

RUBY LAKE HOA

C/O Beacon Community Management

11000 Lemon Lake Blvd.

Ruby Lake, Orlando 32836

Board of Directors Meeting Minutes **December 12th, 2023**

- (1) CALL TO ORDER. Jakob called the meeting to order at 7:07 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. Does the Board Approve the Letter for the green backflow boxes?
 1. 50 broken boxes need to be replaced. Letter will be sent out about the boxes in more detail. The box just needs to be dug up and replaced. Board unanimous approval.
 - B. Board vote for the Umbrellas.
 1. Sun bright was chosen for the umbrellas. The color will be decided later. Alan motioned to approve the Sun bright umbrellas. Russ seconded. All in favor motion carried.
 - C. Meeting with the Cleaning Company CSS on 12/08/2023
 1. Management met with the cleaning company on Friday and went over the routine and they come 3 times a week. Went over the actions that they can do to improve the process. Also cleaning up all dust in the gyms. There is wipe dispenser for wipes is not being used. Recommend changing it to a paper towel dispenser. Cleaning company will take

time stamped after photos. The company was trying to be cost efficient with refills and management just said to refill them if they're low.

D. Envera Meeting on 12/08/2023 (New Reader)

1. Homeowner met with Envera and brought up a better reader. Change out the reader completely. We are on a 2-week trial period with the new reader. We encourage students to report feedback, so we know if the reader is working as intended. Jakob came down to test the reader 3 times and all times were successful.

E. Another Batch of Decals Requested

1. Discussed options of getting homeowners information on their decals and if they don't, they would be disconnected which is not ideal.

F. Annual Meeting Preparations

1. The meeting is on February 16th. The mailing is being folded and will be sent out to meet the notice requirements.

G. Pool furniture maintenance

1. Reached out to pool company and asked them to set the furniture every visit as it is part of their contract. Umbrellas are not part of the contract, but Jakob will ask if they can include the umbrellas.

H. Midtown Masters Association

1. The master is ignoring their responsibilities. Reached out to Evergreen (the management company of Midtown Master) to get clarifications on issues. Jakob has been reaching out to Masters, Management, and Hilton and getting ignored. Jakob requested attorney to provide demand letter. Scott suggests reaching out to DBPR.

I. Clubhouse/ Gym Duct Cleaning

1. Reached out to a couple duct companies including Stanley Steamers. We will continue to get estimates.

(6) New Business:

A. Unapproved 2024 Proposed Budget Review and Adjustments

1. The board went over the budget and clarified questions.

B. Vote by board to approve or deny 2024 proposed budget.

1. Alan motioned to approve. Russ seconded. All in favor, motion carried.

(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 8:48pm. Seconded by Alexis. With all in favor, the motion passed.

Respectfully submitted,
Jakob Howe, LCAM