



Highland Lakes Reserve

HLR Board of Directors Meeting
February 19, 2018
6:00 pm Cowpoke's Watering Hole

Agenda

Call to Order

Review and Approve Minutes from 1/30/17

Review Financials

Old Business

- Proposed language to modify the ACS
- Rules & Regulations
- Comcast
- Lighting at Sparta

New Business

- Ranch Access
- Annual Meeting Agenda/Notice
- Reserve
- Request from owners - late fee
- 4 wheelers

Adjourn





Highland Lakes Reserve

HLR Board of Directors Meeting

January 30, 2017

3:30 pm / Marmer Construction

Agenda

Call to Order: Marty called the meeting to order at 3:25

- Review and Approve Minutes from 12/19/17 : Motion to approve the minutes after amending the annual meeting to March 24 by Dusty. Seconded by Kevin. Motion passed unanimously.

Review Financials: Linda presented financials. The board had been sent the financials at year end. The board was also provided the aging report. There were only two lots that were seriously delinquent. Marty recommended that there be a process for charging late fees and filing liens that doesn't require board intervention every time. Marty recommended that after the 30 days that is given on the invoice then they are given another 15 days but at that point the fines are in place. After that point it is forwarded to the attorney. Linda will find out the maximum late fee charge that can be assessed for the mowing. Dusty motioned to accept financial. Seconded by Bill. Motion passed unanimously.

Old Business

- Comcast: Marty updated the board regarding Comcast. The representative said they should have a cost estimate in one week.
- Rules & Regulations: Bill presented his draft rules and regs. He said he has made some changes since the last meeting. Kevin also brought rules from another subdivision to review. The rules and regs committee will make a final draft and send to the board to review before the next meeting.

New Business

- Signs: Linda presented the first try at creating new street signs. At this point we will keep looking for alternatives for signs. The board consensus is not to take action until we find the right sign.
- Entrance seal coating: Entrance seal coating. There were two bids provided, one included all the way out to the road but the County said it could not be done. Rebecca made a motion to accept the bid from Classic Asphalt Sealing and Stripping for \$975. Seconded by Bill. Motion passed unanimously.
- Lot mowing. Linda provided a spreadsheet of lots that are being mowed and lots that are not. 123 lots have a box that need to be mowed around totaling \$9600 a year. Linda advised that the





association notify the owners that the lots will be mowed 6 times per year and \$13 per year will be added to each bill for the box mowing. Linda will send out notice about the price increase and number of mowings.

- Reserves – Report from TJ: Reserves - After review with the attorney. The board will need membership vote to set up designated reserves. At this time the Mid Florida account will be designated board contingency fund.
- Gibson Report: The board received the Gibson Law Firm report regarding the copy of the complaint to be files in the class action suit against Florida Land Partners and National Land Partners.
- Hog damage at Eagles Nest: Hog damage - Bill noted there's been extensive damage at eagles nest caused by hogs. Bill provided a card of an individual that offers nuisance hog & pest removal services.
- Pond maintenance - Bill spoke with Bob Terrill. Bob's contract currently has him spraying 8 times per year, Bill is recommending not spraying 8 times. No action taken.
- Architectural Committee - Kevin recommended adding some verbiage that sets the grades and swale required. Marty recommended changing to say owners cannot construct an inverted swale. Dusty asked if the \$1500 architectural review fee could be decreased. Linda advised it is in the docs so it would require membership vote. Marty recommended that if the architectural review fee be reduced, the refundable deposit fee be increased. Linda would have to add to the agenda for members to vote. \$500 for the review and \$1500 for debris and \$1500 for bond. No action will be taken at this time.

Meeting adjourned at 5:07pm.

Next Board meeting scheduled for February 19, 2018 at 6pm at Watering Hole.



Highland Lakes Reserve POA, Inc
Balance Sheet
As of February 19, 2018

	<u>Feb 19, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
HLR POA-HNB Checking	228,038.37
Reserve Account	200,071.51
Total Checking/Savings	<u>428,109.88</u>
Accounts Receivable	
Accounts Receivable	-4,042.50
Total Accounts Receivable	<u>-4,042.50</u>
Other Current Assets	
Due from Owners - Mowing Costs	4,310.00
Inventory Asset	
Gate Remotes	500.00
Total Inventory Asset	<u>500.00</u>
Total Other Current Assets	<u>4,810.00</u>
Total Current Assets	<u>428,877.38</u>
Fixed Assets	
Improvements	9,000.00
Total Fixed Assets	<u>9,000.00</u>
TOTAL ASSETS	<u>437,877.38</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Construction Bonds	2,000.00
Debris Deposits	2,000.00
Total Other Current Liabilities	<u>4,000.00</u>
Total Current Liabilities	<u>4,000.00</u>
Total Liabilities	<u>4,000.00</u>
Equity	
Opening Balance Equity	200,000.00
Reserves	-200,000.00
Retained Earnings-Unappropriated	260,828.27
Net Income	173,049.11
Total Equity	<u>433,877.38</u>
TOTAL LIABILITIES & EQUITY	<u>437,877.38</u>

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

1:28 PM
 02/19/18
 Cash Basis

	Jan 18	Budget	Jan 18	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
Annual Dues	142,914.52	0.00	142,914.52	0.00	237,000.00
Other income	0.00	0.00	0.00	0.00	55,000.00
Funds from 2017	0.00	0.00	0.00	0.00	3,000.00
Plan and Specification Review	1,500.00	0.00	1,500.00	0.00	0.00
Other income - Other	509.04	0.00	509.04	0.00	0.00
Total Other income	<u>2,009.04</u>	<u>0.00</u>	<u>2,009.04</u>	<u>0.00</u>	<u>58,000.00</u>
Total Income	<u>144,923.56</u>	<u>0.00</u>	<u>144,923.56</u>	<u>0.00</u>	<u>295,000.00</u>
Gross Profit	<u>144,923.56</u>	<u>0.00</u>	<u>144,923.56</u>	<u>0.00</u>	<u>295,000.00</u>
Expense					
Administrative/ Management	1,300.00	0.00	1,300.00	0.00	7,800.00
Annual Owners Meeting Expense	62.92	0.00	62.92	0.00	250.00
Annual Reports	0.00	0.00	0.00	0.00	70.00
Attorney Fees	-478.00	0.00	-478.00	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	0.00	0.00	0.00	0.00	250.00
Professional Fees	0.00	0.00	0.00	0.00	2,500.00
Repairs and Maintenance	0.00	0.00	0.00	0.00	0.00
Common Area Mowing	800.00	0.00	800.00	0.00	9,600.00
Boat ramp/park	0.00	0.00	0.00	0.00	10,620.00
Ponds/Eagles Nest	0.00	0.00	0.00	0.00	20,220.00
Total Common Area Mowing	<u>800.00</u>	<u>0.00</u>	<u>800.00</u>	<u>0.00</u>	<u>20,220.00</u>
Entrance Gates	400.00	0.00	400.00	0.00	5,000.00
Entrance/Hwy 66/Maintenance	850.00	0.00	850.00	0.00	10,200.00
Entrance/Sparta/Maintenance	1,550.00	0.00	1,550.00	0.00	18,600.00
Entry Sparta/Repair and Replace	0.00	0.00	0.00	0.00	13,000.00
Entry/Sparta Rd Sod	0.00	0.00	0.00	0.00	84,134.00
Entry Sparta/Repair and Replace - Other	0.00	0.00	0.00	0.00	97,134.00
Total Entry Sparta/Repair and Replace	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>15,000.00</u>
Entry/Hwy 66 Repair and Replace	0.00	0.00	0.00	0.00	1,400.00
Fence Line Vegetation	800.00	0.00	800.00	0.00	4,000.00
Fencing	0.00	0.00	0.00	0.00	2,500.00
Lot Mowing	-1,870.00	0.00	-1,870.00	0.00	30,000.00
Pond Maintenance	0.00	0.00	0.00	0.00	12,000.00
Repairs Common Area	148.25	0.00	148.25	0.00	216,054.00
Total Repairs and Maintenance	<u>2,678.25</u>	<u>0.00</u>	<u>2,678.25</u>	<u>0.00</u>	<u>216,054.00</u>

1:28 PM
02/19/18
Cash Basis

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

	Jan 18	Budget	Jan 18	YTD Budget	Annual Budget
Supplies	0.00	0.00	0.00	0.00	3,000.00
Telephone Expense	232.29	0.00	232.29	0.00	3,000.00
Utilities	290.00	0.00	290.00	0.00	6,000.00
Total Expense	4,085.46	0.00	4,085.46	0.00	295,000.00
Net Ordinary Income	140,838.10	0.00	140,838.10	0.00	0.00
Net Income	140,838.10	0.00	140,838.10	0.00	0.00

Site Plan - All plans should be submitted in consistent scale of no less than 1 inch = 20'. Site plans must depict any and all structures, foundation plans, access streets, walkways, driveway, and well, and other exterior improvements. In addition, site plans must show culverts, any drainage easements, and Parcel Drainage System showing compliance with Surface Water Management System. No inverted swales will be allowed. All driveways that cross existing swales or other drainage structures shall be over appropriate sized culverts and will be constructed so as not to interfere with the Southwest Florida Water Management District approved drainage plan. All culverts shall have poured mitered ends and driveways ~~to receive~~ shall have a concrete, brick paver or asphalt apron constructed to Highlands County Engineering specifications.

Clean:

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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 customer or employee traffic allowed.
3. No vehicles with exterior lettering, logos or has tools or equipment shall be parked on any parcel or driveway overnight.
4. No manufactured housing, mobile homes, trailers or similar temporary structures can be placed on any parcel at any time.
5. All structures must be site built.
6. No commercial activity shall be permitted in respect to any animals.
7. No pets shall be permitted to roam outside its parcel unless on a leash.
8. Animals with mean or violent temperament are deemed a nuisance and thereby prohibited.
9. No animals other than dogs, cats and other household pets shall be raised and kept on any parcel.
10. No more than 3 domestic animals / pets per household
11. Pet owners must curb and pick up after their pets.
12. 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 an attached two car garage with a minimum of 440 square feet.

13. If detached it must be a minimum of 440 square feet. There must be an attached garage on the premises. This garage must aesthetically match the home.
14. 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.
15. No swimming pools, tennis courts, basketball courts or other court games shall be constructed in front of the rear line of any residential dwelling.
16. No construction work or related deliveries before 7am or after 6:30pm
17. No construction on Sundays.
18. Construction sites must be clean after 6pm each day.
19. 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.
20. No drainage or retention ditches may be filled in or changed without approval from SWFWMD (Southwest Florida Water Management Department) committee.
21. Dwellings must be kept in good repair: ex: house trim paint must not be overly faded or peeling.
22. Dwellings will have bicycles, etc stowed
23. Holiday decorations and lighting on the outside of the home will be limited to 2 weeks prior to 2 weeks after.
24. Roofing must be kept clean and in good repair.
25. No mailboxes allowed on owner's property.

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26. Lawns must be cut once a week during growing season and as needed in the dormant season. Although, the mowing of all unimproved lots will be at the discretion of the Board.
27. No yard work activities using powered lawn equipment by the homeowner or contractor before 8am.
28. No yard work to be done by contractors on Sundays.
29. All shrubbery shall be clipped and dead branches removed from trees at the homeowners responsibility.
30. All cleared / bundled lawn debris will be removed within 1 week.
31. Golf carts and four-wheel transport vehicles must have front and rear lights illuminated after dark.
32. No unregistered vehicles may be kept in the driveway.
33. No overnight parking allowed in the development's streets.
34. No boats, trailers, or RV's are allowed to be parked in the driveway or on any parcel for more than two days.
35. Storage or moving "pods" may not be present for more than 2 weeks.
36. 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. Exception will be lawn chemical treatment warnings
37. Signs of not more than 5 square feet may be used by a builder to advertise and identify the builder during the construction phase of a dwelling for a period of not more than one year of commencement of construction.
38. No above ground swimming pool shall be constructed on any parcel.
39. 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.

40. Garbage cans must be removed from the roadway at the end of the garbage collection day.
41. Garbage cans will not be stored within the view of the roadway.
42. No overnight storage of boats, trailers or vehicles in the parking lot of the Lake Charlotte boat ramp or in the park area.
43. The Lake Charlotte boat ramp is for use of HLR residents and accompanied guests only.
44. Gas and diesel engines are prohibited on Lake Ruth. Canoes, kayaks, sailboats and boats with electric motors are permitted.
45. Discharging of firearms within the properties is prohibited.
46. No public access allowed to any portion of the preservation areas for any purpose.
47. Homeowners or their family may not give out their or anyone else's gate code to non-residents. There is an established procedure for admitting workmen, deliveries and non-residents. They can be assigned a short term entry code through the property management company.
48. Violation for any of the above rules will result in a warning for the first infraction and any additional infraction will result in a \$100 fine per infraction.

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● BIG BANG UPLIGHT

LV-5

LV-4

