

# Lancaster

## At Kings Ridge Neighborhood Association Board of Directors Meeting

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Lancaster website: <http://lancasterkr.com/>

Board of Directors

Virginia Scigliano, President – Choice Edwards, Vice President; Robert Hughes, Treasurer  
Helen Bohannon, Secretary – Tim Cronin, Director

# Lancaster

**At  
Kings Ridge Neighborhood Association  
Board of Directors Meeting**

Date: **Monday, January 14, 2019**  
Hour: **9:00 am.**  
Place: **Kings Ridge Clubhouse – Carrington Rm**  
1900 Kings Ridge Blvd  
Clermont, Florida 34711

## **MINUTES**

1. **Call to Order:** Ms. Scigliano called the meeting to order at 9:00 a.m.
  2. **Establish that a Quorum is Present:** Present were Ms. Scigliano, Mr. Hughes, Mr. Edwards, Mr. Cronin and Ms. Bohannon; signifying a quorum. Richard Drake, CAM, represented Sentry Management.
  3. **Proof of Notice:** Sign was posted 48 hours prior to the meeting; agenda was posted in the clubhouse and an email was sent to residents by Ms. Scigliano.
  4. **Pledge:** Done
  5. **Approval of Minutes of Nov 12, 2018:** **Motion** was made by Mr. Cronin to approve the minutes; Seconded by Ms. Bohannon. All in favor. Unanimously passed.
  6. **Reports**
    - **Treasurer's Report:** (Robert Hughes) – Read. Mr. Hughes requested that Mr. Drake provide Sentry Management's CD rate sheet.
    - **Manager's Report:** (Richard Drake) – Report submitted to Board, key points summarized aloud.
    - **Master Board Committee & Liaison Reports** ○ Master Board Director Report: (Choice Edwards):
      - No report.
    - Master Board ACC Lancaster Report: (Helen Bohannon):
      - Master Board ACC adopted changes to ACC Guidelines, Articles 1.3 (garage windows), 2.3 (flag poles), and 4.3 (landscaping)
    - Neighborhood Networking Committee Liaison Report: (H. Bohannon)  
Lancaster website: <http://lancasterkr.com/>  
Board of Directors
- Virginia Scigliano, President – Choice Edwards, Vice President; Robert Hughes, Treasurer  
Helen Bohannon, Secretary – Tim Cronin, Director

# Lancaster

## At Kings Ridge Neighborhood Association Board of Directors Meeting

- No report.
- **Lancaster Committee & Liaison Reports**
  - Architectural – Lancaster NARC Requests & Approvals: (Lou Halter, Tim Cronin, John Lawson, Bob Pamplin (Alternate). Helen Bohannon, Board member.
  - One (1) application was approved – 2054 Dobson – removal of dying Canary Island Date Palm in rear yard.
- Opticaltel Coalition Report: (John Muro)
  - Dorothy Thomas provided documents related to Opticaltel and recent outage.
- Communication/Website/Technology: (Charlie O'Neill, Steve Silpe, Choice Edwards)
  - No report.
- Land Maintenance Monitoring & Landscaping: (Helen Bohannon, Frank Dubuss)
  - Workers' luncheon was held and was great success. Each worker received \$130 bonus, contributions by residents.
  - Welcome: (Susan & Bob Pamplin)
  - No report.
  - Sunshine: (Janet Nestel)
    - No report.
  - Entertainment/Activities: (Helen Bohannon, Linda Cronin, Chris & Kay Weiss, Susan & Bob Pamplin)
    - Saturday night event was held on January 12, 2019, turnout was great, and event was a great success.
- Decorations: (Linda & John Lawson)
  - Board thanked all involved with the Christmas Decorations.
- Neighborhood Emergency Preparedness: (Choice Edwards)
  - Resident emergency forms to be completed at Annual Meeting in April 2019.
- Ladies Luncheon: (Linda Cronin)
  - Next Lancaster Ladies Luncheon will be held on Tuesday, February 5,

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Board of Directors

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# Lancaster

## At Kings Ridge Neighborhood Association Board of Directors Meeting

2019 at 12:00 Noon at Outback Steakhouse, 1625 East Highway 50,  
Clermont, Florida.

- Mulch Committee: (John Lawson, John Muro, Don Hulin) ○ Mr. Lawson reviewed quotes for mulch material and installation from various vendors. Appears that 20-30 bags of mulch required per house. Anticipated total project cost of \$7-8K. Mr. Lawson will provide final figures to Board at next meeting for review. ○

### 7. Old Business:

- **Item:** SECO green boxes requirement 3' on the back and all sides of the box, while front required to have 10' away from bushes or any other plants.

**Action:** This item was postponed until next meeting to allow additional research by Landscaping Committee.

### 8. New Business:

- **Item:** Validate email vote approving EZ Web Hosting (Lancaster Website) domain renewal.

**Action:** Mr. Hughes moved for approval, seconded by Ms. Scigliano. All in favor. Unanimously passed.

- **Item:** Approve updated Sunshine Committee Mission Statement.

**Action:** Mr. Hughes moved for approval, seconded by Mr. Cronin. All in favor. Passed unanimously.

- **Item:** Validate email vote appointing Tim Cronin, Robert Hughes and Virginia Scigliano as voting members to the Kings Ridge Community Association Annual Meeting Jan 23<sup>rd</sup>.

**Action:** Mr. Hughes moved to ratify email vote, seconded by Mr. Cronin. Mr.

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Edwards will vote in place of Ms. Scigliano at next Annual Meeting. All in favor.  
Passed unanimously.

- **Item:** Appoint Susan and Bob Pamplin nunc pro temp Jan 2017 to the Entertainment Committee.

**Action:** Mr. Hughes moved to approve the appointments, seconded by Ms. Bohannon. All in favor. Passed unanimously.

- **Item:** Approve 2018 engagement letter for Arrington & Mapili LLC (tax filing only).

**Action:** Mr. Hughes moved for approval, seconded by Ms. Bohannon. All in favor.  
Passed unanimously.

**9. Open Forum:** No items to report.

**10. Establish Date for Next Meeting:** February 11, 2019 at 9:00 a.m. at the Kings Ridge Clubhouse.

**11. Adjournment:** Motion was made by Ms. Bohannon to adjourn the meeting; seconded by Mr. Hughes. Meeting was adjourned at 10:10 a.m.

Respectfully submitted,

Helen Bohannon, Secretary

DATE APPROVED: 11 FEB 2019

Richard Drake, AMS

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Board of Directors

Virginia Scigliano, President – Choice Edwards, Vice President; Robert Hughes, Treasurer  
Helen Bohannon, Secretary – Tim Cronin, Director

# Lancaster

**At  
Kings Ridge Neighborhood Association  
Board of Directors Meeting**

Date: **Monday, February 11, 2019**  
Hour: **9:00 am.**  
Place: **Kings Ridge Clubhouse – Carrington Rm**  
1900 Kings Ridge Blvd  
Clermont, Florida 34711

## **MINUTES**

1. **Call to Order:** Ms. Scigliano called the meeting to order at 9:03 a.m.
2. **Establish that a Quorum is Present:** Present were Ms. Scigliano, Mr. Hughes, Mr. Edwards, Mr. Cronin and Ms. Bohannon; signifying a quorum. Richard Drake, AMS, represented Sentry Management.
3. **Proof of Notice:** Sign was posted 48 hours prior to the meeting; agenda was posted in the clubhouse and an email was sent to residents by Ms. Scigliano.
4. **Pledge:** Done
5. **Approval of Minutes of Jan 14, 2019:** Motion was made by Mr. Edwards to approve the minutes; seconded by Mr. Hughes. All in favor. Unanimously passed.
6. **Reports**
  - **Treasurer's Report:** (Robert Hughes) – Read. Mr. Hughes stated that the Association did extremely well in 2018 given the extra projects completed. Ended 2018 with \$22K in Operating cash and \$72K in Reserves.
  - **CD Purchase:** Board directed Mr. Drake to purchase Capital Bank CD for \$40,000.00, 14-months, at 2.75% from Reserve Funds.
  - **Manager's Report:** (Richard Drake) – Report submitted to Board, key points summarized aloud. Mr. Drake will work with property manager of Lot 1 to resolve issue of dead pine trees in back yard.
  - **Master Board Committee & Liaison Reports** ○ Master Board  
Director Report: (Dolores Thomas):
  - Ms. Thompson reviewed results of recent Master Board election.

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## At Kings Ridge Neighborhood Association Board of Directors Meeting

- Master Board ACC Lancaster Report: (Helen Bohannon):
  - Master Board ACC is in the process of reviewing standards for windows.
- Neighborhood Networking Committee Liaison Report: (H. Bohannon)
  - Ms. Bohannon reported that this Committee meets the 1<sup>st</sup> Thursday of each month at 2pm.
  - **Lancaster Committee & Liaison Reports** ○ Architectural – Lancaster NARC Requests & Approvals: (Lou Halter, Tim Cronin, John Lawson, Bob Pamplin (Alternate). Helen Bohannon, Board member.
  - One (1) application was approved – 2050 Dobson – removal of three (2) palm trees in back yard.
- Opticaltel Coalition Report: (John Muro)
  - Mr. Muro reported that Opticaltel will not issue credits for recent outages. This Committee meets quarterly.
- Communication/Website/Technology: (Charlie O'Neill, Steve Silpe, Choice Edwards)
  - No report.
- Land Maintenance Monitoring & Landscaping: (Helen Bohannon, Frank Dubuss)
  - Ms. Bohannon reported that the winter mowing schedule remains in effect.
  - Crape myrtles will be trimmed in March.
  - Dollar weeds thrive in cold, damp weather. Best to treat them when warmer, sunnier weather returns. ○ Welcome: (Susan & Bob Pamplin) ○ No report.
  - Sunshine: (Janet Nestel)
    - No report. ○ Entertainment/Activities: (Helen Bohannon, Linda Cronin, Chris & Kay Weiss, Susan & Bob Pamplin)
  - No report. Next social May 11<sup>th</sup> at cabanas mark your calendar.
- Decorations: (Linda & John Lawson)
  - No report.

Lancaster website: <http://lancasterkr.com/>

Board of Directors

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# Lancaster

## At Kings Ridge Neighborhood Association Board of Directors Meeting

- Neighborhood Emergency Preparedness: (Choice Edwards)
  - Resident emergency forms to be completed at Annual Meeting in April 2019.
- Ladies Luncheon: (Linda Cronin)
  - The February 5, 2019 event at Outback was attended by 28 ladies.
  - Next event scheduled for March 5, 2019.
- Mulch Committee: (John Lawson, John Muro, Don Hulin) ○ Mr. Lawson reviewed quotes for mulch material and installation from various vendors. Appears that 25-30 bags of mulch required per house.
- Ms. Bohannon moved to approve \$4,985 for mulch and material, and \$3,019 for installation labor, for a total of \$8,002; seconded by Mr. Edwards. All in favor. Passed unanimously.
- Committee will provide Ms. Scigliano an email draft to send to all residents about this project scheduled for the last two weeks of March.

### 7. Old Business:

- **Item:** SECO green boxes requirement 3' on the back and all sides of the box, while front required to have 10' away from bushes or any other plants.

**Action:** Board determined that Ms. Bohannon will contact U.S. Lawns to clarify scope of their work and request them to trim an additional 3 inches around the SECO boxes so we can gradually meet the above requirements.

- **Item:** Sprint/Spectrum issues regarding repair/maintenance of their structures.

**Action:** Board acknowledged that Ms. Thomas as an individual resident not as a Board representative may contact CenturyLink's Clermont office to determine how best to proceed and provide the Board later with updated information.

### 8. New Business:

Lancaster website: <http://lancasterkr.com/>

Board of Directors

Virginia Scigliano, President – Choice Edwards, Vice President; Robert Hughes, Treasurer  
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# Lancaster

## At Kings Ridge Neighborhood Association Board of Directors Meeting

- **Item:** Approve Annual Meeting documents and updated Proof of Resident's Insurance Form.

**Action:** Mr. Hughes moved for approval; seconded by Mr. Edwards. All in favor. Unanimously passed. Annual Meeting material must be mailed on March 1, 2019, including 2018 Year End financial summary.

**9. Open Forum:** No items to report.

**10. Establish Date for Next Meeting:** March 11, 2019 at 9:00 a.m. at the Kings Ridge Clubhouse.

**11. Adjournment:** Meeting was adjourned at 11:05 a.m.

Respectfully submitted,

Helen Bohannon, Secretary

DATE APPROVED: 11 MARCH 2019

Richard Drake, AMS

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Lancaster website: <http://lancasterkr.com/>

Board of Directors

Virginia Scigliano, President – Choice Edwards, Vice President; Robert Hughes, Treasurer  
Helen Bohannon, Secretary – Tim Cronin, Director

# Lancaster

At  
**Kings Ridge Neighborhood Association  
Board of Directors Meeting**

Date: **Monday, March 11, 2019**  
Hour: **9:00 am.**  
Place: **Kings Ridge Clubhouse – Carrington Rm**  
1900 Kings Ridge Blvd  
Clermont, Florida 34711

## **MINUTES**

1. **Call to Order:** Ms. Scigliano called the meeting to order at 9:00 a.m.
2. **Establish that a Quorum is Present:** Present were Ms. Scigliano, Mr. Hughes, Mr. Edwards, Mr. Cronin and Ms. Bohannon; signifying a quorum. Richard Drake, AMS, represented Sentry Management.
3. **Proof of Notice:** Sign was posted 48 hours prior to the meeting; agenda was posted in the clubhouse and an email was sent to residents by Ms. Scigliano.
4. **Pledge:** Done
5. **Approval of Minutes of February 11, 2019:** Motion was made by Mr. Edwards to approve the minutes; seconded by Ms. Scigliano. All in favor. Unanimously passed.
6. **Reports**
  - **Treasurer's Report:** (Mr. Drake) – Read. Mr. Drake stated that the CD purchase for Reserve Funds will reflect in the February 2019 financials, expected within the next day, and will forward to the Board once received.
  - **Manager's Report:** (Mr. Drake) – Report submitted to Board, key points summarized aloud. ○
    - **Master Board Committee & Liaison Reports** ○ Master Board Director Report: (Dolores Thomas):
      - Ms. Thompas provided an update of recent happenings with the Master Board.
  - Master Board ACC Lancaster Report: (Chris Weiss):
    - Chris Weiss provided and update on ACC matters.
  - Neighborhood Networking Committee Liaison Report: (H. Bohannon)

Lancaster website: <http://lancasterkr.com/>

Board of Directors

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# Lancaster

## At Kings Ridge Neighborhood Association Board of Directors Meeting

- Ms. Bohannon deferred to items identified for discussion later in meeting.
- **Lancaster Committee & Liaison Reports**
  - Architectural – Lancaster NARC Requests & Approvals: (Lou Halter, Tim Cronin, John Lawson, Bob Pamplin (Alternate). Helen Bohannon, Board member.
- Mr. Halter reported that eight (8) applications were received and processed, as follows, i.e. five (5) approvals and three (3) denials by the NARC:

- Lancaster Neighborhood Architectural Review Committee - Processed ACC Applications -							
Grafton or Dobson (X)			Stamp	NARC Approved (X)			Description of Improvement, Renovation, Repair and Comments
House #	Grafton	Dobson	Date	YES	NO	Date	
2128	X		02/06/19		X	02/26/19	Replace White Garage Coach Lights
2067		X	02/13/19	X		02/26/19	New roof replacement
2095	X		02/19/19		X	02/26/19	Remove mulch & replace with river rock next to front entrance walkway
2095	X		02/19/19		X	02/26/19	Install Drain for Downspout & Expand Driveway / Walkway
2095	X		02/19/19	X		02/26/19	Remove Hedges & Bushes in front
2095	X		02/19/19	X		02/26/19	Install New Landscaping in Front
2112	X		02/23/19	X		02/26/19	Repaint Garage Coach Light Fixtures the Color Black
2069		X	02/25/19	X		02/26/19	Remove a Holly tree in the Front & a Pine Tree in the Rear

- Opticaltel Coalition Report: (John Muro)
  - No report.
  - Communication/Website/Technology: (Charlie O'Neill, Steve Silpe, Choice Edwards)
    - Moving forward, Ms. Scigliano will continue to liaison with Mr. O'Neill, the primary administrator for the Lancaster website.
- Land Maintenance Monitoring & Landscaping: (Helen Bohannon)

Lancaster website: <http://lancasterkr.com/>

Board of Directors

Virginia Scigliano, President – Choice Edwards, Vice President; Robert Hughes, Treasurer  
Helen Bohannon, Secretary – Tim Cronin, Director

# Lancaster

## At Kings Ridge Neighborhood Association Board of Directors Meeting

- Ms. Bohannon reminded residents that dollar weeds thrive in cold, damp weather; weed applications are forthcoming. ○ Welcome: (Susan & Bob Pamplin) ○ No report. ○ Sunshine: (Janet Nestel)
  - No report. ○ Entertainment/Activities: (Helen Bohannon, Linda Cronin, Chris & Kay Weiss, Susan & Bob Pamplin)
  - No report. Next social May 11<sup>th</sup> at Cabanas, mark your calendar.
- Decorations: (Linda & John Lawson)
  - No report.
- Neighborhood Emergency Preparedness: (Choice Edwards)
  - Resident emergency forms to be completed at Annual Meeting on April 8, 2019.
- Ladies Luncheon: (Linda Cronin)
  - March 5, 2019 event was held at Bonefish and was a great success. ○ Mulch Committee: (John Lawson, John Muro, Don Hulin) ○ Mr. Lawson updated the Board on the upcoming mulch installation project. There will be two (2) mulch deliveries during project. Mulch layer will be built up to 3", not around electrical boxes. Communication with residents ongoing via email blasts.

### 7. Old Business:

- **Item:** SECO green boxes requirement 3' on the back and all sides of the box, while front required to have 10' away from bushes or any other plants.

**Action:** Mr. Edwards moved, and Ms. Bohannon seconded, to request that the Association's Attorney, Brian Hess, provide a written legal opinion for the Board's review, specifically regarding whether the Association is responsible for performing this work and absorbing related costs.

### 8. New Business:

Lancaster website: <http://lancasterkr.com/>

Board of Directors

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Helen Bohannon, Secretary – Tim Cronin, Director

# Lancaster

## At Kings Ridge Neighborhood Association Board of Directors Meeting

- **Item:** Community Yard Sale, April 6<sup>th</sup>. Should Lancaster participate?  
**Action:** Mr. Edwards moved, and Mr. Cronin seconded, for Lancaster to decline participation in the Community Yard Sale. Passed 4-1, with Mr. Hughes voting “No”.
  - **Item:** Approve adding the previously approved Lancaster policy regarding cutting of crape myrtles to Lancaster Trees Rule 4.10.  
**Action:** Mr. Hughes moved, and Mr. Cronin seconded, to approve the addition to policy regarding cutting of crape myrtles to Lancaster Trees (Rule 4.10). Passed unanimously.
  - **Item:** Renewal of the Fidelity/Crime Policy. Due to significant premium increase. Mr. Drake is working with Hillcrest Insurance to obtain a more favorable premium for Lancaster.  
**Action:** Ms. Scigliano moved, and Mr. Edwards seconded, to approve a Crime Policy in an amount not to exceed \$633 annual premium. Passed unanimously.
- 9. Open Forum:** Ms. Thomas requested re-evaluation of sending pre-paid postage envelopes in annual meeting mailer for 2020, to reduce potential cost to HOA.
- 10. Establish Date for Next Meeting:** April 8, 2019 at 9:00 a.m. at the Kings Ridge Clubhouse.
- 11. Adjournment:** Meeting was adjourned at 10:30 a.m.

Respectfully submitted,

Helen Bohannon, Secretary

Richard Drake, AMS

DATE APPROVED: April 8, 2019

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Lancaster website: <http://lancasterkr.com/>

Board of Directors

Virginia Scigliano, President – Choice Edwards, Vice President; Robert Hughes, Treasurer  
Helen Bohannon, Secretary – Tim Cronin, Director

# Lancaster

At  
**Kings Ridge Neighborhood Association  
Board of Directors Meeting**

Date: **Monday, April 8, 2019**  
Hour: **9:00 a.m.**  
Place: **Kings Ridge Clubhouse – Carrington Rm**  
1900 Kings Ridge Blvd  
Clermont, Florida 34711

## **MINUTES**

1. **Call to Order:** Mr. Drake called the meeting to order at 9:10 a.m.
2. **Establish that a Quorum is Present:** Present were Mr. Edwards, Mr. Hughes, Mr. Cronin and Ms. Thomas; signifying a quorum. Richard Drake, AMS, represented Sentry Management.
3. **Proof of Notice:** Sign was posted 48 hours prior to the meeting; agenda was posted in the clubhouse and an email was sent to residents by Ms. Scigliano.
4. **Pledge:** Done
5. **Election of Officers:**
  - a. Mr. Hughes moved, and Mr. Cronin seconded, for appointment of Mr. Edwards as President. Passed unanimously.
  - b. Mr. Hughes moved, and Ms. Thomas seconded, for appointment of Mr. Cronin as Vice President. Passed unanimously.
  - c. Mr. Hughes moved, and Mr. Cronin seconded, for appointment of Ms. Thomas as Secretary. Passed unanimously.
  - d. Mr. Edwards moved, and Ms. Thomas seconded, for appointment of Mr. Hughes as Treasurer. Passed unanimously.
6. **Appointment of Committee Members:**
  - a. Mr. Hughes moved, and Mr. Cronin seconded, to approve appointments to the Committees as read by Mr. Edwards. See attached document. Passed unanimously.
7. **Approval of Minutes of March 11 and March 29, 2019:** Ms. Thomas moved, and Mr. Cronin seconded, to approve the meeting minutes as presented. Unanimously passed.
8. **Reports**
  - o **Treasurer's Report:** Mr. Hughes reviewed the March 2019 financials.

Lancaster website: <http://lancasterkr.com/>

Board of Directors

Choice Edwards, President – Tim Cronin, Vice President; Robert Hughes, Treasurer  
Dolores Thomas, Secretary

# Lancaster

## At Kings Ridge Neighborhood Association Board of Directors Meeting

✦ Mr. Hughes moved, and Mr. Cronin seconded, to approve Option #2 as presented by Lou Biron from Sihle Insurance, for renewal of insurance package. This includes D&O defense costs on top of limit; Cyber Liability coverage, for \$1,885 cost. Passed unanimously.

- **Master Board Committee & Liaison Reports**

- Master Board Director Report: (Dolores Thomas):

- Ms. Thomas provided an update of recent happenings with the Master Board.

- Master Board ACC Lancaster Report: (Chris Weiss):

- Chris Weiss was absent; Lou Halter provided report to Board.

- Neighborhood Networking Committee Liaison Report: (H. Bohannon)

- Ms. Bohannon reminded homeowners to check their insurance premiums and wind mitigation discounts that may expire soon. Also, that communities are experiencing road stormwater grate displacements due to vehicle traffic.

- **Lancaster Committee & Liaison Reports** ○ Architectural – Lancaster NARC Requests & Approvals: (Lou Halter, Tim Cronin, John Lawson, Bob Pamplin (Alternate). Helen Bohannon, Board member.

- Mr. Halter reported that five (5) applications were received and processed, as follows, i.e. five (5) approvals by the NARC:

- Lancaster Neighborhood Architectural Review Committee - Processed ACC Applications -							
Grafton or Dobson (X)			Stamp	NARC Approved (X)			Description of Improvement, Renovation, Repair and Comments
House #	Grafton	Dobson	Date	YES	NO	Date	
2085		X	03/06/19	X		03/12/19	Remove Diseased Palm Tree in Front
2085		X	03/06/19	X		03/12/19	Remove & Replace Shrubs in Rear
2095	X		03/11/19	X		03/12/19	Replace Mulch with River Rock, Add 2 ft. Concrete in Driveway/ walkway area
2066	X		03/11/19	X		03/12/19	Remove Overgrown Shrub in Front
2116	X		03/12/19	X		03/12/19	Remove & Replace Garage Door

Lancaster website: <http://lancasterkr.com/>

Board of Directors

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Dolores Thomas, Secretary

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## At Kings Ridge Neighborhood Association Board of Directors Meeting

- Opticaltel Coalition Report: (John Muro)
  - Mr. Muro reported that Quarterly Reports from Opticaltel are not in place yet, perhaps in the near future.
- Lancaster Website: (Charlie O'Neill, Virginia Scigliano)
  - Ms. Scigliano will liaison with Mr. O'Neill to update the website on Committee/Liaison appointments.
- Land Maintenance Monitoring & Landscaping: (Dolores Thomas, Helen Bohannon)
  - Ms. Bohannon reminded residents about the importance of keeping roadways clear for emergency vehicles, especially around cul de sacs.
- Welcome: (Susan & Bob Pamplin) ○ No report.
- Sunshine: (Janet Nestel)
  - Ms. Nestel reported that several owners have passed in the past few months, reminding everyone to ensure that their contacts and documents are in order at all times.
- Entertainment/Activities: (Helen Bohannon, Linda Cronin, Chris & Kay Weiss, Susan & Bob Pamplin)
  - Next social May 11<sup>th</sup> at the Kings Ridge Clubhouse.
- Decorations: (Linda & John Lawson)
  - No report.
- Neighborhood Emergency Preparedness: (Choice Edwards)
  - Mr. Edwards reminded everyone of the importance of having family contact numbers on record.
- Ladies Luncheon: (Linda Cronin)
  - The April 2<sup>nd</sup> event was a success with 20 attendees. Next event on May 7<sup>th</sup> at Big Easy.

Lancaster website: <http://lancasterkr.com/>

Board of Directors

Choice Edwards, President – Tim Cronin, Vice President; Robert Hughes, Treasurer  
Dolores Thomas, Secretary





**At**  
**Kings Ridge Neighborhood Association**  
**Board of Directors Meeting**

- Mulch Committee: (John Lawson, John Muro, Don Hulin)
  - Mr. Hughes moved, and Mr. Cronin seconded, to approve Mr. Lawson to purchase two (2) additional pallets of mulch to complete the installation project for approximately \$500. Approved unanimously.
  - ○ Roads: (Robert Hughes)
  - Mr. Hughes requested that Mr. Drake distribute the road assessment prepared last year by Asphalt Restoration Technology, and schedule a visit for 2019 assessment.

**9. Old Business:**

- **Item:** Status regarding updated Resident Data Forms and Certification of Homeowner's Insurance Forms.

**Status:** Ms. Bohannon reported that the community has made excellent progress in keeping these forms updated with the HOA.

- **Item:** Status of discussions with association attorney regarding trees, shrubs, etc. around SECO utility boxes.

**Status:** Ms. Scigliano provided status of discussions with association attorney. Ms. Thomas moved, and Mr. Cronin seconded, to approve sending the letter to SECO with attachments by certified mail and email. Approved unanimously.

**10. New Business:**

- **Item:** MRTA Review

**Action:** The Board has reviewed Ch. 720 and the legal opinion on this matter, the MRTA deadline of 2029.

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Board of Directors

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Dolores Thomas, Secretary

# Lancaster

## At Kings Ridge Neighborhood Association Board of Directors Meeting

- **Item:** Lancaster letter to Kings Ridge Association expressing concerns regarding the new Kings Ridge website.

**Action:** Ms. Thomas moved, and Mr. Cronin seconded, to authorize Ms. Thomas to send the letter.

**11. Open Forum:** Ms. Thomas requested re-evaluation of sending pre-paid postage envelopes for all mailings, including the annual meeting mailer for 2020, to reduce potential cost to HOA.

**12. Establish Date for Next Meeting:** June 10, 2019 at 9:00 a.m. at the Kings Ridge Clubhouse.

**13. Adjournment:** Meeting was adjourned at 10:40 a.m.

Respectfully submitted,

Dolores Thomas, Secretary

DATE APPROVED: MAY 13, 2019

Richard Drake, AMS

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Lancaster website: <http://lancasterkr.com/>

Board of Directors

Choice Edwards, President – Tim Cronin, Vice President; Robert Hughes, Treasurer  
Dolores Thomas, Secretary

# Lancaster

**At  
Kings Ridge Neighborhood Association  
Board of Directors Meeting**

**ANNUAL MEMBERS MEETING**

Monday, April 8, 2019 at 9:00 a.m.

**Carrington Room of the Kings Ridge Clubhouse  
MINUTES**

1. Establish Quorum: 33 members present – 14 by proxy and 19 present in person.
2. Proof of notice: Annual Meeting Agenda, Certificate of Designated Voter, and Proxy forms with instructions, Notice of Intent to Be a Candidate, Certification of Homeowner's Insurance form, 2018 year-end financials, and President's cover letter mailed via U.S. Mail on March 1, 2019, to all residents at their official mailing address. Also, sign was posted 48 hours prior to the meeting, agenda was posted in the Clubhouse and Board president sent out resident email with all of the above information included.
3. Call to Order: Ms. Scigliano called the meeting to order at 9:04 a.m.
4. Approval of the Minutes from April 9, 2018: **Motion** was made by Ms. Bohannon to approve previous meeting minutes, seconded by Mr. Unger. No discussion. All in favor. Unanimously passed.
5. Open Floor for Nominations: There was one (1) nomination from the floor for two (2) open Board of Directors positions.
6. Voting: Dolores Thomas was the only candidate for the open position and, thus, was elected to the Board by acclamation.

Lancaster website: <http://lancasterkr.com/>

Board of Directors

Choice Edwards, President – Tim Cronin, Vice President; Robert Hughes, Treasurer  
Dolores Thomas, Secretary

# *Lancaster*

**At  
Kings Ridge Neighborhood Association  
Board of Directors Meeting**

7. **Motion** to adjourn was made by Mr. Hughes, seconded by Mr. Unger.  
Meeting was adjourned at 9:10 a.m.

Respectfully submitted,

Richard Drake, AMS  
Dolores Thomas, Secretary

Date approved: \_\_\_\_\_

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Board of Directors

Choice Edwards, President – Tim Cronin, Vice President; Robert Hughes, Treasurer  
Dolores Thomas, Secretary



**At  
Kings Ridge Neighborhood Association  
Board of Directors Meeting**

Date: **Monday, May13, 2019**  
Hour: **9:00 a.m.**  
Place: Sentry Management, Inc., 1645 E. Hwy. 50  
Suite 201, Clermont, Florida 34711

**MINUTES**

1. **Call to Order:** Mr. Drake called the meeting to order at 9:00 a.m.
2. **Establish that a Quorum is Present:** Present were Mr. Edwards, Mr. Hughes, Mr. Cronin and Ms. Thomas; signifying a quorum. Richard Drake, AMS, represented Sentry Management.
3. **Proof of Notice:** 48-hour notice was posted at the Clubhouse and entrance to the community.
4. **Pledge: Done**
5. **Approval of Minutes of April 8, 2019:** Ms. Thomas moved, and Mr. Cronin seconded, to approve the meeting minutes with revisions as follows under Open Forum section: “Ms. Thomas requested re-evaluation of sending pre-paid postage envelopes for all mailings, including the annual meeting mailer for 2020, to reduce potential cost to HOA.” Unanimously passed.
6. **New Business:**  
Discussion/Action: Review and approval of proposal from Asphalt Restoration Technology Systems, Inc. for 1) Re-application of Pavement Dressing Conditioner (PDC) and Restriping and 2) Asphalt Repairs. Action: Mr. Hughes moved, and Mr. Edwards seconded, to approve the proposal above for PDC and asphalt repairs. Passed unanimously.
7. **Establish Date for Next Meeting:** June 10, 2019 at 9:00 a.m. at the Kings Ridge Clubhouse, including presentation by Asphalt Restoration Technology Systems, Inc. Board requested Mr. Drake prepare a document to educate residents on consequences of lack of owner involvement in the HOA. Mr. Hughes indicated that Asphalt Restoration could provide presentation at the June Board meeting. Ms. Thomas volunteered to canvas each resident to bring email addresses up-to-date.
8. **Adjournment:** Meeting was adjourned at 9:45 a.m.

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Board of Directors

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Dolores Thomas, Secretary

# *Lancaster*

**At  
Kings Ridge Neighborhood Association  
Board of Directors Meeting**

Respectfully submitted,  
Dolores Thomas, Secretary  
Richard Drake, AMS

DATE APPROVED: June 10, 2019

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Lancaster website: <http://lancasterkr.com/>

Board of Directors

Choice Edwards, President – Tim Cronin, Vice President; Robert Hughes, Treasurer  
Dolores Thomas, Secretary

# Lancaster

**At  
Kings Ridge Neighborhood Association  
Board of Directors Meeting**

Date: **Monday, June 10, 2019**

Place: Sentry Management, Inc.,  
1645 E. Hwy. 50, Suite 201,  
Clermont, Florida 34711

## **MINUTES**

- 1. Call to Order:** Mr. Edwards called the meeting to order at 9:01 a.m.
- 2. Establish that a Quorum is Present:** Present were Mr. Edwards, Mr. Hughes, Mr. Cronin and Ms. Thomas; signifying a quorum. Richard Drake, AMS, represented Sentry Management.
- 3. Proof of Notice:** 48-hour notice was posted at the Clubhouse and entrance to the community.
- 4. Pledge:** Done
- 5. Approval of Minutes of May 13, 2019:** Mr. Cronin moved, and Ms. Thomas seconded, to approve the meeting minutes. Unanimously passed.
- 6. Guest Speaker:** Barry Silver, Asphalt Restoration Technology Systems, Inc. conducted presentation regarding upcoming road projects. Link to presentation will be made available to Lancaster website.
- 7. Reports**
  - **Treasurer's Report:** (Robert Hughes) – Mr. Hughes provided an overview of year-to-date financial results through May 2019. Mr. Drake will research the following COAs:
    - ✦ 6613 – Over budget recently for OpticalTel expenses.
    - ✦ 6080 - \$451 charge from US Lawns.
    - ✦ 8060 – Extra copy expenses.
    - ✦ 8128 – Extra \$52 for crime insurance.

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# Lancaster

## At Kings Ridge Neighborhood Association Board of Directors Meeting

- **Manager's Report:** (Richard Drake) – Mr. Drake reviewed the Manager's Report. Ms. Thomas inquired into violation notices for Lot 1 regarding driveway trash receptacles. Mr. Drake will send violation notice.
- **Master Board Committee & Liaison Reports** ○ **Master Board Director Report: (Dolores Thomas)** – Ms. Thomas requested that residents email her any errors they discover on the new Master website. The URL for the new Master website will be placed on the Lancaster website. Mr. O'Neill will work on links to the Master Website being implemented on June 10<sup>th</sup>. Also, Ms. Thomas requested and received Board approval to have link to Lancaster website included on the new Master's website's Lancaster page.
  - **Master Board ACC Lancaster Report: (Chris Weiss)** – Mr. Weiss provided a report regarding ACC items addressed by the Master association. Mr. Drake will coordinate meeting with Arborist to survey Lancaster trees, provide recommendations, etc., funds from Contingency in Reserves. The Board approved an amount not to exceed \$250 for the Arborist's opinion regarding Lancaster trees and findings shall be provided to residents.
  - **Neighborhood Networking Committee Liaison Report: (H. Bohannon)** – Ms. Bohannon stated that many older Oak trees are having deleterious effects on driveways, etc. by their root systems.
- **Lancaster Committee & Liaison Reports** ○ Architectural –Lancaster NARC Requests & Approvals: (Lou Halter, Tim Cronin, John Lawson, Bob Pamplin (Alternate) – No report in Lou's absence.
  - Opticaltel Coalition Report: (John Muro)- No report.
  - Lancaster Website: (Charlie O'Neill) – Mr. O'Neill expects some challenges with the new Master website, but in time those will be resolved.
  - Lawn Maintenance Monitoring & Landscaping: (Helen Bohannon, Dolores Thomas): See discussion item below under "New Business".
  - Welcome: (Susan & Bob Pamplin) – No report. ○ Sunshine: (Janet Nestel) – Ms. Nestel would like to be informed if any residents have fallen seriously ill.

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Dolores Thomas, Secretary



# Lancaster

## At Kings Ridge Neighborhood Association Board of Directors Meeting

- Entertainment/Activities: (Helen Bohannon; Linda Cronin; Chris & Kay Weiss; Susan & Bob Pamplin) – A suggestion was made to add more photos from Activities to the Lancaster website. ○ Decorations: (Linda & John Lawson) – No report. ○ Neighborhood Emergency Preparedness: (Choice Edwards) – Mr. Edwards announced upcoming local events and urged residents to provide him with their emergency contact forms.
- Ladies Luncheon: (Linda Cronin) – The April event had twenty (20) attendees. Next event to be held on August 6<sup>th</sup>.
- Mulch Committee: (John Lawson; John Muro; Don Hulin) – No report.

### 8. Old Business:

**Discussion/Action:** Letter sent to SECO. Discuss options: 1) continue seeking legal advice from association's attorney or 2) consider hiring a contractor to perform the work.

**Action:** Ms. Thomas moved, and Mr. Cronin seconded, to continue with Option #2 above, in which Board will correspond with SECO to determine if they will oversee the vendor they offered to ensure the safety of the workers and satisfactory resolution of clearing access to the transformer boxes. Mr. Cronin emphasized that SECO should supervise the project because it lies within their Right of Way. Irrigation work must be done by on-site team and cannot be included in estimates from outside vendors. Passed unanimously.

### 9. New Business:

**Discussion/Action:** Responsibilities of the members of the HOA and the necessity to keep HOA viable.

**Action:** Mr. Edwards reminded attendees of the importance of volunteering for the benefit of the HOA.

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Dolores Thomas, Secretary

# Lancaster

## At Kings Ridge Neighborhood Association Board of Directors Meeting

**Discussion/Action:** Plant damage by landscapers.

**Action:** Ms. Bohannon reviewed various reports of damage by landscapers and will follow-up with the vendor regarding each landscape damage report.

**10. Open Forum:** Completed.

**11. Establish Date for Next Meeting:** Monday, August 12, 2019 at 9:00 a.m.

**12. Adjournment.**

Respectfully submitted,

Dolores Thomas, Secretary

Richard Drake, AMS

DATE APPROVED:

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Board of Directors

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Dolores Thomas, Secretary

*Lancaster*

**At  
Kings Ridge Neighborhood Association  
Board of Directors Meeting**

Meeting not scheduled for July 2019

Lancaster website: <http://lancasterkr.com/>

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