



Highland Lakes Reserve

HLR Board of Directors Meeting
May 23, 2018
3:30pm at Marmer Construction

Agenda

Call to Order

Review and Approve Minutes from 4/24/18

Review Financials

Old Business

- Rapid Systems Update
- Gibson Update
- Rules & Regulations
- Lot 001 – Request to remove from Association
- Lot 037 – Request to reconsider late fee
- Vote to accept deed
- Length of Officer terms

New Business

Adjourn





Highland Lakes Reserve

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

Minutes

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

Review and Approve Minutes from 3/20/18 – Motion to approve the minutes by Kevin, seconded by Bill. Motion passed unanimously.

Review Financials – Rebecca provided Linda with the Journal Entry for the lot mowing at the meeting. It will be corrected by the next meeting. Linda will correct and send out the amended financials. Last week Johanna mailed out the late notices instead of emailed. Several owners have called and made updates to email addresses and discussed outstanding invoices.

Marty recommended doing annual tree trimming maintenance. The money budgeted for sod can be used since the grass is growing back nicely thanks to the fertilizer Kevin put down. Dusty motioned to approve the financials pending the amended financials. Seconded by Kevin. Motion passed unanimously.

Old Business

- Rules & Regulations – The recommendations for changes to the rules and regulations from members were discussed.
 - B4 – change the time to pull garbage cans back in by midnight the day of collection.
 - C3 – change verbiage to “must be clipped and maintained as needed”
 - C3 – change to “bagged and/or tied”
 - C4 – we will confirm with the city when pick up of yard debris will be
 - D5 – change “prohibited” to “is subject to approval by management and shall not exceed 7 consecutive days.”
- Entrance Signage – Squared S Inc revised bid to fabricate two signs with scroll installed for \$9,476. Dusty motioned to approve the bid, seconded by Bill. Motion passed unanimously.
- Removal from Association – Lot 001 wants to be removed from the POA. Marty noted that there is a preserve in the middle of lot 001 so after consultation with the attorney, he believes that the owner needs a release from Florida Fish & Wildlife as well as being approved by the membership. Topic tabled until Marty discusses with the attorney on the steps needed to take.





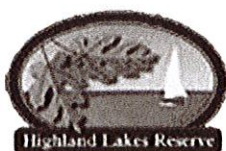
- Foreclosure proceedings on Lot 029 – Owner has sent a check for \$10,380. Dusty motioned to accept the check and payment plan per Attorney’s email and instruct Attorney to postpone, seconded by Kevin. Motion passed unanimously.
- Foreclosure proceedings on Lot 051 – The lien has been filed, no attempt has been made to pay outstanding dues. Rebecca made a motion to proceed with foreclosure seconded by Kevin. Motion passed unanimously.

New Business

- Establish Officers – The slate of officers motioned by Dusty is Marty President, Kevin Vice President, Dusty Secretary, Rebecca Treasurer, Bill Director. Seconded by Rebecca. Motion passed unanimously. The length of terms for each officer will be identified at the next meeting.
- Curb repair – There are small curb chips and cracks at both entrances. Excavation Point bid \$1,475 for repairing both. Linda will get other bids.
- Discuss complaints from owners in reference to their code violations – already addressed under rules and regulations.
- Reimbursement of late fees for members paying their association dues after 1/31/18 and before 3/31/18 – Bill recommends that the Association refund the late fee for those that paid their association dues after 1/31/18 but before 3/31/18. The consensus is to leave the late fees in place. Late fee has been waived for anyone who had the wrong email and/or address listed in QuickBooks.
- Vote to accept deed conveying all common areas to the Association – Tabled until after consultation with Attorney.
- Gibson Agreement – Dusty motioned to sign the Contingent Fee Agreement seconded by Rebecca. Motion passed unanimously.
- Rapid Systems – Kevin updated the Board. Rapid systems was to bid on how much it would to install towers in the community. Rapid is still waiting for equipment costs to come in.
- Bill asked if the Board could do a monthly ride around to see if there are any issues to address in the neighborhood. Linda recommended getting the rules in place first then see how owners comply with them.

Adjourn – Meeting adjourned at 5:09

The next meeting will be May 15th.



Highland Lakes Reserve POA, Inc
Balance Sheet
As of May 23, 2018

	May 23, 18
ASSETS	
Current Assets	
Checking/Savings	
Cable Contingency	200,307.39
HLR POA-HNB Checking	180,222.52
Total Checking/Savings	380,529.91
Accounts Receivable	
Accounts Receivable	-2,520.32
Total Accounts Receivable	-2,520.32
Other Current Assets	
Due from Owners - Mowing Costs	-1,205.00
Inventory Asset	
Gate Remotes	430.00
Total Inventory Asset	430.00
Total Other Current Assets	-775.00
Total Current Assets	377,234.59
Fixed Assets	
Improvements	9,000.00
Total Fixed Assets	9,000.00
TOTAL ASSETS	386,234.59
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	261,421.27
Net Income	116,813.32
Total Equity	378,234.59
TOTAL LIABILITIES & EQUITY	386,234.59

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

	Jan - Apr 18	Budget	Jan - Apr 18	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
Annual Dues	219,503.33	0.00	219,503.33	0.00	237,000.00
Interest Income	343.88		343.88		
Other Income					
Estoppel Fees	450.00	0.00	450.00	0.00	55,000.00
Funds from 2017	0.00	0.00	0.00	0.00	3,000.00
Plan and Specification Review	4,500.00	0.00	4,500.00	0.00	0.00
Other income - Other	1,758.30	0.00	1,758.30	0.00	0.00
Total Other Income	6,708.30	0.00	6,708.30	0.00	58,000.00
Total Income	226,555.51	0.00	226,555.51	0.00	295,000.00
Gross Profit	226,555.51	0.00	226,555.51	0.00	295,000.00
Expense					
Administrative/ Management	3,250.00	0.00	3,250.00	0.00	7,800.00
Annual Owners Meeting Expense	42.92	0.00	42.92	0.00	250.00
Annual Reports	0.00	70.00	0.00	70.00	70.00
Attorney Fees	4,722.56	0.00	4,722.56	0.00	12,956.00
Bank Service Charges	6.00	0.00	6.00	0.00	0.00
Cable Infrastructure	0.00	0.00	0.00	0.00	39,100.00
Computer and Internet Expenses	739.96	0.00	739.96	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					9,600.00
Boat ramp/park	3,200.00	0.00	3,200.00	0.00	10,620.00
Ponds/Eagles Nest	0.00	0.00	0.00	0.00	
Total Common Area Mowing	3,200.00	0.00	3,200.00	0.00	20,220.00
Entrance Gates	1,137.00	0.00	1,137.00	0.00	5,000.00
Entrance/Hwy 66/Maintenance	2,500.00	0.00	2,500.00	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	85,618.00	0.00	85,618.00	0.00	84,134.00
Total Entry Sparta/Repair and Replace	85,618.00	0.00	85,618.00	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
Landscaping/Irrigation	451.29	0.00	451.29	0.00	0.00
Lot Mowing	0.00	0.00	0.00	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
Repairs and Maintenance - Other	430.00	0.00	430.00	0.00	0.00
Total Repairs and Maintenance	101,839.28	0.00	101,839.28	0.00	216,054.00

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

	Jan - Apr 18	Budget	Jan - Apr 18	YTD Budget	Annual Budget
Supplies	0.00	0.00	0.00	0.00	3,000.00
Telephone Expense	947.37	0.00	947.37	0.00	3,000.00
Utilities	1,362.00	0.00	1,362.00	0.00	6,000.00
Total Expense	113,323.27	70.00	113,323.27	70.00	295,000.00
Net Ordinary Income	113,232.24	-70.00	113,232.24	-70.00	0.00
Net Income	113,232.24	-70.00	113,232.24	-70.00	0.00



JOHN C. SHOOP, MAYOR

COUNCIL:

CHARLIE LOWRANCE, PRESIDENT
TOM DETTMAN, PRO-TEMPORE
LENARD CARLISLE
SCOTT STANLEY
MARK STEWART

368 SO. COMMERCE AVE.
SEBRING, FL 33870
(863) 471-5100
(863) 471-5142(FAX)

KATHY HALEY, CMC
CITY CLERK/TREASURER

SCOTT NOETHLICH
CITY ADMINISTRATOR

PENNY ROBINSON, CGFO
FINANCE DIRECTOR

Via Email: Eduardo.tkacz@gmail.com

May 16, 2018

Mr. Eduardo Tkacz
20137 NE 16 Place
Miami, FL 33179

RE: Property owned by Arorga, LLC located in Highlands Lake Reserve/
Property Owners Association

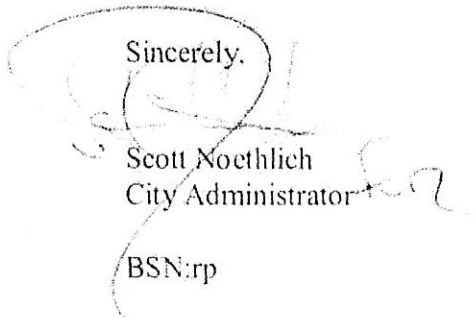
Dear Mr. Tkacz:

Please be informed that the Sebring City Council at their May 15, 2018 meeting voted to authorize City staff to write this letter concerning the above referenced property. Specifically, the City Council has no objection for your property to be removed from the Highlands Lake Preserve Property Owners Association.

Should you have any questions please contact me or Assistant City Administrator, Bob Hoffman.

Thank you.

Sincerely,


Scott Noethlich
City Administrator

BSN:rp

cc: Kathy Haley
Lee Tolar



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@watermatters.org

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