

# **RUBY LAKE HOA**

C/O Beacon Community Management

11000 Lemon Lake Blvd.

Ruby Lake, Orlando 32836

## **Board of Directors Meeting Minutes**

**August 8<sup>th</sup>, 2023**

- (1) CALL TO ORDER. Jakob called the meeting to order at 7:00 p.m.
- (2) DETERMINATION OF A QUORUM: Present were Board members- Alan, Alexis, Louis, Brett, and Russ. Also, present were Jakob Howe LCAM representing Beacon Community Management. Jakob announced that a quorum was present.
- (3) CONFIRMATION OF PROPER MEETING NOTICE. Jakob announced that the notice for this meeting was accomplished in accordance with Bylaw and statutory requirements.
- (4) Reports:
  - A. Committee Announcements:
    1. Social Committee
    2. Landscaping committee
    3. ARC Committee
  - B. Manager report- Jakob shared the report of all action items that were taken care of and updates on ongoing actions.
- (5) Continued business:
  - A. Brightview projects
    1. The website is not working. The service request was not submitted. One of the members reported they were able to use an old link to get in in the original email.
    2. Brightview representative was at Zoom and will go through any tickets they have on the site. Their goal is to complete the concerns within a few days. Management will come out to fix issues and see why those issues are happening.
    3. Brightview has been having issues with irrigation at the front entrance and they have been continuing to work on that until its complete. Should be completed by then end of next week. Theres areas along the roads that need more care which will be done by the end of next week. There are plants being added out front. The hibiscus has not been leaning. The Japanese hollies will be checked out next.

4. Scott is suggesting doing a drive through with Brightview to see the issues and clarify plans and concerns.
5. Jakob requests a 30-60-day plan from Brightview to see the action list and schedule.
6. Jakob shared issues with sod and irrigation. Jakob asked for a bid for shrubs around the light posts to be cleaned up and enhanced.

B. Asphalt Restoration Project pressure washing.

- 1.

C. Envera Front Entrance Enhancement.

1. Envera representative was there and answered some questions and concerns.
2. They will be bringing in additional tags and bringing them to Jakob for him to disperse to the community.
3. The screen is reported to keep going blank. They will get someone from the service to fix the issue.
4. The gates are staying open, but the arms are closing. There are also random times where the arms will stay up and let a few cars in and then go down.
5. Scott scheduling the meet-up with Envera ASAP. Jakob said he is available Friday at 9am.
6. QR code is an option that can speed up entering faster as a guest.
7. The stacking protocol is why the gate arm opens for multiple cars because it is a busy road and is unsafe to have vehicles waiting on the road to enter the community.

D. Recode some items in reserves.

1. Jakob contacted the bank to record the reserve items.

**(6) New Business:**

A. Streetlights by Duke

1. Jakob met with an engineer from Duke to add additional lights as some areas are too dark. They will come up with a plan for adding lights in the community. Jakob provided a map to Duke so they could have an accurate idea of the concerns.

B. HOA Tenant Application

1. Beacon is set up to process tenant applications. Application fees are \$500. These take a lot of time to process. There are 237 homes so the catch-up process will take a long time. Deposits are typical for communities and can help with any damage that is done to the community by tenants can be remedied.

C. Onsite Community Manager

1. Jakob offered a part-time community manager on-site as there is a lot of action items that need attention and having someone dedicated to the community for at least one day a week can help achieve the action item list requested as community managers are portfolio. This community needs that much attention so it would benefit the community. The pricing will need to be looked at. The other benefits include having someone there to see the violations more often than once a month.

**(7) Open Forum-** Homeowners had 3 minutes on agenda items.

**(8) Call to Adjourn.** With no further business to discuss, Alan motioned to adjourn the meeting at 8:55pm. Seconded by Brett. With all in favor, the motion passed.

Respectfully submitted,  
Jakob Howe, LCAM