

THE WOODLANDS CIVIC ASSOCIATION, INC.

SEMINOLE COUNTY, FLORIDA

MINUTES OF MEETING

OF THE BOARD OF DIRECTORS

June 9, 2015

The board of directors (the "Board" or "BOD") of The Woodlands Civic Association, Inc. ("WCA") held a meeting at 6:30 pm on June 9, 2015 at The Woodlands Civic Association community park, Longwood, Florida. The following Board members were present, constituting quorum:

- Todd Burnett, President
- Antoinette Giunta, Vice President
- Toni Law, Treasurer
- Rosemary Mills, Secretary
- Pam Hendricks

The following Board members were absent:

- Kearston Miles
- Jessica Mooney

The following guests were also in attendance for a portion of the meeting:

- Corky Morris
- Stephanie "Steffi" Morris

Call to Order and Appointment of Secretary:

Mr. Burnett called the meeting to order at approximately 6:42 pm.

Approval of Minutes:

After a brief discussion, the Board approved the minutes circulated by Ms. Mills for the meetings held on May 12, 2015, further clarifying the instances in which web site advertising may be offered free to Regular Members.

Presidents Report:

Mr. Burnett provided an update on the following matters:

- **Sprinkler Repairs:** Recent incident requires repair and so far one bid has been received. After discussion the Board voted to authorize Mr. Burnett to spend no more than \$500 to repair the sprinkler.
- **Restore Park Bathroom:** Mr. Burnett provided a preliminary update on estimate received to install new door/partition, secure the building and rerun (as required) water lines to create a working bathroom. Further bids are pending; further discussion will ensue.

- **Other Small Repairs:** Mr. Burnett acknowledged Corky Morris and Steffi Morris who provided a list of various small projects in their sights including updated park signage, separating a drinking water fountain, painting the swings, painting the merry-go-round, refurbishing pavilion tables, replacing the basketball net and painting the basketball backboard. Mr. Morris engaged several young men in the neighborhood to help with these projects, under his supervision, at a reasonable hourly rate. The Board expressed their appreciation for the Morris' ongoing effort, and approved an expenditure of up to \$500 for the list of projects provided. There are a few further ideas (re-mulching the swings and playground areas, considering several exercise stations, storage sheds, security cameras, tennis court repairs and perhaps a putting green) to be addressed later.
- **Landscape Services:** Mr. Burnett is currently getting bids for routine Landscape Services (mow, weed, pick up garbage, fertilize, trim hedges, prune dead limbs/branches, rake leaves, test irrigation system) in Common Areas (such as the main entrance including 3 islands, island on Aimee but not the more extensive Meadowcreek island, the back of the front fences on SR 434 and other as to be identified before finalization).
- **Waiver Form:** Mr. Burnett suggested edits to the waiver form in use by the park as it was needed to finalize the arrangement with the Pop Warner team. Other comments/edits were provided during the meeting.
- **Large Truck Traffic:** Mr. Burnett has observed very large trucks passing through the neighborhood lately, and believes some may be carrying hazardous materials or because of their weight could damage roads. Other Board members noted that the Utilities, Inc. plant is accessible only via Tollgate Trail/Western Fork and that their trucks would be among the trucks seen passing through. Mr. Burnett is following up on whether there are regulations pertaining to transportation of hazardous materials and weight limits that may be applicable to the neighborhood and whether signage is warranted.

Treasurer's Report:

Prior to the meeting, Ms. Law provided an updated spreadsheet for WCA paid memberships and other items through May 31, 2015 as well as a copy of the bank statement dated May 31, 2015. The account contains \$17,999.17 in funds.

The WCA insurance policy has been reviewed by a third party and Ms. Law indicated that it was found to be at a competitive rate. She also noted that the policy includes director/officer coverage.

Ms. Law updated the Board that a short form filing of 2014 taxes was permissible because of the small size of the organization and that the form had been filed by the due date of May 15.

The Board requested a 2015 budget be completed so that it would know the extent of capital projects and non-routine maintenance that could be approved.

New Business:

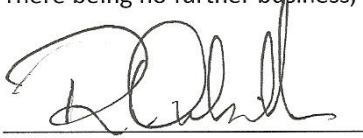
In late 2014 there were several instances where the WCA debit card was charged for personal items. However Ms. Law noted the circumstance that caused this and further noted that she had immediately reimbursed these items, and the former WCA Board President had been made aware. The Board discussed whether to continue the use of a debit card, and ultimately no action was taken to change the past practice. Bank statements reflecting all transactions are now routinely provided to the Board as part of the Treasurer's report. Mr. Burnett has online banking access in addition to Ms. Law, serving as an added control.

Upcoming Meeting Date:

The next scheduled meeting is set for July 14, 2015 at 6:30 pm again at the park with 127 Eastern Fork (home of Pam Hendrick) being the back-up location.

Adjournment:

There being no further business, the meeting was adjourned at approximately 9:00 pm.

A handwritten signature in black ink, appearing to read "Rosemary Mills", is written over a horizontal line.

Rosemary Mills, Secretary