



Highland Lakes Reserve

HLR Board of Directors Meeting
January 30, 2017
3:30 pm / Marmer Construction

Agenda

Call to Order

Review and Approve Minutes from 12/19/17

Review Financials

Old Business

- Comcast
- Rules & Regulations

New Business

- Signs
- Entrance seal coating
- Lot mowing
- Reserves – Report from TJ
- Gibson Report
- Hog damage at Eagles Nes
- Preserve & Sparta Rd
- Pond maintenance

Adjourn





Highland Lakes Reserve

HLR Board of Directors Meeting
December 19, 2017
3:30 pm / Marmer Construction

Agenda

Call to Order: Marty called the meeting to order at 3:30pm

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 11/21/17 – Dusty made a motion to approve the minutes, seconded by Kevin. Motion passed unanimously.

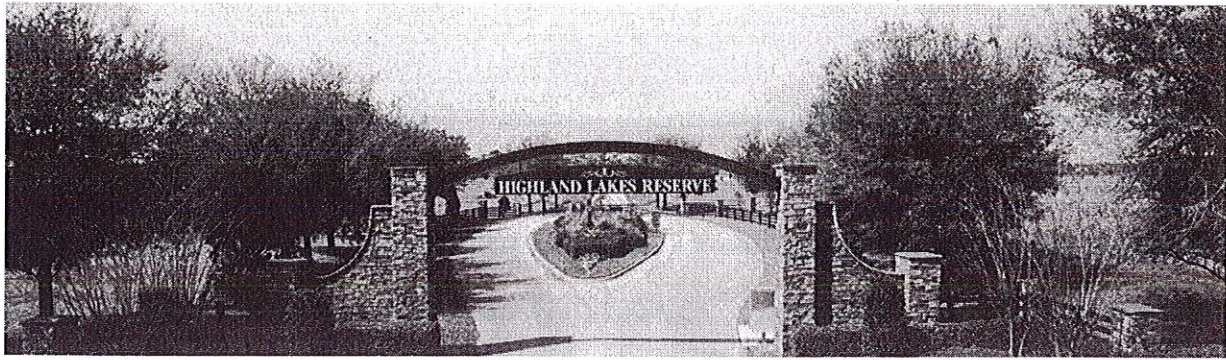
Review Financials – After review, Rebecca amended her vote to the previous months financials to a yes. Linda presented the financials.

- Budget – Linda recommended to create a line item for reserve transfer. Linda would do a reserve study that would then inform the board as to what is needed for projected capital improvements. Dusty recommended designating all current reserve funds to cable infrastructure installation then in 2-3 years revisit the cost and life expectancy of the roads for reserve designation. Marty noted that once construction on the roads is complete, the sod will need to be replanted so he recommended budgeting for that.
- The board reviewed the proposed budget line by line. Linda will get a breakdown of common area mowing from Jimmy. Marty recommended splitting out the common area mowing by boat ramp/park and common area bush hogging. The board will vote electronically once Linda sends out the revised budget.
- Linda is getting bids on new street signs. Bill made a motion to remove the stop signs on Campshore Dr on the intersections of Woodland Creek Rd and Lake Reserve Rd, Rebecca seconded. Motion passed unanimously.

Old Business

- Comcast – Waiting to have a written proposal from Comcast to move forward.





New Business

- Rules & Regulations – Bill presented recommended rules and regulations. The board members will take home and review.
- Bill asked if the county was done with debris clean up. Linda reported the county is done with what they will do. The board will discuss at the next meeting how to approach owners about cleaning up fallen trees on their lot.
- Bill recommended that the board address the fence security issues.
- Bill recommended that there be a podium at the Annual Meeting and set time limits to speakers.
- The Annual Meeting will be scheduled for Saturday March 21, 2018 at 10 am at the Ag Center.
- The next board meeting will be Tuesday January 30th at 3:30.

Adjourned: Marty adjourned the meeting at 5:04



Highland Lakes Reserve POA, Inc
Balance Sheet
As of January 30, 2018

	Jan 30, 18
ASSETS	
Current Assets	
Checking/Savings	
HLR POA-HNB Checking	199,422.63
Reserve Account	200,071.51
Total Checking/Savings	399,494.14
Accounts Receivable	
Accounts Receivable	-2,382.50
Total Accounts Receivable	-2,382.50
Other Current Assets	
Due from Owners - Mowing Costs	4,310.00
Inventory Asset	
Gate Remotes	500.00
Total Inventory Asset	500.00
Total Other Current Assets	4,810.00
Total Current Assets	401,921.64
Fixed Assets	
Improvements	9,000.00
Total Fixed Assets	9,000.00
TOTAL ASSETS	410,921.64
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Construction Bonds	3,000.00
Debris Deposits	3,000.00
Total Other Current Liabilities	6,000.00
Total Current Liabilities	6,000.00
Total Liabilities	6,000.00
Equity	
Opening Balance Equity	200,000.00
Reserves	-200,000.00
Retained Earnings-Unappropriated	260,788.27
Net Income	144,133.37
Total Equity	404,921.64
TOTAL LIABILITIES & EQUITY	410,921.64

Highland Lakes Reserve POA, Inc
Profit & Loss Budget vs. Actual
 January through December 2017

	Jan - Dec 17	Budget
Ordinary Income/Expense		
Income		
Annual Dues	254,642.30	237,000.00
Interest Income	71.51	
Other income		
Plan and Specification Review	3,000.00	6,000.00
Total Other Income	3,000.00	6,000.00
Total Income	257,713.81	243,000.00
Gross Profit	257,713.81	243,000.00
Expense		
Administrative/ Management	6,050.12	7,000.00
Annual Owners Meeting Expense	268.75	1,000.00
Attorney Fees	18,187.26	23,000.00
Bad Debt Expense	10,726.94	10,000.00
Bank Service Charges	0.00	400.00
Computer and Internet Expenses	45.00	1,000.00
Copy and Reproduction Costs	29.95	1,000.00
Insurance Expense	2,426.60	3,000.00
Mileage Reimbursement	0.00	250.00
Office Supplies	447.02	500.00
Postage and Delivery	52.54	750.00
Professional Fees	4,414.47	6,000.00
Repairs and Maintenance		
Common Area Mowing	45,480.00	42,000.00
Entrance Gates	4,561.18	5,000.00
Fencing	19,766.00	17,000.00
Landscaping/Irrigation	11,002.60	16,000.00
Lot Mowing	4,915.00	6,500.00
Pond Maintenance	29,840.80	33,500.00
Repairs and Maintenance - Other	29,717.17	6,500.00
Total Repairs and Maintenance	145,282.75	126,500.00
Supplies	2,317.38	3,000.00
Telephone Expense	2,502.62	3,000.00
Utilities	5,616.52	5,000.00
Total Expense	198,367.92	191,400.00
Net Ordinary Income	59,345.89	51,600.00
Other Income/Expense		
Other Expense		
Reserve - Capital Apropriation	0.00	51,600.00
Total Other Expense	0.00	51,600.00
Net Other Income	0.00	-51,600.00
Net Income	59,345.89	0.00

Highland Lakes Reserve Rules

1. Running a business from home is allowed if not more than 20% of air conditioned living space is utilized.
2. No vehicles with exterior lettering, logos or has tools or equipment shall be parked on any parcel or driveway overnight.
3. No manufactured housing, mobile homes, trailers or similar temporary structures can be placed on any parcel at any time.
4. No commercial activity shall be permitted in respect to any animals.
5. Animals with mean or violent temperament are deemed a nuisance and thereby prohibited.
6. No animals other than dogs, cats and other household pets shall be raised and kept on any parcel.
7. Minimum residential sizes: single family must be at least 2000 square feet of air conditioned living area; two story homes must have a minimum of 1600 square feet of air conditioned living area on the first floor. All residences must have a two car garage with a minimum of 440 square feet.
8. No improvements shall be constructed on any parcel except in compliance with minimum setbacks of 25 feet at the front, 25 feet at the rear and 25 feet on each side.
9. No swimming pools, tennis courts, basketball courts or other court games shall be constructed in front of the rear line of any residential dwelling.
10. No construction work or related deliveries before 7am and 6:30pm
11. No construction on Sundays.
12. Construction sites must be clean after 6pm each day.

13. After completion of construction, any damage to neighboring properties, the right of way, drainage areas or retention ditches must be repaired to the satisfaction of the board.

14. No drainage or retention ditches may be filled in or changed without approval from the appropriate committee.

15. Dwellings must be kept in good repair: ex: house trim paint must not be overly faded or peeling.

16. Shingles must be kept clean and in good repair.

17. No mailboxes allowed on owner's property.

18. Lawns must be cut once a week during growing season and once every other week in the dormant season. Although, the mowing of all unimproved lots will be at the discretion of the board.

19. No yard work activities using powered lawn equipment by the homeowner or contractor before 8am.

20. No yard work to be done by contractors on Sundays.

21. All shrubbery shall be clipped and dead branches removed from trees.

22. All trees extending over the roadway must be trimmed to 11 ft in height to accommodate different vehicle types that routinely travel through the community.

23. Golf carts and four-wheel transport vehicles must have front and rear lights illuminated after dark.

24. No unlicensed vehicles may be kept in the driveway.

25. No boats, trailers, or RV's are allowed to be parked in the driveway or on any parcel for more than two days.

26. No signs shall be displayed to the public view on any parcel, except one sign of 500 square inches, identifying the address and the name of the owners of the property.

27. No above ground swimming pool shall be constructed on any parcel.
28. No exterior antennas, aerials, or other apparatus for the reception or transmission of television, radio, or other signals of any kind shall be placed, allowed or maintained upon any portion of the parcel without the permission of the ACC.
29. Garbage cans must be removed from the roadway at the end of the garbage collection day.
30. No overnight storage of boats, trailers or vehicles in the parking lot of the Lake Charlotte boat ramp.
31. The Lake Charlotte boat ramp is for use of HLR residents only.
32. Gas and diesel engines are prohibited on Lake Ruth. Canoes, kayaks, sailboats and boats with electric motors are permitted.
33. Discharging of firearms and weapons within the properties is prohibited.
34. No public access allowed to any portion of the preservation areas for any purpose.
35. No political individuals or organizations may make presentations at any POA meetings.
36. Homeowners may not give out their or anyone else's gate code to none residents. There is an established procedure for admitting workmen, deliveries and non-residents.
37. Violation for any of the above rules will result in a \$100 fine.

Proposal

Page No. 1

CLASSIC ASPHALT SEALING & STRIPING

347 Central Blvd. 1949 SW 67th Dr.
Sebring, FL 33876 Okeechobee, FL 34974

joeyahover@gmail.com

CELL (863) 532-8336 FAX (863) 467-5361

Linda Torrey

PROPOSAL SUBMITTED TO

Highlands Lakes Resv.

PHONE

386-0077

DATE

1-18-18

STREET

JOB NAME

CITY, STATE and ZIP CODE

JOB LOCATION

ARCHITECT

DATE OF PLANS

JOB PHONE

Linda.Torrey@sebring.net

We hereby submit specifications and estimates for:

Sparta Road Entrance

- Sealcoat Asphalt Driveway from edge of Sparta Road to Security Gates, (2 Coat Application)

Note: This entrance would need to be closed overnight to allow material to dry.

We **Propose** hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

Nine Hundred Seventy Five

dollars (\$ *975⁰⁰*)

Payment to be made as follows:

Upon Completion

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature

[Signature]
Note: This proposal may be withdrawn by us if not accepted within

45

days.

Acceptance of Proposal — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature

Signature

Date of Acceptance

Proposal

Page No.

of

Pages

CLASSIC ASPHALT SEALING & STRIPING

347 Central Blvd. 1949 SW 67th Dr.
Sebring, FL 33876 Okeechobee, FL 34974

joeyah Hoover@gmail.com

CELL (863) 532-8336 FAX (863) 467-5361

Linda Boring

PROPOSAL SUBMITTED TO

Highland's Lakes Resv.

PHONE

385-0177

DATE

1-30-18

STREET

JOB NAME

CITY, STATE and ZIP CODE

JOB LOCATION

ARCHITECT

DATE OF PLANS

JOB PHONE

linda@linda-boring.net

We hereby submit specifications and estimates for:

Spartan Road Entrance

*- Sealcoat Asphalt Driveway from Spartan Road to Security Centers and Includes Turn Lanes.
(2 Coat Application)*

Notes: This entrance would need to be closed overnight to allow material to dry.

Pavement Markings on turn lanes will be repainted. If County requires Thermoplastic Markings the below price would increase \$1,200.00

We Propose hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

One Thousand Three Hundred Eighty Seven and ⁰⁰/₁₀₀ — dollars (\$ 1,387.00)

Payment to be made as follows:

Upon Completion

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature

Note: This proposal may be withdrawn by us if not accepted within

45

days.

Acceptance of Proposal — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature

Date of Acceptance:

Signature

Highland Lakes Reserve POA, Inc Mowing List

LOT	Primary Contact	Residence or Vacant Lot	Mowing
001	Eduardo Tkacz	VL	0
011	James and Jeri Wohl	VL	30
012	Hugo Cifuentes & Gloria Guerra C/O Leslie Bravo	VL	30
013	Garrett Denbleyker	VL	0
014	James and Jeri Wohl	VL	30
015	William and Dena Cody	VL	20
016	Martin and Merideth Wohl	R	0
017	Robin and Kimberly Reed	VL	10
018	Michael W Harris	VL	10
019	John P & Cynthia Thornton	VL	0
020	Myllion and Linda Webster	VL	10
021	Myllion and Linda Webster	VL	10
022	Kathryn Carey Foster	VL	10
023	Armando Lopez-Moreno	VL	10
024	McHatet Abderrahim	VL	60
025	Paul and Hortense Green	VL	30
026	Norberto and Mercy Cintron	VL	30
027	Norma D Paul	VL	30
028	Nick & Amanda John	VL	30
029	Leonie Hylton	VL	30
030	Stephen and Pathy Houchin	VL	30
031	Compton Davis	VL	30
032	George & Mary Wheeler	VL	20
033	Vivian Wei Wang and Yong X Tao	VL	20
034	Blake Pester	VL	30
035	Hermes O Vargas	VL	30
036	Eric Trinidad-Torres	VL	30
037	Luis D and Laurie A Solis	VL	0
038	Linda W Boring	R	30
039	Brian Peluso	VL	50
040	Christianne Kate Custodio	VL	30
041	Craig Campbell	VL	30
042	Charles and Umbelina Glauber II	VL	30
043	James and Jeri Wohl	VL	30
044	Christopher and Linda Campbell	VL	30
045	John and Laura Elder	VL	30
046	Keith S Collier	VL	30
047	Keith Collier	VL	30
048	Miguel J Nunez	VL	40
049	Leslie Bravo	VL	40
050	James and Jeri Wohl	VL	30
051	Lori Kennedy	VL	30
052	Gerardo H and Claudia A Sepulveda	VL	0
053	Craig Campbell	VL	40

REAR OF LOT

Highland Lakes Reserve POA, Inc Mowing List

LOT	Primary Contact	Residence or Vacant Lot	Mowing
054	David and Janet Johnson	VL	40
055	Robert and Martha Lange	VL	30
056	Robert and Cheryl Finnie	VL	20
057	Robert & Stephanie Seeber	R	0
058	Steve & Shelly Service	R	0
059	Steve Service	VL	20
060	Rajgopaul and Angela Naidu	VL	30
061	James and Andrea Mescall	VL	30
062	Joseph and Laurie Bell	R	0
063	Dorothy Sabio	VL	30
064	Wallace and Ann Holderness	R	0
065	Benjamin and Stacy Chubb	R	0
066	James and Jeri Wohl	VL	30
067	Jerry and Maribel Tant	VL	30
068	Craig Campbell	VL	30
069	Frank and Susan Towers	R	0
070	William & Morgan Davis	VL	30
071	Monsie Lombardi	VL	0
072	Jorge and Marta Zeledon	R	0
073	Dennis Jones	VL	60
074	Herman and Diana Graziani	VL	50
075	Thomas and Laura Shirley	R	0
076	Ronnie Chai-Chang	VL	50
077	Ronnie Chai-Chang	VL	50
078	Donald and Laura Johnson	VL	50
079	Von T Ruddle Trust	VL	60
080	Winston and Beverly Lue	VL	30
081	Blake Pester	VL	40
082	Corrado Mancini	VL	40
083	Thomas R King Sr	VL	30
084	Bill and Darla Meredith	VL	30
085	Chandra Bharath	VL	40
086	Philip and Ines Stone	VL	40
087	Florida Land Partners	VL	40
088	Labra Regina III & Milagrosa B Labra	R	0
089	Alfonso Lee	VL	40
090	Arthur Lucas	VL	30
091	Thomas R King	VL	30
092	Richard Bambino	VL	30
093	Alfredo and Edda Arraut	VL	30
094	Compton and Patricia Davis	VL	20
095	Compton and Patricia Davis	VL	20
096	Kevin and Teresa Bock	R	0
097	Joseph and Vicki DeRenzis	VL	30

Highland Lakes Reserve POA, Inc Mowing List

LOT	Primary Contact	Residence or Vacant Lot	Mowing
098	B. O. and Irene Golde	R	0
099	Ulises and Nivia Vazquez	VL	0
100	Ronald Davis	VL	30
101	Paul and Louann Leunberger	VL	30
102	Stephen & Shelly Mourer	R	0
103	Rigoberto and Judith Rodriguez	VL	30
104	CM & Jolie Kirkley	R	0
105	Ulises and Nivia Vazquez	VL	0
106	Zoher and Gloria Zaher	VL	30
107	Ulises and Nivia Vazquez	VL	0
108	Michel and Lenide Pierre-Antonie	VL	0
109	Lazaro Martinez	R	0
110	Loy and Lisa Shaliezar Anderson	VL	30
111	Rigoberto and Judith Rodriguez	VL	30
112	Mike and Joyce Sundar	VL	30
113	Judy Day	VL	30
114	James and Jeri Wohl	VL	30
115	Philip and Susan Donovan	VL	30
116	Sam Salem	VL	20
117	Thomas Wynn	VL	20
118	James and Jeri Wohl	VL	20
119	Michael Hosrom	VL	20
120	Don and Virginia Groves	VL	20
121	James and Jeri Wohl	VL	20
122	Michael Slobodow	VL	20
123	Leslie J Backus	VL	20
124	Ronald and Nancy Owen	VL	20
125	Sim and Margareth Gordon	VL	20
126	Patrick and Susan Alber	VL	20
127	Timothy and Jennifer Brinling	R	0
128	Patrick F Herndon	VL	20
129	Suntrust HOA	VL	20
130	William Holth	R	0
131	Anthony Schaffer	R	0
132	Brian and Luz Matlin	VL	20
133	James and Jeri Wohl	VL	20
134	Timothy and Karey Bambino	VL	20
135	Red & Bonny Revell	VL	20
136	Michael T Emmons	VL	20
137	Joan E Siracuse	VL	20
138	Sandra Baker Hoover	VL	20
139	James J Jentgen	VL	20
140	Bill Lanzisera	R	0
141	Lisa Ann Leo	VL	20

Highland Lakes Reserve POA, Inc Mowing List

LOT	Primary Contact	Residence or Vacant Lot	Mowing
142	John and Suzanne Haley	VL	20
143	James and Jeri Wohl	VL	20
144	Sally Bond Lowrey	VL	20
145	James and Jeri Wohl	VL	20
146	Audrey Clausen	R	0
147	Yolanda Janna	VL	20
148	Juan K Janna	VL	20
149	Jack and Lois Staller	VL	20
150	Joe Nguyen	VL	20
151	Timothy J Moffatt	VL	20
152	Richard and Jane Hamilton	VL	20
153	Todd S Galimidi	R	0
154	Frank Platt	VL	20
155	Dennis Cavagnaro	VL	20
156	Alan and Elizabeth Kane	R	0
157	Elaine Schmid	VL	20
158	Compton and Patricia Davis	VL	20
159	James J Jentgen	VL	20
160	Lawrence R Gavin	VL	20
161	Gregory McCai and Li Chen	R	0
162	Hamid Mchatet	VL	30
163	Federico & Kristian Vazquez	VL	40
164	Maurice and Linda Petz	VL	40
165	Abderrahim McHatet	VL	40
166	Edeltraud A Cleveland	VL	40

Total Residences (Including construction) 24
 Total Mowing Charges **\$ 3,480.00**
 Total Lots being mowed 124

6 times a year
~~123~~ - Lots
 more around 9,600 / annual -
 keep " 78 per lot annual per lot " 132