Ms. Bohannon to adjourn the meeting at 10:40 a.m.; second by Mr. Muro. Passed unanimously.

Respectfully submitted  
Barbara Rights, LCAM

Date approved: June 12, 2017

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# Lancaster

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## MINUTES

Board of Directors Meeting

June 12, 2017, 9:00 am

Royal Clubhouse – Carrington Room

9. **Call to Order:** The meeting was called to order by President Ms. Scigliano at 9:00 a.m.
10. **Establish Quorum:** Mr. Choice Edwards, Ms. Virginia Scigliano, Ms. Helen Bohannon, Mr. Hughes and Mr. John Muro were present, which constituted a quorum. Barbara Rights represented Sentry Management.
11. **Proof of Notice:** A notice was posted in the clubhouse and at the front entrance of the neighborhood at least 48 hours prior to the meeting according to Florida Statutes.
12. **Pledge of Allegiance** was led by Mr. Muro.
13. **Approval of May 8, 2017 Minutes: Motion** by Mr. Edwards to accept the minutes as presented. Second by Ms. Bohannon. Passed unanimously.

### 14. Reports

- **Financial** – Mr. Hughes delivered a recap of May expenditures. Mr. Hughes noted financials and reserves will be reviewed in preparation for preparation of the 2018 budget.
- **Manager** –  
The mangers' report is included with the minutes.
- **Committees**
  - Master & Clubhouse – Mr. Edwards noted there was nothing to add to his earlier email blast to the residents regarding his summary of the Master Association's recent meeting.
  - Master Board ACC – Ms. Bohannon stated the ACC application form has been updated; residents should only use this one because the old form will no

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longer be accepted. Discussion followed and it was agreed the new form should be available on the Lancaster website.

Discussion followed regarding the mailboxes, some are in need of TLC and parts.

Ms. Scigliano noted Mr. O'Neill has added the NARC meetings times and a link to the new form to the Lancaster website.

➤ Neighborhood Networking – Ms. Bohannon noted the main topic revolved around the feasibility of each neighborhood having their own webpage.

Mr. Muro raised a question – during the Neighborhood Networking meeting someone suggested the Associations may receive a better management per door price if all use one vendor. Associations were ask to share their management fee costs at the next meeting, however Mr. Muro pointed out the current management agreement is marked “not to be shared” and furthermore believes to do so would be a breach of contract. Discussion followed, it was noted the management agreement is on file for owners to review as part of the official records.

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➤ Architectural (LARC applications) –

Mr. Halter reported the following LARC applications have been approved.

2084 & 2083 Grafton: request for front door paint – approved.

2121 Grafton: request to install driveway pavers – approved.

2073 Dobson: request to replace rear bushes – approved.

2083 Grafton: request to install a retaining wall behind the home – approved.

Discussion – Mr. Muro mentioned the flagpole and American flag installed at the rear of a home on Grafton appears to be on the property line and not meeting the required setback. Mr. Halter replied this item was measured and indeed is set back far enough.

Mr. Muro also inquired as to the retaining wall on the same property – Mr. Halter replied the ACC is viewing the short wall as bed edging, which is permissible. Discussion followed.

Point of interest – it is not necessary for the Board to approve these applications at the Board meeting since the Lancaster Architectural Review Committee has already approved the submitted items.

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Communication – Mr. Edwards noted research found that an effort for a shared website is not currently feasible.

- Lawn Maintenance – Ms. Bohannon reported the old work order system is back in use for now. Residents commented on grass height, discussion followed. Grass was left a bit higher during the April drought. Residents ask if the grass can be shortened again.
- Welcome / Sunshine – No report at this time. Mention was made that several residents suffer with health issues right now. If you can, take a moment and drop a card.
- Entertainment – Ms. Bohannon announced there is a meeting scheduled for next Monday.
- Disaster Preparedness – Mr. Edwards reminded everyone to check their walkie-talkie since we are in the storm season.
- Ladies Luncheon – May's event was fabulous – the next event will be held at Carabbas July 11, 2017.

### 9. Old business:

Discussion of Amendment provisions of Lancaster documents requiring quorum of residents. Ms. Scigliano stated this item will be discussed in detail during the Board workshop immediately following today's business board meeting.

Discussion followed regarding the current required quorums listed in the governing documents for amendments at which a 75% of residents must approve the amendment to be effective. Recommendation is to change the current language from 75% of all residents, to majority of quorum of attendees & Board.

### 10. New business

- a) Directors and Officers Insurance renewal.  
A cost update for renewal of the current D&O policy was emailed – cost remains the same as last year due the fact Lancaster opted for a 3 year price freeze at last renewal. **Motion** by Mr. Edwards to renew the current D&O policy. Seconded by Mr. Hughes. Passed unanimously.
- b) Paint Matrix (add on agenda item) Mr. Halter prepared a paint matrix for all of the homes in Lancaster. The chart shows the address, the color scheme painting in 2016 and the corresponding new color scheme for future use.

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Ms. Bohannon thanked Mr. Halter for his hard work and suggested this matrix be published for resident access. **Motion** by Ms. Bohannon to publish the list, omitting the owners' name, under documents on the Lancaster website. Seconded by Mr. Edwards. Passed unanimously. It was further noted that two houses side by side on Dobson have the same base color. This will be red flagged to be corrected at the next house painting cycle.

### 11. Open forum:

- 1) Comment by Mr. Unger – he stated the last line on the financial summary showing surplus and deficit seems backwards. Management explained it is the summary “of spending”, with other words the deficit or surplus of spending. It was suggested this verbiage be added for clarification.
- 2) Ms. Scigliano mentioned she ordered 2 copies of Robert Rules of Order for the two new Board members.
- 3) Ms. Rubright reported on her current reception issues with OpticalTel. Discussion and recommendations follows.
- 4) Mr. Hughes took a moment to extend a thank you to all volunteers for their hard work and dedication.

### 12. Establish Date for the next meeting:

The next meeting date is July 10, 2017 at 9 am.

**13: Adjournment – Motion** by Mr. Muro to adjourn the meeting at 10:25 a.m.; second by Mr. Edwards. Passed unanimously.

Respectfully submitted  
Helen Bohannon, Secretary  
Barbara Rights, LCAM

Date approved: July 10, 2017

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# Lancaster

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## MINUTES

Board of Directors

Workshop June 12, 2017,

immediately following the Board of Directors meeting

Royal Clubhouse – Carrington Room

1. **Call to Order:** The meeting was called to order by President Ms. Scigliano at 10:43 am.
2. **Purpose of the board workshop was: to discuss Board Officers and Residents Roles and Responsibilities; to discuss Amending the Amendment provisions of the Lancaster documents; and to discuss the Boards 2017-2018 Mission and Goals. The workshop was facilitated via power point presentations regarding the above. Significant discussion followed.**
  - a. **Violations** – so far the focus of inspections has been on maintenance items such as dirty driveways and dirty mailboxes. A list was comprised showing the most frequent violations noted within Kings Ridge such as landscape plants, removal or addition without approval; decorative items placed in front of homes that are not permitted or too many of a permitted item. Lawn furniture left out when not in use, things or signs posted in windows, torn and dirt screen., just to name a few.
  - b. **Future goals** – Improve communication within the community and improve resident involvement i.e.
    - ✓ Have a board member personally greet and welcome a new owner.
    - ✓ Increase residents' involvement in community affairs.
    - ✓ Communication – consider a Facebook page.
    - ✓ Run a party survey to ascertain the residents' interest in having for private adlib parties.
    - ✓ Run surveys to obtain the residents wishes for 2 annual formal parties.
    - ✓ Improve residents' involvement in activities and committees.
3. **Business and agenda items:**
  - a. NARC is now to be listed as LARC
  - b. Cut back the number of financial pages delivered to the Board – repetitive copies are not necessary, since details can be seen on the webpage.

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c. List all deadline items the agenda, even those not requiring a motion – for information purposes.

**4. Adjournment** – The meeting was declared adjourned by Ms. Scigliano at 1:06 pm.

Respectfully submitted

Barbara Rights, LCAM

Date approved: July 10, 2017

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# Lancaster

## At Kings Ridge Neighborhood Association Inc.

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### MINUTES Board of Directors Meeting

July 10, 2017

9:00 am

Royal Clubhouse – Carrington Room

1. **Call to Order:** The meeting was called to order by President Ms. Scigliano at 9:00 a.m.
2. **Establish Quorum:** Mr. Choice Edwards, Ms. Virginia Scigliano, Ms. Helen Bohannon, Mr. Hughes and Mr. John Muro were present, which constituted a quorum. Barbara Rights represented Sentry Management.
3. **Proof of Notice:** A notice was posted in the clubhouse and at the front entrance of the neighborhood at least 48 hours prior to the meeting according to Florida Statutes.
4. **Pledge of Allegiance** was led by Mr. Edwards.
5. **Approval of June 12, 2017 Minutes: Motion** by Mr. Edwards to accept the minutes as presented. Second by Ms. Bohannon. Passed unanimously.

#### 6. Reports

- **Financial** – Mr. Hughes delivered a recap of June expenditures based on an un-accrued financial. The accrued report was delayed by the holiday.
- **Manager** – The managers' report is included with the minutes.
- **Committees**
  - **Master & Clubhouse** – Mr. Edwards noted there was nothing to add to his earlier email blast to the residents regarding his summary of the Master Association's recent meeting. This report is posted on the webpage. Mr. Edwards further noted recapped some of the conversations with Seco, stating they are trying to locate monies for bulk / globe replacement and painting of the poles. In response to Ms. Scigliano's question about the neighborhood light poles, globes and lights Mr. Edwards explained that the Master Board is only responsible for the KR common areas and it is up to the neighborhoods to address this issue.

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- Master Board ACC – Ms. Bohannon had no report at this time. Ms. Halter reported the ACC is currently reviewing and fine tuning some of the existing guidelines to prevent misunderstandings and mis-interpretations. Tree guidelines are being reviewed as well.  
Discussion followed.
  - Neighborhood Networking – Per Ms. Bohannon – no report at this time. The street light poles and lights being discussed earlier.
- 

- Architectural (LARC applications) –

Mr. Halter reported the following LARC applications have been received and handled as follows:

- 2086 Dobson – request to install a crape myrtle and ixoria plants - approved.
- 2104 Grafton – request to install solar tube – denied – additional information requested.
- 2104 Grafton – request to install retention wall in rear yard – denied – additional information needed.
- 2084 Grafton – install wired landscape lights – approved.
- 2125 Grafton – replace front landscaping – approved
- 2116 Grafton – repaint driveway and walkway – approved.

Ms. Scigliano asked if a draft flyer had been developed reminding owners of the items a contractor may and may not do when working in Lancaster. Discussion followed. The LARC is going to draft some guidelines for review at the next meeting.

**Motion** by Mr. Hughes to accept Tim Hyden's resignation from the committee and promote Tim Cronin from alternate to committee member. Second by Mr. Edwards. Passed unanimously.

- Communication / Website / Technology – Mr. O'Neill is currently working on adding the new ARC application on line in such a way that it can be completed and then submitted to the LARC and ACC electronically. Ms. Halter indicated that others are working on the same issue via ACC. Mr. O'Neill said he would coordinate his efforts with them.

Discussion followed.

**Motion** by Ms. Scigliano to create/update the form for new residents to enter their email information on the Sentry Lancaster portal and to include this form

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in the Welcome Committee packet. Second by Mr. Edwards. Passed unanimously.

- Lawn Maintenance – Ms. Bohannon reported that the work order process in place is working well and many more residents are placing their work orders online.  
No vendor luncheon is planned at this time.  
The landscape contract will be on the Sept. agenda for review as to coverage.
- Welcome / Sunshine / Entertainment / Activities – Ms. Bohannon reported that the next Lancaster social event is on the calendar for November 4<sup>th</sup> 2017 in the Nottingham Room and another social event is scheduled for January 6<sup>th</sup>, 2018.

Discussion followed regarding the Welcome package and which items are included. A registration form for Sentry will be included too. Discussion regarding distribution or listing of email addresses on the Lancaster website followed.

- Disaster Preparedness – Mr. Edwards reported that he checked his walkie-talkie since we are in the storm season. Discussion followed about the need of more block captains, the updating of emergency contact lists and where they are stored and how they should be updated etc. Ms. Bohannon noted more volunteers are needed. Mr. Edwards stated that he would schedule a Disaster Committee meeting to address all of these concerns.
- Ladies Luncheon – 14 ladies have signed up for tomorrow's luncheon at Carabbas. Please come and join.

### 7. Old business:

Ms. Scigliano noted this item should only proceed with full board support; if that is not given then this item dies here and now. Objective is to ascertain if the board wishes to move forward to seek approval by the residents to amend the percentage required to for adopting amendments to Lancaster documents. That is the first step in updating the documents prior to re-registering under MRTA. Discussion followed.

**Motion by** Mr. Edwards to go forward to obtain resident approval to change amendment provisions in the Lancaster Covenants, Articles and By-Laws to

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majority at a quorum meeting from 75% of residents needed currently. Second by Mr. Muro. Passed unanimously.

### 8. New business

- a) Ms. Scigliano outlined the purpose of the board members workshop after last month's meeting. The Board members agreed to have these workshops quarterly. At the workshop the Board members drafted the Lancaster Board Mission Statement and Objectives for this administration administrative year 2017-2018. Ms. Scigliano read this statement and objectives.

**Motion by Mr. Muro** to approve the draft of the 2017-2018 Lancaster Board Mission Statement and Objectives as presented. Second by Mr. Edwards. Passed unanimously.

- b) A draft letter to Mr. & Mrs. Cooper was prepared and included for review regarding a construction trailer that was left overnight in the street last week, The letter draft was read for consideration.

**Motion by Mr. Edwards** to send the letter as presented. Second by Mr. Hughes. Discussion followed.

Motion to amend the main motion failed for lack of a second. More discussion followed.

Vote on the motion to accept and send letter as presented failed. (vote: 2 yeas; 3 nays) Letter will not be sent.

- c) **Motion by Ms. Bohannon** to approve a check for Mike Conley Hospice House (Cornerstone Hospice in Clermont) in the Name of Joyce Finkenstein in the amount of \$25.00. Second by Mr. Hughes. Passed unanimously..

- d) **Lancaster 2016 taxes – late filing.** Ms. Scigliano asked management to report on this matter. At the August Lancaster Board meeting 2016 costs were requested for a CPA to file the annual taxes; at the September 2016 Board meeting the Board approved an offer from Joe Michalak CPA to file the taxes at a cost of \$225.00 and the engagement letter was included for review and signature and was approved by the Board. Somewhere between the approved submission of the engagement letter and the CPA there was a breakdown. Because Lancaster did not have a CPA on file with Sentry from previous years the failure to file taxes was not red-flagged at year end and went unnoticed by management. Also the Lancaster Treasurer did not follow up on this. When Ms. Scigliano asked Ms. Rights about the tax filing Ms. Rights was sure it had been completed and agreed

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to obtain copies for the President. The tax report was not filed and Ms. Rights independently requested that Arrington CPA. do the taxes. Ms. Scigliano expressed her concerns on this matter.

Ms. Scigliano requests that the taxes for 2016 be completed and filed at no cost to Lancaster HOA for either the filing or any late fees or penalties that may arise and requests that Sentry cover these expenses. As noted in the management report, Ms. Rights will be responsible for these costs since the matter happened on her watch.

**Motion** by Mr. Edwards to accept, approve and sign for mailing via certified mail receipt requested, at no cost to Lancaster HOA the late filing of Lancaster 2016 taxes by CPA Lee Arrington hired by Barbara Rights of Sentry, in lieu of the CPA Joseph Michalak authorized by the Lancaster Board at the September 12, 2016 Board meeting, with Sentry assuming any and all IRS late fees and/or penalties. Second by Ms. Bohannon. Passed unanimously.

- e) President Ms. Scigliano presented a copy of Robert Rules of Order to both, Mr. Hughes and Ms. Bohannon. She furthermore expressed her appreciation for their willingness to serve as board members and thanked them for their support on the board of directors.

### 9. Open forum:

- 1) Ms. Scigliano noted that all reporting times listed on the Lancaster website are to be listed on the agenda as they occur as a timeline reminder, even when the item does not require a motion.
- 2) Coyotes were seen on Lancaster property. It was agreed this information such as this should be passed along to Roy Gordon to include in a Master email blast to all residents when Coyotes are sighted.
- 3) Mr. Muro commented that he still believes the installed flagpole at a home on Grafton does not meet the ACC guidelines. The Board noted that this resident request was approved previously by both the LARC and the Master ACC, therefore no further action by the Board would be appropriate. Some discussion followed and it was suggested that if he had a concern as a resident, not a board member since the board approved the request, that he could bring it to the attention of the KRACC.

### 12. Establish Date for the next meeting:

The next meeting date is September 11, 2017 at 9:00 am. There will be no August meeting.

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**13: Adjournment – Motion** by Mr. Hughes to adjourn the meeting at 11:09 a.m. Second by

Ms. Bohannon. Passed unanimously.

Respectfully submitted  
Helen Bohannon, Secretary  
Barbara Rights, LCAM

Date Approved: Sept 11, 2017

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No meeting scheduled for August

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# Lancaster

At Kings Ridge Neighborhood Association Inc.

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## Board of Directors Meeting

Sept 11, 2017

9:00 a.m.

2088 Grafton Ave

1. **Call to Order:** The meeting was called to order by President Virginia Scigliano at 9:00 a.m. at 2088 Grafton Ave. due to the clubhouse being closed due to Hurricane Irma.
2. **Establish Quorum:** Mr. Choice Edwards, Mr. Robert Hughes and Ms. Virginia Scigliano were present, which constituted a quorum. Ms. Helen Bohannon was present via email. Sentry Management was excused from the meeting due to Hurricane Irma.
3. **Proof of Notice:** A notice and proposed budget were posted in the clubhouse. Residents were hand delivered to their resident mailboxes hard copies of the agenda and proposed budget. Also email blast to all residents included copies of the agenda and proposed budget.
4. **Approval of July 10, 2017 Minutes:** Motion by Mr. Edwards to approve the minutes. Second Mr. Hughes. Passed unanimously.

## 5. Reports

**Financial (Aug-Sept 2017):** Board received copies of the July and August statements. See board packet. Board still requests management in the future to provide hard copies of all bank statements monthly.

### Master Board & Liaison Reports

Master Board Director Report: Mr. Edwards stated that he had nothing to add to his e-blast report sent to all Lancaster residents.

Master Board ACC Liaison Report: None.

Neighborhood Networking Committee Liaison Report: None.

### Lancaster Committees & Liaison Reports

Board of Directors

Choice Edwards, President – , Fran Rubright Vice President – Virginia Scigliano, Secretary, –

Helen Bohannon – Director

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# Lancaster

At Kings Ridge Neighborhood Association Inc.

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Lancaster NARC Requests & Approvals: August approvals attached.

Opticaltel Coalition Report:

**Discussion:** Mr. Hughes, Ms. Scigliano, and Ms. Racine met with Ms. Dee Hensen via conference call to discuss the accuracy of Opticaltel Credits and Recap Sheet for Lancaster. All concerns were addressed satisfactorily. There could be a short fall in payments to Opticaltel due to taxes not being included in the 2017 budget. Therefore the board will approve funds to cover the difference.

**Motion** by Mr. Hughes to approve \$2,624.40, not to exceed \$3,000.00, to cover the difference between the Opticaltel budgeted amount and the actual. Second by Mr. Edwards. Passed unanimously.

Communication / Website / Technology:

**Discussion and Action:** to upload Opticaltel information to Lancaster Website or Link this information to the KR website. And if so what, who and how much information: No action taken.

Land Maintenance Monitoring & Landscaping:

**Discussion:** Should the Lawn Service provide tree etc. removal resulting from storms or other emergencies. Should this be added to the contract for next year? The Board discussed this issue and decided not to add tree removal resulting from storms or other emergencies. **Motion** by Mr. Edwards to not add emergency tree removal to the lawn maintenance contract. Second by Mr. Hughes. Passed unanimously.

**Discussion:** Mulch problems. At present Lancaster HOA mulches once a year and any refreshing is up to the individual homeowner. **Motion** by Mr. Hughes that the homeowner is to be responsible for any additional mulching beyond the once a year contract amount. Second by Mr. Edwards. Passed unanimously.

Welcome/Sunshine / Entertainment/Activities: No report

Board of Directors

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# Lancaster

At Kings Ridge Neighborhood Association Inc.

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**New Neighbors:** Paul and Bonnie Borders 2082 Dobson; John and Linda Lawson 2090 Dobson; Dolores Thomas 2050 Dobson

Neighborhood Disaster Preparedness:

**Committee Update and Status:** The Board members thanked Mr. Edwards for an outstanding job in reformulating the committee and its progress.

**Motion** by Mr. Hughes to change the name of the committee to the Lancaster Neighborhood Emergency Preparedness Committee. Second by Mr. Edwards. Passed unanimously,

**Motion** by Mr. Hughes to appoint Choice Edwards Lancaster Emergency Preparedness Committee Coordinator. Second by Ms. Scigliano. Passed unanimously.

**Motion** by Mr. Edwards to appoint the following Block Captains: Helen Bohannon, Janet Nestel, Ken Rowe, Charles Marler, Linda & Tim Cronin, Robert Hughes. Second by Mr. Hughes. Passed unanimously.

**Discussion:** should the Help/OK signs to be placed in residents windows be given to residents or maintain with the Coordinator until needed. Each resident has been given a Help/Ok sign due to hurricane Irma. **Motion** by Mr. Edwards for the signs already given to residents to remain with the residents. Second by Mr. Hughes. Passed unanimously.

**Motion** by Mr. Hughes to approve \$113.16 to reimburse Choice Edwards for lamination of additional Help/Ok signs. Second by Ms. Scigliano. Passed unanimously.

Board of Directors

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# Lancaster

## At Kings Ridge Neighborhood Association Inc.

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Ladies Luncheon; Sept luncheon canceled due to hurricane Irma.

### 6. Old Business:

**Motion** by Mr. Hughes to Amend and validate the Previous Lancaster Board Email Vote regarding the Lancaster NARC Flyer clarifying that only the Committee's Board Approved Flyer will be distributed to applicants for architectural changes. Second by Mr. Edwards. Passed unanimously. Helen Bohannon voting via email.

**Motion** by Mr. Edwards to validate Lancaster Board's email vote accepting John Muro's resignation from the Lancaster Board of Directors. Second by Mr. Hughes. Passed unanimously. Ms Bohannon voting via email.

**Motion** by Mr. Hughes to postpone to the Oct. Board meeting scheduling the Date for a Special Board Meeting regarding residents notice and voting on the Formal Procedures to Change the Amendment Provisions in the Lancaster Documents from 75% of residents to majority vote at a quorum meeting. Second by Mr. Edwards. Passed unanimously. (Reminder any change to the Lancaster documents requires legally required mailed notice to residents and proxy vote and/or in person vote by 75% of the Lancaster residents at a public meeting. This proposed action only presents the issue to residents for resident consideration and action)

### 7. New Business.

**Motion** by Mr. Hughes to Approve Lee Arrington's CPA Letter of Engagement for \$225 to prepare and file (1120-H Form) Lancaster HOA taxes for 2017. Second by Mr. Edwards. Passed Unanimously. Helen Bohannon voted via email.

**Motion:** by Mr. Edwards to approve the draft Violations Policy. Second by Mr. Hughes. Passed unanimously. Helen Bohannon voted via email.

**Motion** by Mr. Edwards to approve the draft letter to Hank Buldo regarding Lancaster Street lighting to be emailed and mailed by the President. Second by Mr. Hughes. Passed unanimously.

Board of Directors

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Helen Bohannon – Director

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# Lancaster

## At Kings Ridge Neighborhood Association Inc.

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**Motion** by Mr. Hughes to approve US Lawns Landscape Maintenance for Lancaster HOA for 2018 (Jan to Dec) in the amount of \$42,703.52 for general services, turf and Landscape, chemical care control and monthly irrigation Inspections. Mulch Installation is an additional cost billed separately at \$7,724.00. Second by Mr. Edwards. Passed unanimously. (It is noted that the cost for all of these services per home is \$65.90 per month.)

### 8. Open Forum

Resident Janet Nestel's letter to the Board was read by the Board. The Board thanks Ms. Nestel for her support and will file the letter with the Board's official minutes.

The Board directed Ms. Hughes to contact Mr. Tim Hyden to inform him that Mr. Muro has resigned from the board and that any past, present or future actions or potential actions taken by Mr. Muro are not in any respect official actions authorized by the board.

9. **Establish Date for Next Meeting:** Oct 9, 2017. Meeting scheduled for Oct. 9<sup>th</sup>.

10.

11. **Adjournment: Meeting adjourned 10:50 a.m.**

### BUDGET WORKSHOP

Workshop convened at 10:51. a.m.

**Discussion** Proposed 2018 Lancaster Budget and Assessment.

The Board discussed the proposed budget. The budget includes an increase in US. Lawns Services and Opticaltel. It is noted that mulching costs have remained the same. Since Lancaster did not mulch in 2016 the 2017 budget did not reflect the full charge for mulching. Due to credits from Opticaltel the costs for 2017 were credited reducing this budget amount for 2017. Also, U.S. Lawns has not asked for an increase in services for three years. The proposed budget will be presented at the Oct Lancaster Board of Directors meeting for approval.

**Workshop adjourned:** 11:15 a.m.

Respectfully submitted

Approved Oct 9, 2017

Virginia Scigliano, President

and Acting Secretary

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Board of Directors

Choice Edwards, President – , Fran Rubright Vice President – Virginia Scigliano, Secretary, –

Helen Bohannan – Director

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# Lancaster

At Kings Ridge Neighborhood Association Inc.

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To: All Members of the Board of Directors: All Owners

Notice is hereby given that a meeting of the Board of Directors for Lancaster at Kings Ridge Homeowners Association will be held at the Date, Hour and Place noted below:

Date: **Wednesday, Oct 11, 2017**  
Hour: **9:00 am.**  
Place: **Kings Ridge Clubhouse – Carrington Rm**  
1900 Kings Ridge Blvd  
Clermont, Florida 34711  
Posted by: Oct. 6, 2017

## **MINUTES**

**October 2017**

1. **Call to Order:** Meeting was called to order by President Ms. Scigliano at 9:00 a.m.  
**Establish that a Quorum is Present:** Present were Mr. Choice Edwards, Ms. Virginia Scigliano, Ms. Helen Bohannon, Mr. Hughes and Mr. Unger; a quorum. Noelle Racine, CAM and Randy Miller, CAM represented Sentry Management.
3. **Proof of Notice:** Agenda was posted in the clubhouse and sign was posted at Lancaster entrance at least 48 hours prior to meeting.
4. **Moment of silence for the Hurricane Irma and Las Vegas victims.**
5. **Pledge:** Mr. Edwards led the pledge.
6. **Board's permission to vote out of order on Item Old Business Regarding Steve Unger's appointment to the Board.**
  - Motion was made by Mr. Edwards and seconded by Ms. Bohannon to appoint Mr. Unger to the board replacing Mr. Muro; all in favor – unanimously passed. No discussion.
  - Mr. Unger will serve as director, not as Vice President; change will be made in the system.
7. **Introduction of new Community Manager, Noelle Racine**
8. **Introduction of Randy Miller, Division Manager, Sentry Management**
9. **Approval of Minutes of Sept 11, 2017**
  - Motion was made by Ms. Bohannon to approve the September 11, 2017 meeting minutes and was seconded by Mr. Edwards; all in favor – unanimously passed. No discussion.
10. **Reports**

Board of Directors

Choice Edwards, President – , Fran Rubright Vice President – Virginia Scigliano, Secretary, –

Helen Bohannon – Director

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# Lancaster

At Kings Ridge Neighborhood Association Inc.

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- **Treasurer's Report (Aug-Sept 2017):** (Robert Hughes): Read and reviewed.

Resident assessments overdue and/or incorrect payments. Monthly reporting of delinquencies by Sentry:

- Management will include AR report and cash receipts report in the monthly board package.
- Management clarified that late statements are automatically sent to delinquent homeowners.
- Homeowners and Board members can access delinquency information through the community portal on Sentry website.
- Under the Fair Debt Collection Act management does not directly contact homeowners due to the liability with doing so. Discussion followed.
- Discussion was had regarding auto pay and delinquent accounts.

Sentry's policy regarding past manager's using her personal checking for payment of Lancaster invoices:

- This is permitted under certain circumstance; Mr. Miller will review. Discussion followed.

Update and any future need to recalculate Lancaster Reserves:

- Discussed during financial workshop.

- **Manager's Report:** (Noelle Racine) – Read and reviewed.

- **Master Board Committee & Liaison Reports**

Master Board Director Report: (Choice Edwards):

- Information was sent via E-mail blast and Royal Times.

Master Board ACC Lancaster Report: (Bertha)

- Change to tree guideline; ACC will not be responsible for measuring if tree(s) are homeowner's lot.
- Need 1 canopy tree required by City of Clermont.

Neighborhood Networking Committee Liaison Report: (V. Scigliano for H. Bohannon)

Board of Directors

Choice Edwards, President – , Fran Rubright Vice President – Virginia Scigliano, Secretary, –

Helen Bohannon – Director

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# Lancaster

## At Kings Ridge Neighborhood Association Inc.

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- Discussed holiday decorations at entrance.
- Road resurfacing – Residents will not be able to exit at Hancock during this time period.

### **Lancaster Committee & Liaison Reports**

Architectural –Lancaster NARC Requests & Approvals: ( L.Halter; B.Pamplin; Tim Cronin, H.Bohannon).

The following were ACC applications for September:

- 2050 Dobson: Flood lights – approved
- 2088 Grafton: Remove and replace canopy tree – approved
- 2116 Grafton: Remove and replace canopy tree – approved
- 2050 Dobson: Solar tube – approved
- 2054 Dobson: Remove and replace canopy tree – approved
- 2084 Grafton: Remove damaged understory tree
- 2084 Grafton: Install new roof – approved
- 2050 Dobson: Install new roof – approved

Overnight parking request at 2125 Grafton Ave. parking for a project beginning Oct. 25<sup>th</sup>:

- Motion was made by Mr. Hughes to allow homeowner to park on street for 3 days and if more time is needed homeowner is to contact the President for an extension. This was seconded by Mr. Unger; all in favor – unanimously passed. No discussion.

Opticaltel Coalition Report: (John Muro)

- Caller ID – No date for completion; working on software. Next meeting is October 19, 2017. Homeowners were reminded that a representative from Opticaltel is at Kings Ridge on Thursdays. Discussion followed.

Communication / Website / Technology: (C. O'Neill; S. Silpe; C. Edwards).

Decision to upload Opticaltel information to Lancaster Website:

Board of Directors

Choice Edwards, President – , Fran Rubright Vice President – Virginia Scigliano, Secretary,–

Helen Bohannon – Director

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# Lancaster

## At Kings Ridge Neighborhood Association Inc.

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- Motion was made by Mr. Edwards and seconded by Ms. Bohannon to hold off on uploading information to Lancaster site until issues are resolved; all in favor – unanimously passed. No discussion.

### Land Maintenance Monitoring & Landscaping: (H. Bohannon; F. Dubuss)

- Should the Board try to obtain bids and/or budget for future disaster recovery regarding replacement of trees wedges etc.: **No action will be taken at this time.**

### Welcome/Sunshine / Entertainment/Activities: (J. Nestel; B. Pamplin; S. Pamplin; L. Cronin; H. Bohannon; C. Bohannon)

- Introduction of new neighbors; Chris and Kay Weiss; 2128 Grafton Ave.

### Neighborhood Emergency Preparedness: (C. Edwards).

- Information was obtained from residents from committee members. Discussion followed. **Must be clearly communicated to the residents this is neighbor watching neighbor – not first responders.**
- Management will check with insurance company if there any issues regarding liability.

### Ladies Luncheon: (L. Cronin)

- Last month was at Outback Steakhouse; 17 attended. Next month place/time: To be determined.

## 10. Old Business:

Date for Special Board Meeting to vote for changes to the Amendment Provisions:

- Meeting will be held in February 2018. President and management will meet and discuss.

## 11. New Business

Approve the 2018 Lancaster budget. The monthly resident amount \$177.89 rounded to \$178:

Board of Directors

Choice Edwards, President – , Fran Rubright Vice President – Virginia Scigliano, Secretary,–

Helen Bohannon – Director

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# Lancaster

## At Kings Ridge Neighborhood Association Inc.

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- Motion was made by Mr. Edwards and was seconded by Mr. Hughes to approve the 2018 proposed budget; all in favor – unanimously passed. No discussion.

U.S. Lawns Invoice for Lancaster Irma cleanup of \$1,238.75. (\$698.75 for clearing and stacking the three trees destroyed and \$540.00 for storm clean-up labor hours). And any costs for up-righting and anchoring one elm tree:

- Motion was made by Mr. Edwards to cover the one-time cost due to a state of emergency and was seconded by Mr. Unger; 4 in favor and 1 abstained – motion passed.

Gloria Pasteur letter to the Board requesting Lancaster HOA to pay for stump removal and re-planting of new elm tree:

- Motion was made by Mr. Hughes and seconded by Mr. Edwards to deny cover the cost of removal and replacement of elm tree; all in favor – unanimously passed.

### 12. Open Forum

- Homeowner suggested updating/replacing lights with light sensors or solar lights.
- Homeowner suggested switching mulch to lava rock; This is an ACC issue.

**13. Establish Date for Next Meeting:** Nov. 13, 2017 at 9:00 a.m. in the Carrington Room- Kings Ridge Clubhouse.

**14. Adjournment** – Motion was made by Ms. Scigliano and seconded by Mr. Edwards; meeting was adjourned at 11:18 a.m.

Respectfully submitted  
Noelle Racine, CAM

Date approved: Nov 13, 2017

Helen Bohannon, Secretary

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Board of Directors

Choice Edwards, President – , Fran Rubright Vice President – Virginia Scigliano, Secretary,–

Helen Bohannon – Director

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# Lancaster

At Kings Ridge Neighborhood Association Inc.

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To: All Members of the Board of Directors: All Owners

Notice is hereby given that a meeting of the Board of Directors for Lancaster at Kings Ridge Homeowners Association will be held at the Date, Hour and Place noted below:

Date: **Monday, Nov 13, 2017**  
Hour: **9:00 am.**  
Place: **Kings Ridge Clubhouse – Carrington Rm**  
1900 Kings Ridge Blvd  
Clermont, Florida 34711  
Posted by: Nov. 10, 2017

## **MINUTES**

November 13, 2017

1. **Call to Order:** Meeting was called to order by Ms. Scigliano at 9:00 a.m.
2. **Establish that a Quorum is Present:** Present were Ms. Scigliano, Mr. Edwards, Mr. Unger, and Mr. Hughes; a quorum. Ms. Bohannon was absent. Randy Miller, CAM represented Sentry Management.
3. **Proof of Notice:** Sign was posted 48 hours prior to meeting and agenda was posted in the clubhouse on November 10, 2017.
4. **Moment of Silence for the victims in Texas**
5. **Pledge**
6. **Approval of Minutes of Oct. 9, 2017:** Motion was made by Mr. Unger to approve the minutes with correction of 1 canopy tree and seconded by Mr. Edwards; all in favor – unanimously passed.
7. **Reports**
  - **Treasurer’s Report (Oct 2017):** (Robert Hughes) – Read and reviewed.

➤ Lancaster Reserves: Discussion followed. Please see new business.

Board of Directors

Virginia Scigliano, President – Robert Hughes, Treasurer

Helen Bohannon, Secretary – Choice Edwards, Director – Steve Unger, Director

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# Lancaster

At Kings Ridge Neighborhood Association Inc.

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- Assessment increase: Board discussion as to the need for multiple communications to residents regarding monthly maintenance increase.
- **Manager's Report:** (Noelle Racine): Revisit Emergency Preparedness Committee title at next meeting.
- **Master Board Committee & Liaison Reports**
  - Master Board Director Report: (Choice Edwards)
    - Master is repairing perimeter fence.
    - Developer is looking at new upscale restaurant.
  - Master Board ACC Lancaster Report: (Helen Bohannon): No update
  - Neighborhood Networking Committee Liaison Report: (V. Scigliano for H. Bohannon): No update.

## Lancaster Committee & Liaison Reports

Architectural –Lancaster NARC Requests & Approvals: ( L.Halter; B.Pamplin; Tim Cronin, H.Bohannon).

- 2091 Grafton – Install new roof – approved
- 2087 Grafton – Shingles replaced – approved
- 2133 Grafton – Install new roof – approved
- 2085 Dobson – Understory tree removed- approved
- 2075 Grafton – Shingles replaced – approved
- 2054 Grafton – Light tubes on roof – approved
- 2050 Dobson – Screened lanai – approved
- 2075 Grafton – Paint driveway and walkway – approved
- 2133 Grafton – Replaced gutters – approved
- 2090 Dobson – Direct TV satellite – approved
- 2085 Dobson – Understory tree stump removed – approved
- 2104 Grafton – Roof shingles – approved
- 2050 Dobson – Install pavers – approved
- 2084 Grafton – Plant allamanda bush – approved
- 2082 Dobson – Remove and replace tree – approved
- 2082 Dobson – Install screen addition – approved

Board of Directors

Virginia Scigliano, President – Robert Hughes, Treasurer

Helen Bohannon, Secretary – Choice Edwards, Director – Steve Unger, Director

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# Lancaster

## At Kings Ridge Neighborhood Association Inc.

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- 2050 Dobson – Install flag pole – approved
- 2050 Dobson – Install screen front & rear lanai – approved
- 2050 Dobson – Remove palm tree growth – approved

Opticaltel Coalition Report: (John Muro): Discussion regarding interference from weather other than Irma.

Communication / Website / Technology: (C. O'Neill; S. Silpe; C. Edwards): No report.

Land Maintenance Monitoring & Landscaping: (H. Bohannon; F. Dubuss): About \$400 collected for landscapers for Christmas “thank you.”

Welcome/Sunshine / Entertainment/Activities: (J. Nestel; B. Pamplin; S. Pamplin; L. Cronin; H. Bohannon; C. Bohannon): New resident – Margaret Goedecker.

**Report:** Tailgate Party Nov. 4<sup>th</sup> and U.S. Lawns Gratuity and Luncheon

Neighborhood Emergency Preparedness: (C. Edwards): No updates.

Ladies Luncheon: (L. Cronin): Oakwood Grill – Nice turnout.

### 10. Old Business:

Amendment process – December and January to prepare for special board meeting in February 2018 to vote on amending the Lancaster document amendment clauses.

### 15. New Business

- Appoint Vice President: Mr. Unger as appointed as Vice President: Motion was made by Mr. Hughes and seconded by Mr. Edwards: all in favor – unanimously passed.
- Reimbursed Lou Halter \$8.10 for copies of Lancaster Plot Plans to be posted on Lancaster website by each house address.
- Asphalt:
  - Manager will get quote for PDC sealant from Central Asphalt Sealcoating. Board had concerns with PDC regarding High Gate.
  - Manager will also get information regarding the remill –when this needs to be done and the cost. It is anticipated that the remill will need to be done in 2025. Discussion followed.
- Red mulch: Board referred via unanimous vote the issue to Lancaster NARC to research, obtain input from residents and submit a recommendation to the board at the December 2017 meeting, if possible.
- Resignation: Ms. Ann E. Kurilchik resigned from the Decorating Committee which will be effective December 31, 2017.

Board of Directors

Virginia Scigliano, President – Robert Hughes, Treasurer

Helen Bohannon, Secretary – Choice Edwards, Director – Steve Unger, Director

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# Lancaster

At Kings Ridge Neighborhood Association Inc.

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## 16. Open Forum

Concern about emergency tree removal after disasters: Discussion followed.

Annual report: Only submitted once a year even if there are changes.

Mulch: Neighborhood input vital. Lancaster NARC meets twice a month via noticed and published meetings. Neighbors encouraged to attend and provide input on mulch.

## 17. Establish Date for Next Meeting: Dec 11, 2017

**18. Adjournment:** Mr. Unger made the motion to adjourn and this was seconded by Mr. Hughes; all in favor – unanimously passed. Meeting was adjourned at 10:14 a.m.

Respectfully submitted

Noelle Racine, CAM

Helen Bohannon, Secretary

Approved: Dec. 11, 2017

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Board of Directors

Virginia Scigliano, President – Robert Hughes, Treasurer

Helen Bohannon, Secretary – Choice Edwards, Director – Steve Unger, Director

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# Lancaster

At Kings Ridge Neighborhood Association Inc.

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## LANCASTER AT KINGS RIDGE NEIGHBORHOOD ASSOCIATION, INC. BOARD OF DIRECTORS MEETING

To: All Members of the Board of Directors: All Owners

Notice was given that a meeting of the Board of Directors for Lancaster at Kings Ridge Homeowners Association was to be held at the Date, Hour and Place noted below:

Date: Monday, Dec 11, 2017  
Hour: **9:00 am.**  
Place: **Kings Ridge Clubhouse – Carrington Rm**  
1900 Kings Ridge Blvd  
Clermont, Florida 34711  
Posted by: Dec. 8, 2017

### **MINUTES**

December 11, 2017

1. **Call to Order:** Meeting was called to order by Mrs. Scigliano at 9:00 a.m.
2. **Establish that a Quorum is Present:** Present were Mrs. Scigliano, Mr. Edwards, Mr. Unger, Mr. Hughes and Mrs. Bohannon; a quorum. Noelle Racine, CAM represented Sentry Management.
3. **Proof of Notice:** Sign was posted at the Lancaster entrance 48 hours prior to the meeting and agenda posted at Clubhouse.
4. **Pledge**
5. **Approval of Minutes of Nov. 13, 2017: Motion** to approve minutes was made by Mr. Edwards upon making the change of Master to Developer in regard to the Master Board Committee report. This was seconded by Mrs. Bohannon; all in favor – unanimously passed.
6. **Reports**
  - **Treasurer’s Report (Nov. 2017):** (Robert Hughes): Tabled. See herein.
  
  - **Manager’s Report:** (Noelle Racine): Read.

Board of Directors

Virginia Scigliano, President – Robert Hughes, Treasurer

Helen Bohannon, Secretary – Choice Edwards, Director – Steve Unger, Director

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# Lancaster

## At Kings Ridge Neighborhood Association Inc.

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- Manager was asked to contact Chores R Us to check timers. Mr. Lawson volunteered to meet her at the entrance to explain what is happening with regard to the timing issue.
  - Due to anonymous oral complaint, US Lawns will replace at their cost the two newly replanted elm trees on Grafton Ave that are 1.9 inches in trunk diameter 6 inches above ground instead of the 3 inches required pursuant to City Code, the trees being 1.1 inches less in diameter.
- **Master Board Committee & Liaison Reports**
- Master Board Director Report: (Choice Edwards): No report. Mr. Edwards was absent from the meeting.
  - Master Board ACC Lancaster Report: (Helen Bohannon): No report.
  - KRACC Rule Changes: Continuous updates are available – Royal Times.
  - Neighborhood Networking Committee Liaison Report: (H. Bohannon): Concerns were raised at the meeting that after an uninsured home burned down in another community we need to make sure homeowners are reminded that they are required by covenant to be properly and completely insured.

### Lancaster Committee & Liaison Reports

Architectural –**Lancaster NARC Requests & Approvals:** ( L.Halter; B.Pamplin; Tim Cronin, H.Bohannon).

- 2104 Grafton – Replace coach lights – approved.
- 2104 Grafton – Paint front door new color – approved.
- 2083 Grafton–replace red mulch with different mulch color and form – approved.
- 2063 Dobson – Remove front hedges and replace with FF plants – approved.
- 2069 Dobson – Remove rear oak tree and 2 fruit trees – approved
- 2090 Dobson – Remove rear hedges behind screened porch – approved
- 2090 Dobson – Remove rear screen porch and replace after pool install-approved.
- 2090 Dobson – Install inground pool in rear – approved.

**Committee Recommendations Regarding Mulch:** See new business where

Board of Directors

Virginia Scigliano, President – Robert Hughes, Treasurer

Helen Bohannon, Secretary – Choice Edwards, Director – Steve Unger, Director

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# Lancaster

## At Kings Ridge Neighborhood Association Inc.

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this is further discussed.

Opticaltel Coalition Report: (John Muro): An information seminar will be held sometime in February for resident on how to use the system.

Communication / Website / Technology: (C. O'Neill; S. Silpe; C. Edwards): No report.

Land Maintenance Monitoring & Landscaping: (H. Bohannon; F. Dubuss):

Lawn Maintenance Crew Luncheon was Dec 4<sup>th</sup> and each worker received \$180 bonus (neighborhood Christmas collection for workers):

- **Motion** was made by Mr. Edwards to reimburse Ms. Bohannon for the luncheon and was seconded by Mr. Hughes. All in favor; no discussion – unanimously passed.

Welcome/Sunshine / Entertainment/Activities: (J. Nestel; B. Pamplin; S. Pamplin; L. Cronin; H. Bohannon; C. Bohannon): The next Lancaster Party is scheduled for January 6, 2018 from 2:30-5:30p at the Nottingham Room at the clubhouse. Bring appetizers or dessert suggested servings for six persons.

- **Motion** was made by Mr. Hughes and seconded by Mr. Edwards to appoint John and Linda Lawson Decoration Committee Co-Chairs; all in favor. No discussion-unanimously passed.
- **Motion** was made by Mr. Hughes to reimburse Helen Bohannon for replaced entrance decorations and seconded by Mr. Unger; all in favor. No discussion-unanimously passed.

Neighborhood Emergency Preparedness: (C. Edwards): No report. Mrs. Bohannon suggested a workshop to discuss hurricane damage issues.

Ladies Luncheon: (L. Cronin): Luncheon was held at **Calabrio's** and 28 attended.

Next luncheon will be 1/29/2018 – to be determined.

### 7. Old Business:

Board of Directors

Virginia Scigliano, President – Robert Hughes, Treasurer

Helen Bohannon, Secretary – Choice Edwards, Director – Steve Unger, Director

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# Lancaster

At Kings Ridge Neighborhood Association Inc.

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## 8. New Business

Lancaster's mulch policy: Mr. **Halter** completed a survey of other neighborhoods within Kings Ridge with the following findings, discussion followed:

- 4 out of 15 neighborhoods had a specific mulch policy put in place.
  - 60% of the neighborhoods allow both colors (red and brown) of mulch; 2 allow just brown and 5 allow just red.
  - 67% of neighborhoods allow shredded mulch and 5 only allow Cypress.
- **Motion** was made by Mr. Hughes and seconded by Mr. Unger for the board President to draft a new policy for Lancaster consistent with Kings Ridge ACC policy regarding mulch, including procedures for implementation and hold harmless provisions-unanimously passed.

Lancaster Covenants requiring homeowners to maintain insurance: Discussion followed.

- Suggestion was made for homeowner to provide a copy of insurance Declaration page at the annual meeting.
  - Board President will send out an eblast regarding covenants requiring homeowners to have insurance on their homes.
- **Motion** was made by Mr. Unger to postpone further discussion of this issue until the next meeting and seconded by Mr. Edwards. All in favor. No discussion-unanimously passed.

Lancaster's candidate nominee for the Kings Ridge Board of Directors for 2018:

- **Motion** was made by Mr. Hughes for Mr. Edwards to be nominated and seconded by Mrs. Scigliano; all in favor – unanimously passed.

Elect Three (3) Lancaster Voting Members for the Kings Ridge Board of Directors 2018:

- **Motion** was made by Mrs. Bohannon to nominate Mr. Hughes, Mr. Unger and Mrs. Scigliano and was seconded by Mr. Edwards; all in favor – unanimously passed.

Board of Directors

Virginia Scigliano, President – Robert Hughes, Treasurer

Helen Bohannon, Secretary – Choice Edwards, Director – Steve Unger, Director

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# Lancaster

## At Kings Ridge Neighborhood Association Inc.

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Direct the Lancaster President to provide Notice to the Kings Ridge Community Association of the persons elected or designated as its Neighborhood Voting Members and nominee to the Board of Directors.

Lancaster meeting sign: Manager will get a quote for a new sign with inserts for dates and days; purchase of new sign in the amount of \$50 or under.

- **Motion** was made by Mrs. Bohannon and seconded by Mr. Hughes; all in favor- unanimously passed.

Chores R Us:

- **Motion** was made by Mr. Edwards to terminate the service of Chores R Us and have Mr. and Mrs. Lawson take down and put up holiday decorations; they were approved to have a budget of \$500 for storage containers and to purchase new decorations. Mrs. Bohannon seconded the motion; all in favor – unanimously passed.

### 9. Treasurer's Report:

The Treasure's Report was tabled until later in the meeting when the following was noted.

Mr. Unger noted the Sentry Financials that were run for the Balance Sheet, Revenue & Expense Budget Comparison Report, Monthly Transaction Register, Check Register, Account Receivable Report, Closing Report, Accounts Payable Report, Sorted Accounts Payable Purchase Journal, and the General Ledger were incorrectly run and could not be used since the report did not cover the entire reporting month. Nov1st through Nov.30.

Mr. Unger noted the Arrears reporting for 8 property owners could not be confirmed since the Cash Receipts Report was not provided.

Mr. Unger noted that Opticatel has been over paid for the last 3 months and that the Opticatel Invoice was confusing.

### 10. Open Forum

- Mr. Muro would like to critique Opticatel invoice. Mr. Unger will provide a copy.

Board of Directors

Virginia Scigliano, President – Robert Hughes, Treasurer

Helen Bohannon, Secretary – Choice Edwards, Director – Steve Unger, Director

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# Lancaster

At Kings Ridge Neighborhood Association Inc.

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- Question about dead pine trees on property; Homeowner told to contact the clubhouse for a special work order to remove trees.
- A hurricane policy for damaged tree removal was suggested; this will be discussed at a workshop to be held following the January BOD meeting.

**Reminder: Lancaster monthly maintenance effective January 2018 will be \$178 per month.**

**11. Establish Date for Next Meeting:** Jan 8, 2018 at 9:00 – Kings Ridge Clubhouse – Carrington room.

**12. Adjournment:** Motion was made to adjourn the meeting by Mr. Edwards and seconded by Mrs. Bohannon; meeting was adjourned at 10:55 a.m.

Respectfully submitted

Noelle Racine, CAM

Helen Bohannon, Secretary

Approved: 1/8/18

NKR

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