

THE WOODLANDS CIVIC ASSOCIATION, INC.

SEMINOLE COUNTY, FLORIDA

MINUTES OF MEETING

OF THE BOARD OF DIRECTORS

April 18, 2015

The board of directors (the "Board" or "BOD") of The Woodlands Civic Association, Inc. ("WCA") held a meeting at 11 am on April 18, 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
- Kearston Miles
- Jessica Mooney

The following Board member was absent:

- n/a

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

- n/a

Call to Order and Appointment of Secretary:

Mr. Burnett called the meeting to order at approximately 11:11 am.

Approval of Minutes:

The Board approved the minutes as circulated by Ms. Mills for the meetings held on March 10, 2015 (except for one misspelled name subsequently corrected).

Presidents Report:

Mr. Burnett provided an update on the following matters:

- **Easter in the Park:** Mr. Burnett thanked the members of the Board and particularly Ms. Giunta for the work done to host the event, particularly with so many new Board members. Ideas were captured for consideration in the future such as limiting the event to two hours, not incurring the expense of port-a-potties, and having some guidelines drawn up in writing to allow for continuity year by year.
- **Park Access:** Experiencing difficulties determining whether a member requested to have park access, communication of paid members and access any card changes, and response time.

Access cards were to transition from Lon Eckman to Kearston Miles but phone tag and schedules are impeding that from happening. Ms. Miles indicated that it would be of the highest priority to get to everyone on the "list" and do what is possible to help confirm the accuracy of the list.

- Landscape Services: Continued issues on routine maintenance are on Mr. Burnett's radar and wanted some time to allow for improvement. The Board discussed continuing problem with weeds, and the need to clean behind the fence, and that the contract needs to be clear what is or is not to be done.
- Garage Sale is scheduled for May 2nd. After discussion of various Board "to-do's", the Board unanimously approved the expenditure of up to \$100 for promoting the event.

Treasurer's Report:

Ms. Law provided a summary of receipts and disbursements during the months of March 2015 and the related cash account balance at March 31, 2015.

The Board once again discussed the need for a hard paper statement (or a PDF of it) to go to other Board member(s) as a measure of control. Ms. Law agreed to send the statements to Ms. Mills at the end of each month.

Ms. Mills reminded the Board that there was still an open item for her to have a look at the report issued by the CPA for 2013 as had been discussed in the March meeting. This would include the tax return and any other reports issued and would be provided by Ms. Law.

Ms. Mills noted that some errors of name/address or other item had been noted on the spreadsheet summarizing dues-paying members and that these were still in the process of getting closure before the WCA website could contain a corrected list of paid members. The Board again discussed the process for keeping track of who has paid and who needed access cards, and Ms. Mills offered to take the task of creating a detailed ledger by pulling together the records maintained by Lon Eckman in his prior role of tracking access cards, the records maintained by Ms. Law in logging payment transactions, and comparing all such information to county records as to legal ownership of WCA community properties. Ms. Mills agreed to report back after Ms. Law had an opportunity to add her input and after Ms. Miles could obtain the records from Lon Eckman.

The Board also discussed the need for a more clear understanding of budgeted expenses. Ms. Mills and Ms. Mooney offered to assist Ms. Law in pulling something together. Ms. Law thought that her records would be able to summarize the budget pretty easily and agreed to report back.

The WCA insurance policy covering the community park, primarily, was going to be reviewed by Ms. Law. It had been renewed in February 2015, but for the better understanding of the new WCA Board members, Ms. Law was going to confirm coverage with the agency. Such review is still pending.

New Business:

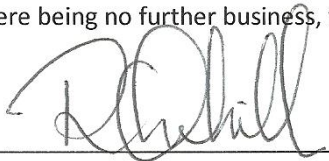
A general discussion of capital projects (planters on EE Williamson or refurbishing the park bathroom), a potential Fall event around Halloween, potentially surveying the membership for their needs and wants, and the status of the welcoming committee ensued none of which resulted in a specific resolution.

Upcoming Meeting Date:

The next scheduled meeting is set for May 12, 2015 at 6:00 pm; Ms. Mills offered her home as the venue for this meeting.

Adjournment:

There being no further business, the meeting was adjourned at approximately 12:30 pm.

A handwritten signature in cursive script, appearing to read "Rosemary Mills", written over a horizontal line.

Rosemary Mills, Secretary