

CANDLEWYCK EAST

HOMEOWNERS ASSOCIATION INC.

1300 Village Way, Orlando, FL 32807 | (407) 801-1796 | candlewyckeast@gmail.com

Subject: Candlewyck East HOA Board Meeting Minutes

Date: January 30, 2025 @ 7:00 p.m.

Board Members Present: T. Graeff (President); Edwin Quiles (Vice President); Peonca Grier (Secretary); Rosa Alvarez (Member at Large)

Homeowners Present: 18 homeowners present. See attached sign in sheet.

This meeting was announced on HOA's website, verbally, and email. Any translation will be provided during the meeting if needed to owners with inability to understand English.

1. Edwin Quiles made a Motion to approve the minutes from the December 20, 2024 Board Meeting. Without further discussion, the motion carried and the minutes were approved.
2. Treasurer's Report: The Board President presented on behalf of the Treasurer. She advised that the HOA funds are held at two banks, TD bank balance is \$106,070.24. There are three accounts with Centennial Bank: Balances as of today: \$41,829.28; \$27,209.52; and \$8,971.19.

Floor was opened at this time to the guests of the Board Meeting to discuss any questions or concerns.

1. Neighbors who feed the cats which cause peacocks, ducks, and raccoons. Homeowners are concerned about disease and encroachment to property. Asked that the board take action.
 2. Concerns regarding black bowls on the roof of their home and concerned it may be food for animals.
 3. Concerns regarding the lights on Heritage and Virginian.
 4. President Graeff encouraged homeowners to forward pictures/documentation to the Board when they see something that should be addressed by the HOA Board.
 5. President Graeff explained further regarding the bank account totals and the Annuity account which is the HOA reserves.
3. President's Report: President Graeff reminded homeowners that the new year started a new budget. The HOA just started collecting the higher dues. Late fees were waived for the month of January so that people could receive their coupon books and working with residents to get set up for autopay. She explained that the HOA is doing as much as they can as quickly as possible with the funds that are coming in. She also noted there were a lot of service calls this month and they are being addressed. President Graeff explained that there was a massive leak on Virginian to a homeowner's foundation and this has to be fixed.

The Water Heater at the clubhouse had to be replaced. It was the original water heater and it started leaking. There was standing water where they water heater was. The base, valve and water heater had to be replaced.

She discussed the treasurer's resignation as of January 21, 2025.

The HOA was contacted by the insurance agent advising that we did not have a Crime policy. We do not

CANDLEWYCK EAST

HOMEOWNERS ASSOCIATION INC.

1300 Village Way, Orlando, FL 32807 | (407) 801-1796 | candlewyckeast@gmail.com

have to have it but it is good practice to have for protection if there a crime of theft to the HOA funds. The cost could be from \$600 to \$1000. The Board voted in favor of shopping for crime insurance.

Lastly, President Graeff advised that there is a new badge on the community website. We received a badge as recommendation as one of the best places to live in Orlando.

4. Old business

- a. Fernando Colon Documentation: It was explained by Secretary Grier (who works in this field) that all documentation requested by the workers' compensation insurance carrier was sent. They have now assigned an attorney to the case to defend the insurance company and HOA. The Board at this time does not have to do anything until they contact us. We do not have to attend any mediations or hearings as nothing was currently scheduled. The insurance carrier will contact us if they need anything further.
- b. Reserve Study: President Graeff advised that the HOA's attorney made her aware that the reserve study that is now required by law is to be paid for with operating funds and not out of the reserve account. However, there is no line item on the current budget. In order to avoid a special assessment, the HOA could have a vote to add the reserve study line item to the budget and transfer funds that we have planned in excess for another budget category. The reserve study is an estimated cost of \$3500. The Board agreed that this would be a good idea and would propose it to the homeowners for the special meeting in April.
- c. Electric: President Graeff discussed the lights at Heritage and that she would look into the manufacturer warranty. If we do not hear anything then the Board would proceed with replacing the light with Jonathan Electric and the expense would be that of the community. If the HOA replaces the light it will be replaced with a better quality light.

5. New Business

- a. Board Restructure: Vice President Quiles explained that the Board was without a treasurer and he nominated to the Board that Nereida Rivera to become treasurer. A Motion was made to appoint Nereida Rivera as the Board Treasurer. Without further discussion, the motion carried and Ms. Rivera was added as a new Board Member.
- b. Bookkeeper: The HOA Bookkeeper, Terrell Benjamin was in attendance. He advised of the duties for which he was hired. His contract was discussed as well as obtaining a license to remain the bookkeeper. The HOA Board will prepare a new contract for Mr. Benjamin's services as the prior contract was no longer in effect.
- c. Michael Hale Employment: Mr. Hale has worked in the community for close to a year through the staffing company, Labor Max. President Graeff explained that the HOA could now hire him as a contract employee and pay him directly. It was verified with Labor Max that as of February 1, 2025 and that the owner would send a release of contract so that he could be hired. His new hours would be 8a to 3pm Monday through Friday. He would work thirty hours per week with an hour for lunch. The Board will have the attorney draw up the employment contract and meet with Mr. Hale to discuss and sign.

CANDLEWYCK EAST

HOMEOWNERS ASSOCIATION INC.

1300 Village Way, Orlando, FL 32807 | (407) 801-1796 | candlewyckeast@gmail.com

d. Irrigation: President Graeff explained that the irrigation is currently being worked on. It should take about two weeks to finalize all ten zones with some zones having to be revisited. They will all be addressed before summer to avoid any further damage to the lawns.

e. Fining Committee Members for La Costa, Americana and Heritage: The Board has started a Fining Committee and some members were selected at the prior Board meeting in December. The Board is seeking volunteers for La Costa Drive, Americana, and Heritage. A time was set to meet with the volunteers for the Fining Committee on February 18th at 7:00 P.M. at the clubhouse.

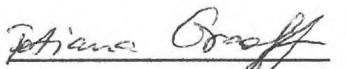
f. Drain Clean Up: President Graeff explained that the drains in the courtyards of Village, Carriage, Americana, Heritage, and Virginian were being addressed. The HOA's Edger went out of operation and despite an attempt to repair it was still out of commission. The edger was to be taken to a repair shop so that the work could continue in clearing the drains.

g. Block Party: The Board wishes the community to come together and get to know one another. Therefore, it was proposed to have a community block part on March 8th (this has been postponed). The Board asked for volunteers to assist with food, drinks, and fun. Homeowner Roseanne will head up this endeavor and has requested people pitch in with food items, potluck style. More information will be provided to the homeowners via email.

5. Meeting adjourned at 8:25 P.M. The next meeting is a Board Meeting on 3/24 @7pm

Please visit the HOA's website for upcoming meetings and documents

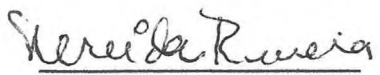
If there are any questions, please feel free to contact the board at candlewyckeast@gmail.com.

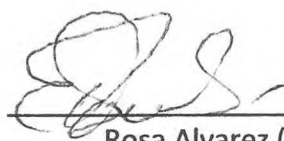

Tetiana Graeff (President)

Resigned

Edwin Quiles (Vice President)

Peonca S. Grier, (Secretary)


Nereida Rivera (Treasurer)



Rosa Alvarez (At Large)

