



Highland Lakes Reserve

HLR Board of Directors Meeting
April 24, 2018
3:30pm at Marmer Construction

Agenda

Call to Order

Review and Approve Minutes from 3/20/18

Review Financials

Old Business

- Rules & Regulations
- Entrance Signage
- Removal from Association
- Foreclosure proceedings on Lot 029
- Foreclosure proceedings on Lot 051

New Business

- Establish Officers
- Curb repair
- Discuss complaints from owners in reference to their code violations
- Reimbursement of late fees for members paying their association dues after 1/31/18 and before 3/31/18
- Vote to accept deed conveying all common areas to the Association
- Gibson Agreement
- Rapid

Adjourn





Highland Lakes Reserve

HLR Board of Directors Meeting

March 20, 2018

3:30pm at Marmer Construction

Agenda

Call to Order – Marty called the meeting to order at 3:28pm.

Board members present: Marty Wohl, Kevin Bock, Bill Lanzisera, Rebecca Benevides-Noonon, and Dusty Johnson CAMs present: Linda Boring, Johanna Johnston

Review and Approve Minutes from 2/19/18 – Dusty made a motion to approve seconded by Kevin. Motion passed unanimously.

Review Financials – Linda presented that late fees have been sent out. Rebecca noted that the lot mowing showed as a big negative after the mowing charges were moved to an asset account. Linda said she will investigate. Dusty asked if we were charging late fees on mowing. Linda noted after researching, she found that the association can charge \$25 late fee on mowing. Dusty motioned to approve pending investigation of the lot mowing. Bill seconded. Motion approved unanimously.

Old Business

- Update from Robin Gibson – Mr. Gibson provided an update on status of current class action suit.
- Cable update – Marty noted there's no formal proposal from Comcast as of yet.
- Finalize Rules & Regs – TJ reviewed the proposed rules and regs, made changes and sent back. Rebecca recommended additions to the rules for pets. CAM will make changes and send the final draft out for review before the Annual Meeting.
- Signage – Linda presented the sign bid from DVC Signs. Dusty recommended ordering 1 street sign so we can see what it will look like. Marty found Mason Scott to give estimate on the entrance signs. So far he is the least expensive that Marty has found \$7450 for both signs powder coated. Marty recommended also paint the beam. Tabled pending revised bid to include design about HLR.

New Business

- Appoint new member of ARC – Steve Mourer is a builder and member of HLR. Dusty motioned to appoint Steve Mourer to the ARC. Seconded by Bill. Motion passed unanimously.

Adjourn – Meeting adjourned at 5:02pm



Highland Lakes Reserve POA, Inc
Balance Sheet
As of April 24, 2018

	Apr 24, 18
ASSETS	
Current Assets	
Checking/Savings	
Cable Contingency	200,071.51
HLR POA-HNB Checking	164,378.43
Total Checking/Savings	364,449.94
Accounts Receivable	
Accounts Receivable	-4,640.32
Total Accounts Receivable	-4,640.32
Other Current Assets	
Due from Owners - Mowing Costs	9,185.00
Inventory Asset	
Gate Remotes	430.00
Total Inventory Asset	430.00
Total Other Current Assets	9,615.00
Total Current Assets	369,424.62
Fixed Assets	
Improvements	9,000.00
Total Fixed Assets	9,000.00
TOTAL ASSETS	378,424.62
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Construction Bonds	4,000.00
Debris Deposits	4,000.00
Total Other Current Liabilities	8,000.00
Total Current Liabilities	8,000.00
Total Liabilities	8,000.00
Equity	
Opening Balance Equity	200,000.00
Reserves	-200,000.00
Retained Earnings-Unappropriated	260,828.27
Net Income	109,596.35
Total Equity	370,424.62
TOTAL LIABILITIES & EQUITY	378,424.62

Highland Lakes Reserve POA, Inc
Profit & Loss Budget Performance
January through March 2018

	Jan - Mar 18	Budget	Jan - Mar 18	YTD Budget	Annual Bu...
Ordinary Income/Expense					
Income					
Annual Dues	195,454.52	0.00	195,454.52	0.00	237,000.00
Other income					
Estoppel Fees	450.00		450.00		
Funds from 2017	0.00	0.00	0.00	0.00	55,000.00
Plan and Specification Review	4,500.00	0.00	4,500.00	0.00	3,000.00
Other income - Other	1,005.96	0.00	1,005.96	0.00	0.00
Total Other income	5,955.96	0.00	5,955.96	0.00	58,000.00
Total Income	201,410.48	0.00	201,410.48	0.00	295,000.00
Gross Profit	201,410.48	0.00	201,410.48	0.00	295,000.00
Expense					
Administrative/ Management	2,600.00	0.00	2,600.00	0.00	7,800.00
Annual Owners Meeting Expense	62.92	0.00	62.92	0.00	250.00
Annual Reports	0.00	70.00	0.00	70.00	70.00
Attorney Fees	3,868.23	0.00	3,868.23	0.00	12,956.00
Cable Infrastructure	0.00	0.00	0.00	0.00	39,100.00
Computer and Internet Expenses	0.00	0.00	0.00	0.00	600.00
Copy and Reproduction Costs	0.00	0.00	0.00	0.00	120.00
Insurance Expense	0.00	0.00	0.00	0.00	3,000.00
Office Supplies	0.00	0.00	0.00	0.00	300.00
Postage and Delivery	63.18	0.00	63.18	0.00	250.00
Professional Fees	350.00	0.00	350.00	0.00	2,500.00
Repairs and Maintenance					
Common Area Mowing					
Boat ramp/park	2,400.00	0.00	2,400.00	0.00	9,600.00
Ponds/Eagles Nest	0.00	0.00	0.00	0.00	10,620.00
Total Common Area Mowing	2,400.00	0.00	2,400.00	0.00	20,220.00
Entrance Gates	1,137.00	0.00	1,137.00	0.00	5,000.00
Entrance/Hwy 66/Maintenance	1,700.00	0.00	1,700.00	0.00	10,200.00
Entrance/Sparta/Maintenance	4,075.00	0.00	4,075.00	0.00	18,600.00
Entry Sparta/Repair and Replace					
Entry/Sparta Rd Sod	0.00	0.00	0.00	0.00	13,000.00
Entry Sparta/Repair and Replace - Other	84,818.00	0.00	84,818.00	0.00	84,134.00
Total Entry Sparta/Repair and Replace	84,818.00	0.00	84,818.00	0.00	97,134.00
Entry/Hwy 66 Repair and Replace	0.00	0.00	0.00	0.00	15,000.00
Fence Line Vegetation	800.00	0.00	800.00	0.00	1,400.00
Fencing	0.00	0.00	0.00	0.00	4,000.00
Lot Mowing	-7,215.00	0.00	-7,215.00	0.00	2,500.00
Pond Maintenance	3,479.74	0.00	3,479.74	0.00	30,000.00
Repairs Common Area	148.25	0.00	148.25	0.00	12,000.00
Total Repairs and Maintenance	91,342.99	0.00	91,342.99	0.00	216,054.00
Supplies	0.00	0.00	0.00	0.00	3,000.00
Telephone Expense	715.37	0.00	715.37	0.00	3,000.00
Utilities	973.00	0.00	973.00	0.00	6,000.00
Total Expense	99,975.69	70.00	99,975.69	70.00	295,000.00
Net Ordinary Income	101,434.79	-70.00	101,434.79	-70.00	0.00
Net Income	101,434.79	-70.00	101,434.79	-70.00	0.00

Rules & Regulations Edit Recommendations from the Membership

Page 2 last paragraph: Any changes or additions to the Rules & Recommendations should be voted upon by the property owners/association members before any changes/additions are implemented. This should be stated in the document.

Noise – not clearly addressed

A2: This is a bit vague. How clean should a construction site be? There should be some guidance for the cleaning that is required such as loose garbage/debris pick up, equipment staging in designated area, construction material staging, etc. Some examples of what is required is needed in this statement.

B4: With the garbage cans rules I think 6pm the night of collection is a bit early since that is very early for many people getting back home. I would like to see before 7am the next morning or something like that

B6: What is the definition of the children's toys like basketball goals and swing sets, if this is going to be enforceable it needs to be clear and reasonable

B6: We have determined that an organized arrangement of toys on any part of the property with specified distance from property line would not interfere with the aesthetic of the community.

B7: Presently we are unaware of the mail delivery arrangement in the community. Nevertheless, if a house to house drop off by the mail carrier exist in the town, the property owner should not be inconvenienced of this service. We believe that a uniform construction of individual property mail boxes with HOA specification could be very attractive.

C1: The following are our suggestion:

If the following are not already enforced by the town's code enforcement, then maybe should be included in the rules and regulation set forth by the POA

a.No outdoor line to sun dry clothes. No hanging of garments outdoors

b.If home owner is considering the enactment of outdoor tool house/shed or green house, it should be built with a maximum size specification and tool house/shed should have the same/similar construction material as home owner's house. One only allowed on each property with specified distance from property line.

C2: Contracted Landscaping on Sundays

C3: Trimming every other month

C4: Yard Waste pickup

D2: I don't agree with this requirement. Property owners should have the option to store such vehicles behind a privacy fence or otherwise hidden from view from all roads, common areas or neighboring properties.

D5 – could we allow for flexibility, 24- or 48- hour timeframes, on storage at the Lake Charlotte ramp with permission of mgmt.

F: It may be easier, and more enforceable, to state all owners must comply with ordinances in effect with Highlands County, Florida municipal code

https://library.municode.com/fl/highlands_county/codes/code_of_ordinances?nodeId=COOR_CH4.5ANFO

F2 is too vague. We could run into problems in a couple of ways; Someone who is not comfortable with dogs could have a different definition of "violent" or "nuisance" than one who is comfortable with dogs. If you try to take action against an owner for "violent" or "nuisance" without those terms being defined it could cause problems. The municipal code above has the legal definitions that may help. See Sec. 4.5-28. - Dangerous dog determinations.

HIGHLAND LAKES RESERVE PROPERTY OWNERS' ASSOCIATION, INC.
RULES AND REGULATIONS

The Board of Directors (hereinafter, the "Board") of the Highland Lakes Reserve Property Owners' Association (hereinafter, the "Association"); pursuant to Section 10.25 of the Declaration of the Covenants and Restrictions for Highland Lake Reserve (hereinafter, "Declaration"), may make and enforce reasonable rules and regulations governing the use of all property subject to the Declaration, which Rules and Regulations shall be consistent with the rights and duties established by the Declaration.

Pursuant of §720.305, *Florida Statutes*, the Association may impose and levy fines against its members for violations of the Declaration, Articles of Incorporation, Bylaws, Rules and Regulations, and the Architectural Control Standards (hereinafter, the "Governing Documents").

The Association may, pursuant to §720.305, *Florida Statutes* (as amended or renumbered from time to time) impose fines and suspension of certain rights against a parcel owner and the parcel owner's agents, tenants, occupants or invitees, for failure to comply with the provisions of the Governing Documents. A fine may be imposed for each day of continuing violation at the highest rate allowed by law per violation (currently limited to \$100.00 per day) with a single notice and opportunity for hearing, provided that no fine shall in the aggregate exceed the maximum amount permissible by law (currently \$1,000.00). The party against whom the fine or suspension is sought to be levied shall be provided written notice thereof (at least 14 days' notice) and afforded an opportunity for a hearing before a committee of at least three (3) other Association members. If the party sought to be fined is not the parcel owner, the Association shall notify the parcel owner of the violation and the intent to fine.

The party against whom the fine is sought (and the homeowner if the offending party is a tenant, guest or invitee) shall have an opportunity to respond, to present evidence, and to provide written and oral argument on all issues involved and shall have an opportunity at the hearing to review, challenge, and respond to any material considered by the Association. The hearing shall be held before a Committee of Association members appointed by the Board, which may not include Board members, relatives of Board members, or persons residing in a Board member's household. If the Committee does not agree with the fine, the fine may not be levied. Parcel owners are jointly and severally liable for the payment of fines levied against their tenants, occupants, guests, or invitees.

Introduction

The Rules & Regulations, hereinafter enumerated, cover the parcels, roads, common property, and conservation areas, and are deemed in effect until amended by the Board. They shall apply to, and be binding upon, all parcel owners, their tenants, occupants, guests, and invitees. The parcel owners shall at all times obey the Rules and Regulations, and shall be responsible for informing their families, guests and lessees of said Rules and Regulations. Parcel owners are deemed in control of their families, guests and lessees, and, ultimately, are responsible for any infraction committed by them.

Violation of the Rules and Regulations may subject the violator to any and all remedies available to the Association, as provided by the provisions of the Governing Documents and Florida law.

The Association may remedy violations by fines, injunctive relief or other legal means, and the Association shall be entitled to recover in said actions any and all court costs incurred by it, together with reasonable attorney's fees against any person or violator, and, ultimately, from parcel owners responsible for their guests, agents, and lessees if not otherwise collected.

The Board may, from time to time, adopt new or amend previously adopted Rules and Regulations governing the details of the use, maintenance, management and control of the parcels, roads, common property, and conservation areas or services made available to the parcel owners and their agents, tenants, occupants or invitees.

A. Construction Activities

1. Construction work and related deliveries shall be conducted only between the hours of 7:00 a.m. and 6:30 p.m., Monday through Saturday. No construction activities or construction-related deliveries shall occur on Sundays.
2. Construction sites must be cleaned immediately following the cessation of construction activities each day, but no later than 7:00 p.m.
3. Damage caused by construction activities to parcels, properties, common property, roads, drainage areas, retention ditches and conservation areas must be repaired to the satisfaction of the Board.

B. Maintenance Standards

1. Dwellings and all other structures erected on each parcel must be kept clean, in good repair and maintained in good general appearance. All exposed wood shall be stained or painted. Every part shall be clean of graffiti, litter, dirt, mildew or other debris; and, where surfaces are painted, once painted or normally painted, no portion may be free of paint. Painted surfaces must be maintained without peeling.
2. The exterior of windows may be covered for no more than 30 consecutive days, or 90 total days per year. However, if the material used to cover the window is metal, anchored to the structure and specifically manufactured to resist high winds, that material may cover the windows for up to 180 consecutive days or 180 total days per year. Examples of specifically-manufactured materials include roll-type coverings, awning-style coverings and accordion style coverings, but do not include wood of any type or scrap metal.
3. Display of holiday decorations and holiday decorative lighting shall be limited to the four (4) weeks prior to, and the two (2) weeks after, the nationally-recognized date of the holiday for which the decorations and decorative lighting are displayed.
4. Garbage cans and receptacles shall be stored in a manner as to be hidden from view from all roads and common areas. Garbage cans and receptacles shall be placed for collection no sooner than 6:00 p.m. the day before scheduled collection and returned to a proper storage location no later than 6:00 p.m. the day of collection.
5. Storage and other types of moving "pods" may not be located on any parcel for more than fourteen (14) days in any sixty (60) day period.
6. When not in use, children's toys, bicycles, tools, power equipment, and other portable personal belongings shall be stored in a manner as to be hidden from view from all roads and common areas.
7. Mailboxes are prohibited from being placed on the parcel owner's property.

C. Lawn and Yard Care

1. Lawns are to be cut weekly during the growing season (April 1 through November 30) and as needed in the dormant season (December 31 through March 31).
2. Electric-powered or gas-powered lawn equipment may be utilized only between the hours of 7:00 a.m. and 6:30 p.m., Monday through Saturday, and between the hours of 8:00 a.m. and 6:30 p.m. on Sundays. No contracted for yard work may be performed on Sundays.
3. All shrubbery and bushes must be clipped and maintained at least once a month. All fallen leaves, cut or dead limbs and branches, and clippings must be immediately removed from the parcel, or at least bagged for removal and placed for pick up.
4. Lawn debris bagged for removal must be removed within one (1) week of being placed for pickup.

D. Vehicles, Vessels, and Trailers

1. Vehicles, including but not limited to golf carts, all-terrain vehicles, and utility vehicles must have front and rear lights illuminated after dark.
2. No unregistered or inoperative vehicles may be kept on any parcel, unless such vehicle is kept or stored in an enclosed garage.
3. Use of recreational vehicles, all-terrain vehicles, and utility vehicles ("Off-Road Vehicles") is limited to members and their guests. Operation of Off-Road Vehicles is restricted to roads, common areas (excluding conservation areas) and those certain parcels upon which the member operating the Off-Road Vehicle has the parcel owner's permission to do so.
4. The Lake Charlotte boat ramp is for the exclusive use of Association members and their guests. Guests must be accompanied by an Association member at all times.
5. Overnight storage of vessels, trailers, or vehicles in the parking lot and park area of the Lake Charlotte boat ramp is prohibited.

E. Security Measures

1. Association members, tenants, and their family members are prohibited from releasing gate codes to non-residents.
2. The established procedure for the admittance of contractors, workmen, delivery personnel, and non-residents must be strictly adhered to.
3. The Association manager, on an as needed basis, may assign persons requiring entry for legitimate business purposes a temporary limited-life entry code.

F. Pets

1. No pets shall be permitted to roam outside its parcel unless on a leash.
2. Animals with mean or violent temperament are deemed a nuisance and thereby prohibited.
3. Pet owners must curb and pick up after their pets.

G. Garage & Estate Sales

1. Garage or sidewalk sales are restricted to one (1) community sale per year.
2. All estate sales are subject to Board approval.

Squared S, Inc
 2085 CR 29
 Lake Placid, FL 33852

Estimate

Date	Estimate #
4/11/2018	10

Name / Address
Marmer Construction, INC 3321 US HWY 27 South Sebring, FL 33870

			Project
Description	Qty	Rate	Total
Aluminum Welding- Fabricate two signs for Highland lakes Reserve with scroll. Installed.		9,476.00	9,476.00
		Subtotal	\$9,476.00
		Sales Tax (7.5%)	\$0.00
		Total	\$9,476.00



HIGHLAND LAKE RESERVE



Johanna Johnston <camprofessionals@gmail.com>

FW: Fwd: FW: Letter to be removed from POA

1 message

Linda Boring <linda@lindaboring.net>
To: Johanna <camprofessionals@gmail.com>

Tue, Apr 24, 2018 at 2:16 PM

From: Eduardo Tkacz <ginzamia@bellsouth.net>
Sent: Friday, April 13, 2018 4:27 PM
To: Linda Boring <linda@lindaboring.net>; Marty Wohl <marty@marmarconstruction.com>
Subject: Fw: Fwd: FW: Letter to be removed from POA

This is part of the letter I receive from the City of Sebring.

Thank you,

Eduardo Tkacz

----- Forwarded message -----

From: Lee Tolar <LeeTolar@mysebring.com>
Date: Fri, Apr 13, 2018 at 2:15 PM
Subject: FW: Letter to be removed from POA
To: "eduardo.tkacz@gmail.com" <eduardo.tkacz@gmail.com>

From: Bob Hoffman
Sent: Wednesday, April 11, 2018 8:17 AM
To: Lee Tolar <LeeTolar@mysebring.com>; Scott Noethlich <ScottNoethlich@mysebring.com>; Bob Swaine <bob@heartlandlaw.com>
Cc: Jennifer Codo-Salisbury <jcodosalisbury@cfrpc.org>; Kathy Haley <kathyhaley@mysebring.com>
Subject: FW: Letter to be removed from POA

Lee, if this gentlemen wants to pursue this I recommend the following: 1) he send a detailed letter with maps showing the entire property governed by the POA as well as his property he is trying to remove from the POA; 2) a letter from the POA that they do not object from his property being removed from the POA; 3) the letter from SWFMUD agreeing that his property can be released from the POA.



Eduardo Tkacz <eduardo.tkacz@gmail.com>

Project Name: Highland Lakes Reserve - Permit No.: 43021800.004 - Compliance No.: 368769

1 message

Paul Tanke <Paul.Tanke@swfwmd.state.fl.us>
To: "eduardo.tkacz@gmail.com" <eduardo.tkacz@gmail.com>
Cc: Paul Tanke <Paul.Tanke@swfwmd.state.fl.us>

Wed, Apr 4, 2018 at 11:14 AM

Mr. Tkacz,

The Southwest Florida Water Management District (the District) is currently in the process of obtaining the final documents from the developer for Highland Lakes Reserve to transfer their permit from a "Construction permit" into an "Operation permit".

The Statement of Completion and as-built drawings to be submitted by the developer's engineer will need to show that your property is no longer included in the permitted project area and that the permitted and constructed stormwater management system operates independently without your property. This should be easy to demonstrate since your property is divided from the remainder of the project area by Wolf Creek.

With that in mind, it is acceptable to the District that your property be excluded from the property owners' association since your property does not appear to receive any benefit from or provide any benefit to the permitted stormwater management system.

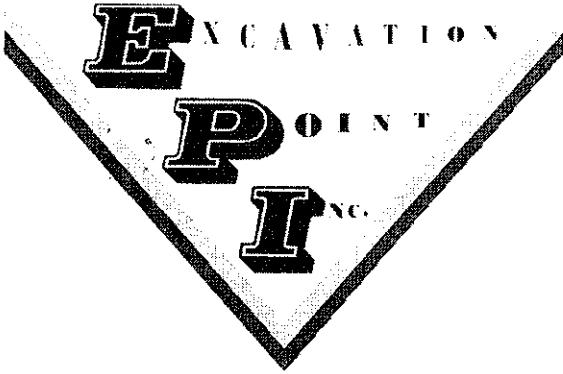
Feel free to contact me if you have any additional questions.

Paul D. Tanke, P.E.
Senior Professional Engineer
Environmental Resource Permit Bureau
Regulation Division
Southwest Florida Water Management District
(863) 534-1448, Ext. 6123
(800) 492-7862, Ext. 6123 (Florida only)

Paul.Tanke@swfwmd.state.fl.us

introducing the new Online Permit Condition Reporting at





Highland Lakes Reserve POA, Inc.
Attn: Linda Boring
3321 US Hwy 27 South
Sebring, Florida 33875
Email linda@lindaboring.net

**Proposal
04/19/18**

ENTRANCE CURB REPLACEMENT

Remove and replace approx. 10LF of Type F Curb at SR66 entrance

Remove and replace approx. 3LF of Type F Curb at Sparta Road entrance

Total \$ 1,475.00

Note: Pricing valid for 30 days. Price excludes permitting, impact fees, bond, surveying, certified as-built, video inspection, any damage or relocation to undesignated underground utilities, sidewalks, sod, landscaping, and irrigation.

Thank You,

Accepted By: _____

Tal Rancourt
President

Dated: _____

From: Lazaro Martinez <listwithlaz@gmail.com>
Sent: Tuesday, April 17, 2018 4:56 PM
To: Linda Boring <linda@lindaboring.net>
Subject: Re: branches by street

Hi Linda-

Yesterday I received an email from you that I need to pick up some yard debris that was placed on the easement of my property, and I mentioned to you that I was not going to pick that up as it was placed there for the city to pick up. What concerns me is that I am even being approached about anything at all. I have recently been spending more time with my eyes open and have noticed so many other items that need addressing and nothing is being done, there are countless lots with trees down and debris all over the vacant lots, but yet I am being asked to remove a small bunch of tree debris that is picked up by the city.

I am constantly enhancing my property, and I continue to keep my property in above average condition, for you to send me an email concerned about a small pile, is very concerning to me I feel that you should relay to who ever is policing the lots to focus on more constructive items. As a member of the association I would like to know who is the one that sent you a request to bother me for such a ridiculous request, I should have the right to approach that person or persons. I refuse to feel that I am being watched and picked on I live in this community, to live in peace.

I am not in a prison and I pay taxes and HOA fees just like everyone else and I have no problem voicing my concerns to who ever I need to, I understand you are just the messenger, this is why I would like to know the source to address this right away. This is turning into a circus and I have tried to stay on the sidelines and allow this to take its course but obviously there are defects and I now would like to take a role on the board to see how and why the approach is the way it is I refuse to be intimidated by any board member that has no common sense, and can't differentiate what is trash and what is tree debris that is collected by the city. I need you understand my position as a home owner and property owner in this association, I will not allow to continue to be singled out. From the beginning I have had to endure destructive comments from members and had experienced William Lanzisera fly off the handle when I had sod delivered because he can't keep his temper under control these are not coincidences. Please relay my message to the source and I will gladly have a conversation with this individual so they can explain to me why they think they can bother me about my property.

Best,

Thanks