

LANCASTER

at

Kings Ridge Neighborhood Association, Inc.
Board of Directors Meeting

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: February 8, 2021
Hour: 9:00a.m.
Place: Kings Ridge Clubhouse – Aberdeen Room
1900 Kings Ridge Blvd
Clermont, Florida 34711

Approved Minutes

1. Call to Order: **9:00 a.m.**
2. Establish Quorum: **5 of the 5 Board members in attendance**
3. Proof of Notice: **Posted at the Lancaster entry, Clubhouse, and eblasted to residents**
4. Pledge:
5. Approval of Minutes for January 11, 2021 **Motion by Ms. Margaret Goedeker, Second by Mr. Bill Hughes, passed unanimously.**
6. Introduction of Legal Counsel and comments from Attorney Frank Ruggieri
Attorney Ruggieri introduced himself and gave an overview of his company and his philosophy for representing HOA clients. Some of the knowledge which he imparted was that certain reserve accounts are required by law but others can be established solely by the Board of Directors and would not require a vote of the membership. One of those could be an “operating reserve contingency” rainy day fund which could be used for any shortfalls or unexpected expenditures. He also said the Board must exercise reasonable investigation but cautioned not to try to interpret the law. If things are not clear in the documents, then it would be time to seek a legal opinion. Relative to MRTA and preservation of our documents, it must be determined what the date of the “root title” is. Since it does not appear we ever had a title search of Lancaster, Attorney Ruggieri highly recommended that be done (as was also suggested previously in 2018 by Clayton and McCulloch). Attorney Ruggieri will provide an estimate for completing a full document review and for a title search. Attorney Ruggieri emphasized that the Board of Directors is not responsible to ensure “peace of mind” to

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Board of Directors:

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residents. It is the residents' responsibility to contact law enforcement to file a report if their "peace of mind" is threatened. He also stipulated that the Board of Directors is responsible for ensuring the management of Lancaster is consistent with the governing documents evenhandedly. The residents are expected to abide by all governing documents. Attorney Ruggieri confirmed that the Lancaster Board could take care of the annual meeting documents distribution rather than incur an expense with Blue Water, since there is no special fee for that service of which we are requesting a credit. Ms. Gloria Pasteur was concerned about people taking pictures outside her home. Attorney Ruggieri explained that there is no reasonable expectancy of privacy outside the home and that management could take pictures of violations.

7. Reports:

a. Treasurer:

- **In good shape. February 1, 2021 available operating account \$20,369.54.**
- **Blue Water credited \$4.60 for violation letters sent in error.**

b. Manager:

- **(Manager not in attendance at Board request)**

c. Committee:

- Kings Ridge Community Association Board/Liaison (Dolores Thomas):
 - **Report eblasted to all residents**
- Kings Ridge Community Association ACC (Chris Weiss):
 - **The application forms were made more user friendly with check boxes to ensure all required items are submitted.**
- Lancaster NARC (Lou Halter): **No report.**
- Opticaltel (Choice Edwards):
 - **There is no new proposal from Opticaltel.**
 - **The other 5 communities chose to stay with their other provider so the special incentive proposal was rejected.**
 - **A request was made to Opticaltel for an alternative incentive option which would extend the contract period out beyond the original 10 years but Opticaltel has not yet responded.**
- Communication/Website/Technology (Dolores Thomas):

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- **Status of Website - uploads complete and monthly website maintenance/backup**
 - **Status of transition to GeekItDown webhost and domain**
 - vi. Lawn care (John Lawson):
 - **Status report Dora was requested not to mow once because it was not need which would help to establish a credit for additional mowing in the fall if unusual growth like last year.**
 - **Instructions to be inserted in neighborhood mailboxes regarding trim of the Crape Myrtle.**
 - **Contract was signed for Dora to perform work around the SECO boxes to remove the top of the stumps, add dirt, and sod the area.**
 - vii. Neighborhood Networking (Helen Bohannon):
 - It was noted that most of the entrances have plants of poor conditions.
 - Repair of the “blue roof” house in East Hampton cost \$46,000. The incorrect felt was used causing significant water intrusion into the home.
 - viii. Welcome/Sunshine/Entertainment/Activities/Decorations:
 - **No report**
 - ix. Neighborhood Emergency Preparedness (Margaret Goedecker):
 - **A shorter Resident Emergency Information form is being developed.**
 - x. Ladies’ Luncheon (Linda Cronin):
 - **No report**
8. Old Business:
- a. Review and potential other considerations for the Violation Process/Procedures
 - **The procedure approved at the February 8, 2021 meeting will be executed as designed.**
 - **Ms. Kay Weiss is to get a list of the violations for review and hopefully will be able to intercept any erroneously processed ones.**
 - **Ms. Cheryl Crowther requested at least a courtesy call before a notice goes out because she is not a full time**

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resident. However, it was explained that there cannot be any preferential treatment. Just know that it is the policy defined method of communicating a violation by letter rather than phone call. At least 3 times Mr. Choice Edwards explained to her that an effort would be made to call before the notices go out but that is the established policy. He further stated that “in the event that fails the manager is a buffer between the neighbor and the board should things escalate to unpleasantness”. Mr. Chris Weiss also explained that the notices generally go out automatically the following day. If Ms. Kay Weiss is not available to review before that then the notices will go out.

- Ms. Kay Weiss acknowledge that the one sent to Ms. Crowther was an error and she contacted Blue Water who assured her that they would not send the letter and she apologized that it, in fact, went out in error.
 - There were 10 violations, two of which were for the same residence.
 - Ms. Weiss is attempting to have the letter only refer to the guideline and not to quote the actual guideline.
- b. April 12, 2021 Annual Meeting documents approval. Documents to be distributed by the Board to all residences no later than March 1, 2021.
- **Motion by Mr. Choice Edwards, second by Ms. Kay Weiss, passed unanimously to accept the Annual Meeting Documents for distribution and include an agenda for MRTA, as recommended by Attorney Frank Ruggieri.**
- c. Confirmation of distribution method for the Annual Meeting documents
- **Distribution of the Annual Meeting documents will be handled by a committee of Ms. Dolores Thomas, Ms. Margaret Goedecker, Ms. Kay Weiss, Ms. Fran Rubright and Ms. Helen Bohannon to make the needed copies and arrange for hand delivery distribution via the community mailbox; USPS mail, as required; and eblast which will include a notice to check the community mailbox.**
 - **Mr. Choice Edwards, Mr. John Lawson, and Mr. Bill Hughes agreed to make a contribution to cover postal expenses.**
- d. Need volunteer candidates to serve on the Board

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- We need at least 2 candidates to fill the Board positions for Mr. Choice Edwards and Ms. Dolores Thomas.
9. New Business:
- a. **Resignation of John Lawson from NARC effective 12/31/2020**
 - **Motion by Mr. Choice Edwards, second by Ms. Dolores Thomas to accept the resignation, approved unanimously.**
 - b. **Need volunteer for the NARC committee**
 - **Since Mr. John Lawson and Mr. Robert Pamplin have resigned from the NARC committee we need candidates to join the NARC. We now only have two people without backups. Since the community is small this should not be an overtaxing position but is critical to ensure consistency with the ACC Guidelines.**
10. Open Forum:
- **Ms. Cheryl Crowther again requested that there be a more friendly way to handle violations, especially as they apply to residents who are not full time.**
 - **Ms. Helen Bohannon noted that on February 27th Home and Garden will be downtown between 10 and 5.**
11. Establish Date for Next Meeting: **March 8, 2021**
12. Adjournment: **10:30 a.m.**
13. Attendees: **Ms. Dolores Thomas, Ms. Kay Weiss, Mr. Chris Weiss, Mr. Choice Edwards, Mr. Ken Weigand, Ms. Frank Rubright, Ms. Roz Silpe, Ms. Cheryl Crowther, Ms. Helen Bohannon, Mr. John Lawson, Mr. Bill Hughes, Ms. Gloria Pasteur, Attorney Frank Ruggieri (via Zoom)**

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February 8, 2021 Treasurer's Report

Dec. 31, 2020 Operating Account Statement Balance		\$28,227.61
Jan. 1, 2021 Outstanding Checks from Dec. 2020		\$3,689.32 *
January 1, 2021 Operating Account Available Balance		\$ 24,538.29
January 4, 2021 Payments	Seco Energy (December 2020 Invoice)	181.68
	Opticaltel (January Service)	3,959.09
	Dora Landscaping (January Service)	3,750.00
	Blue Water Management (Jan. Service)	400.00
	Blue Water Web Hosting	25.00
	First Insurance Funding (January Invoice)	234.69 **
	Blue Water (copy/print/supply-December)	32.40
	Lancaster Special Events (Dec. Luncheon)	20.98
January 15, 2021 Payments	January Reserves	1,632.10
	Dora – Irrigation Repairs (January Service)	199.60
		14,102.75
January 2021 Deposits		\$ 11,045.31
January 31, 2021 Ending Available Balance Operating Account		\$ 25,148.06
February 1, 2021 Payments	SECO Energy (January Invoice)	222.70
	Opticaltel (February Service)	3,896.13 ***
	Blue Water Management (February Service)	400.00
	First Insurance Funding (February Invoice)	234.69 **
	Blue Water Web Hosting	25.00
February 1, 2021 Ending Available Balance Operating Account		\$20,369.54
February 8, 2021 Operating Account Available Balance (including Feb. deposits)		\$26,012.28
February 15, 2021 Payments:	Dora Landscaping (February Service)	\$3,750.00
	February Reserves	1,632.10
	GeekITDown	_____
	Blue Water Copies/Print/Supplies (January)	91.95
	Blue Water Credit (for January violation letters)	(4.60)

* Outstanding year 2020 checks: Dora \$3,625.40, Special Events \$ 51.64, KR Club House \$11.98

**First Insurance Funding monthly invoices in 2021 (January to September) have been reduced to \$234.69 from \$280.37. This is due to a policy credit resulting from a correction on the full policy pricing.

***Opticaltel invoice for February included a credit in the amount of \$31.48 for excess Telephone charges on the January invoice.

Lancaster at Kings Ridge Treasurers Report

Operating Account – Calendar Year 2020

January 1, 2020 Operating Account Statement Opening Balance		\$ 19,516.35
Deposits:		
Assessments and Other Income		\$127,698.23
Special Assessment		16,200.00
Interest Earned		16.11
Total Deposits for Calendar Year 2020		\$143,914.34
Payments by Check		
Opticaltel	(14 payments)	50,558.37
Lawn and Order	(5 payments)	20,780.00
Lawn and Order Mulch	(1 payment)	2,419.62
Millenium	(2 payments)	2,974.64
Dora	(5 payments)	16,374.60
Dora Irrigation Repair	(1 payment)	3,039.75
Blue Water Management	(11 payments)	4,400.00
BW Web Hosting & File Storage	(11 payments)	385.00
BW Copy/Print/Supplies	(17 payments)	1,915.68
BW Special Assessment Fee	(1 payment)	1,620.00
Lancaster Reserves	(14 payments)	20,286.00
Seco Energy	(12 payments)	2,515.52
Clayton & McCulloh (legal)	(9 payments)	3,465.20
Boyd, Richards, Parker & Colonnelli (legal)	(2 payments)	1,000.00
Arrington & Mapili (CPA)	(1 payment)	225.00
Insurance (2020-2021 Policy)	(3 payments)	795.43
GeekITDown (Webmaster)	(9 payments)	805.53
Special Events	(2 payments)	124.26
Bank Charges	(5 payment)	227.50
KR Club House Charges	(1 payments)	46.65
Board Member Reimbursement	(3 payments)	87.03
Homeowner Refunds	(3 payments)	1,157.30
Total Payments From Operating Account 2020 Calendar Year		\$135,203.08
Dec. 31, 2020 Operating Account Statement Closing Balance		\$ 28,227.61

All information in this report is from official Bank Statements.

Lancaster at Kings Ridge Treasurer's Report

Calendar Year 2020 Operating Account Activity

	Deposits and other Credits	Checks and other debits
JANUARY	\$10,099.56	\$10,574.43
FEBRUARY	12,844.80	19,701.26
MARCH	10,956.00	9,013.99
APRIL	11,236.12	9,946.43
MAY	9,351.28	10,859.59
JUNE	10,847.11	11,323.91
JULY	9,912.28	7,203.09
AUGUST	9,972.42	13,702.38
SEPTEMBER	10,288.69	13,702.35
OCTOBER	25,147.43	13,051.08
NOVEMBER	9,859.63	9,883.37
DECEMBER	13,399.02	6,241.20
 TOTAL FOR 2020	 \$143,914.34	 \$135,203.08

Operating Account Summary:

January 1, 2020 Opening Balance	\$ 19,516.35
PLUS Deposits and Other Credits	143,914.34
LESS Checks and Other Debits	135,203.08
Account Balance as of December 31, 2020	\$ 28,227.61

Reserves Balances Summary

(from Blue Water reporting)

Paint	\$45,881.73
Paving	45,552.39
Road Resealing	821.45
Contingency	2,077.21
Interest Earned	993.16
Total in Reserves	\$95,325.94

Reserves Bank Account Balances:

First Horizon CD	40,733.36
Centennial Bank Account	54,592.58
Total:	\$95,325.94