

RUBY LAKE HOA

C/O Beacon Community Management

11000 Lemon Lake Blvd.

Ruby Lake, Orlando 32836

Board of Directors Meeting Minutes **January 9th, 2024**

- (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. Green Backflow Boxes Letter Sent
 1. Email was sent out. Homeowners asked where the location of the box and Jakob helped.
 - B. Umbrellas Order
 1. Umbrellas Ordered and on their way.
 - C. Gym Cleaning Company
 1. The cleaning company is sending photos and filling out track sign-in sheet as requested. We still need to change the dispenser to paper towel instead of wipes.
 - D. Batch of Decals for Front Gate
 1. Jakob received another batch of decals, but they are not activated. As Jakob hands out the decals he sends an email to Envera to activate them. It takes 2 days to process.
 - E. Annual Meeting Preparations

1. Last notice is going out next week. This requires 14 days, and it was mailed out a couple days earlier than that. Jakob clarified the difference between proxy and ballot.

F. Midtown Masters Association

1. The attorney letter was sent to Midtown Masters. Reported Evergreen to DBPR. Midtown failed to provide notice of their annual meeting.

G. To do list.

1. Jakob met with Alan to create a to-do list. It will be a google excel sheet and shareable with the board.

H. Firepit

1. The fire pit was damaged, possibly by kids. This is why the fire pit hasn't been working. The elements that turned the fire pit on and off were damaged and they will see about putting a cage over that area.

I. Landscaping Contract

1. Brightview contract was signed by the board. The board ensured the contract had items in it that were neglected in the past.

J. Pressure Cleaning from Asphalt Company

1. They did resurface on the roads and left tracking on the sidewalks and roads. They blasted it and cleaned it and completed. Alan motioned to get the rest of the sidewalks pressure washed up to \$12,000 to clean the rest of the sidewalks. Russ seconded. All in favor, motion passed.

K. Insurance Claim (Entrance Gate Arm)

1. Gate arm was bent from furniture truck trying to tailgate into the community. Jakob is in communication with homeowner and furniture truck company.

(6) New Business:

A. Meeting Schedule

(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 8:12pm. Seconded by Russ. With all in favor, the motion passed.

Respectfully submitted,
Jakob Howe, LCAM