

**EAST LAKE WOODLANDS COMMUNITY ASSOCIATION, INC.**  
**BOARD MEETING MINUTES**  
**December 19, 2023**

President Paul Burmeister called a meeting of the Board of Directors of ELWCA to order at 10:04 AM, with Manager, Monica D'Ambrosio, serving as recording secretary via Teams. The roll call included a quorum of:

Mary McCoy, Vice President  
Janie Baker, Secretary  
John Crist, Treasurer

Jack Picker, Director  
Cliff Lucido, Director  
Stephen White, Director  
Ed Marks, Director  
Kate Rodgers

Homeowners:    Gayle Zelcs, Stonebriar  
                      Bill Backus, Deerpath

**Homeowners' Questions and Comments:**

Received seven (7) emails from residents this month requesting the following:

Speed bump on Sunflower Drive.

Request for additional stop signs between Pinnacle and Greenhaven III

Greenhaven III – drainage and sidewalk repairs.

Cross Creek – drainage concern.

Ms. Zelcs of Stonebriar was in attendance and wanted to follow up on last month's request to have stops signs installed at the Stonebriar entrance/exit off on Woodlands Blvd.

Mr. Burmeister advised Ms. Zelcs that re-paving HOA setbacks is not an ELWCA policy, and that the community association would not be reimbursing Stonebriar for repaving the entrance/exit set-back off Woodlands Blvd into the HOA" as mistakenly communicated during the November meeting.

Mr. Burmeister instructed Mr. Lucido, Mr. Picker, Mr. White, and Mr. Bergin to review the traffic signage and speed control requests and provide a recommendation to the Board.

Mr. Burmeister instructed Mr. Fosbrook and Mr. White to meet with the representative(s) of Cross Creek associated with their drainage concern.

Mr. Burmeister instructed Mr. Picker, Mr. White, Mr. Fosbrook and Mr. Bergin to review the sidewalk and drainage request from Greenhaven III and provide a recommendation to the Board.

Mr. Burmeister reminded the members of the board of ELWCA's Conflict of Interest Policy. It is important that members that live within the communities where ELWCA may have significant work that may affect the community will need to refrain from any project involvement beyond providing general observations.

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**MEETING MINUTES:**

**ON MOTION:** Mr. Picker, Ms. McCoy seconded, unanimously approved.

**RESOLVE:** To waive the reading of the November 21<sup>st</sup> BOD meeting minutes and approve.

**President's Report:** Mr. Burmeister stated most items to be discussed will be captured throughout the meeting with the individual committee reports.

**Treasurer's Report:** Mr. Burmeister provided the following update:

Year End Forecast: We expect to end their year on budget.

2023 Year End Audit RFP: The Board received one proposal back from Bashor & Legendre, LLP. The proposal is in line with the previous year's expenses. Mr. Burmeister recommended moving forward with Bashor & Legendre, LLP.

**ON MOTION:** Mr. Crist, Mr. Picker seconded, eight members approved, one abstained.

**RESOLVE:** To move forward with Bashor & Legendre, LLP to provide 2023-year end audit and taxes.

**Manager's Report:** The manager's report has been included in the board meeting book in advance of the meeting.

**NEW BUSINESS:**

Board Member Treasurer Appointment:

**ON MOTION:** Mr. Burmeister, Ms. McCoy seconded, unanimously approved.

**RESOLVE:** To appoint Mr. Crist as the ELWCA BOD Treasurer.

Pond #38 Fountain Repair: The Board discussed the repair of the fountain in pond #38 off Woodlands Blvd. The fountain requires a new motor at a cost of \$5,200. Mr. Inderwies, HOA president of Heather Oaks and Laurel Oaks has agreed to split the cost of the repair of the fountain.

**ON MOTION:** Mr. Marks, Mr. White seconded, unanimously approved.

**RESOLVE:** To move forward with the repair of the fountain at a cost to ELWCA in the amount of \$2,600 in agreement with Heatherwood /Laurel Oaks to pay the balance of the repair in the amount of \$2,600.

**ON MOTION:** Mr. White, Mr. Marks seconded, unanimously approved.

**RESOLVE:** To add the fountain in pond #38 to ELWCA's fountain maintenance program at a cost of \$400 annually.

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Salary Increase and Holiday Bonus for Manager:

**ON MOTION:** Mr. Lucido, Mr. White seconded, unanimously approved.

**RESOLVE:** To approve an annual increase of \$5,000 starting January 1, 2024, and a \$1,000 holiday bonus to be given in 2023.

Mr. Burmeister asked Mr. Picker to confirm the Board's resolve with Jaime Ballard @ M&A.

**COMMITTEE REPORTS:**

**CONTROLLED ACCESS:** Mr. Lucido provided the following updates:

Communications Tower: Permit application is waiting on the environmental department to report on three pine trees that will need to be removed for the concrete pad and tower installation.

**LANDSCAPE:** Mr. Picker provided the following updates:

Cutback on East Lake Woodlands Pkwy. at St. Andrews: Nature Coast has completed the project and will be back for some additional trimming and clean up. They have also agreed to remove an additional hazards tree as part of the work and there will be no charge.

**DRAINAGE:** Mr. Fosbrook provided the following updates:

Drainage Inspection: Inspection was done November 29<sup>th</sup>. The report has been distributed to the Board for review. Nothing unexpected was found.

Pipeline at Pinnacle: The drainage pipe ELWCA is responsible for located at the entrance/exit of Pinnacle will need to be repaired. Repairs are scheduled for 2024. In addition to the pipe repairs, the asphalt apron will be restored in conjunction with the pipe repair to the existing standard.

Sidewalk Depression at Warwick Hills: Depression will be addressed.

**ROADS AND SIDEWALKS:** Mr. White provided the following updates:

Pavement Markings: Phases two and three are scheduled to begin Wednesday, December 20<sup>th</sup>, weather permitting.

**STRATEGIC PLANNING:** Ms. McCoy provided the following updates:

East Lake Road Marquee: The committee is in contact with the contractor and working together to move the project forward.

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Yard of the Month: Program is doing well. The committee has chosen a home for Best Holiday Decorations to be announced in the next Heron.

Crime Analysis: Ms. McCoy is pulling the information together.

COMMUNICATIONS/GOVERNMENT: Ms. Baker provided the following updates:

Heron: No update this month

CNCN: CNCN did not meet.

LEGAL: Mr. Marks provided the following updates:

Parcel Research: Mr. Marks continues to work with the attorneys on the matter.

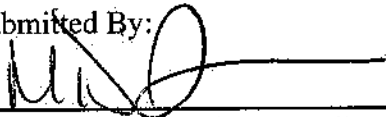
MISCELLANEOUS:

Mr. Crist asked for an update on the two CDs that expired in November. Mr. Burmeister stated he had spoken to Raymond James and asked them not to roll them over and instead deposit them into our cash account.

**Next Board Meeting** – 6:30PM, January 16, 2024, via Teams

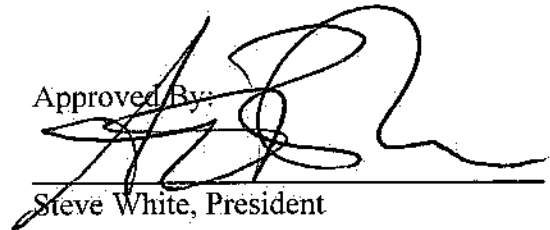
**Meeting was Adjourned** at 11:48AM.

Submitted By:



Monica D'Ambrosio, Recording Secretary

Approved By:



Steve White, President