

Van Lakes Homeowners Association

Board of Directors Meeting Minutes

Date: December 14, 2025

Time: 1:00 p.m.

Location: Common Area, End of Flag Court

Call to Order

The meeting of the Van Lakes Homeowners Association Board of Directors was called to order at 1:12 p.m. by Scott Bryant, President.

Attendance

Executive Board Members Present:

- Scott Bryant
- John March
- Paul Ashcraft

Director's Present:

- David Swanbeck
- Peter Pope
- Bernie Readmond
- Richard Schmoll
- Shannon Cornell
- Eric Vaughn
- George Brooks

Homeowners Present:

Thirty-Three (33), including Board members.

Approval of Previous Meeting Minutes

The minutes from the **October 12, 2025** Board Meeting were not reviewed or approved at this meeting. Review and approval were deferred to the next Board Meeting.

Reports

President's Report:

No report was presented.

Committee Reports:

No reports were presented.

Treasurer's Report:

Paul Ashcraft presented a financial report and the proposed 2026 budget. The Board declined to review or consider the budget at this time due to the materials not being submitted at least fourteen (14) days in advance for Board and homeowner review. They were sent at 11:42a today.

Old Business

Attorney Consultation:

David Swanbeck, Scott Bryant, and Peter Pope met with the Association's attorney to discuss concerns regarding potential misuse of Association funds. The attorney reviewed the Association's bylaws and advised that there is a significant amount of ambiguity within the governing documents.

The attorney outlined two possible courses of action:

1. Conduct a deeper investigation for a fee of **\$2,500**; or
2. Discontinue further investigation and move forward.

The Board elected to proceed with **Option 2** at this time. The attorney advised that she would issue a formal letter to **MVJ Power Wash and Lawn Service** regarding services that were paid for but not completed. The Board agreed to proceed with issuance of the letter.

Fence Damage around pump house:

The condition of the gate damage is currently unknown. **David Swanbeck** will evaluate the issue and provide an update at the next Board Meeting.

Lawn Service Bids:

Shannon Cornell obtained one bid from **Sarrs**, and Peter Pope obtained one additional bid. The Board agreed to table this item until the next meeting pending receipt of an additional quote.

Front Gate Entrance:

John March provided an update regarding the status of the Hurricane Hero project and the related permitting process with Polk County.

Hurricane Hero filed a permit application with the Polk County Building Department, which was assigned to Development Specialist Chrismerly Rodriguez. As part of the standard review process, an email was sent to Hurricane Hero on December 4, 2025, requesting additional information required to proceed with the application. The requested items included a dimensional site plan, a flood plain review, and an EMS/Fire review.

John further explained that after speaking directly with Ms. Rodriguez by phone on December 11, she outlined additional requirements necessary for permit approval. Specifically, no concrete columns or other permanent structures, including walls, may be constructed without both a licensed general contractor and architectural drawings signed by the appropriate professional. Additionally, EMS/Fire must inspect and approve the location of the emergency access gate opening box.

Ms. Rodriguez advised that no permit would be issued until all required documentation is submitted and approved. She also noted that the normal approval timeframe, once all documentation is properly provided, is approximately 60–90 days.

John clarified that while Hurricane Hero did apply for a permit with TECO, that permit only allows for the installation of electrical service. TECO cannot activate power at the site until the Polk County Building Department issues the necessary permit approval.

John also stated that even if Hurricane Hero were to submit all required documentation and obtain a permit, there remains some ambiguity within the HOA governing documents that may prevent the gate from being erected as currently proposed. Additional review and clarification of the HOA restrictions would be required.

In conclusion, John expressed concern that Hurricane Hero, either through incompetence or neglect, failed to recognize and address these permitting and regulatory requirements prior to accepting and beginning the work. He noted that the HOA Board engaged Hurricane

Hero as a professional with the expectation that they understood and would comply with all requirements associated with the project.

The floor was opened for homeowner questions directed to **T. from Hurricane Hero**, who responded to questions to the best of his ability.

Per T everything should be done within 21 days of Teco connecting power. He took ownership of not being able to meet Teco on Friday to handle this due to personal reasons.

T also mentioned he never saw an email from Ms. Rodriguez

Due to increasing disruption and the discussion becoming unproductive, the President recessed the discussion and stated that additional information would be gathered, and the matter would be revisited at the next Board Meeting.

Certifications:

The four-hour certification requirement was not discussed. The Board confirmed that the Association is currently in compliance, and all certificates will be posted on the Association website.

Pump House Estimate:

Alan Johnson called three different companies to get bids. Only one company called back and showed up to evaluate pump house/generator. **Lakeland Generator Services** presented multiple pump house repair and replacement options. After discussion, the Board agreed to table this item until the next Board Meeting.

Property Management Company Selection:

The Board conducted the final vote regarding the selection of a Property Management Company. Following a preliminary vote held on **November 16, 2025**, in which a majority of the Board expressed support for **PMI (Nicole)**, the Board considered **Carmani, PMI, and Titanium** for final selection.

Scott Bryant made a motion to appoint **PMI** as the Association's Property Management Company. The motion was seconded by **David Swanbeck**.

The motion **carried by majority vote**. **Paul Ashcraft voted in opposition**, and **Shannon Cornell abstained from voting due to conflict of interest with all companies**.

- **Check Signers:** It was noted that a minimum of two authorized check signers is required. Scott made a motion to designate himself, Paul, and John as the three authorized check signers. The motion was seconded by Richard and approved unanimously.

Motion to Table Remaining Agenda Items:

Shannon Cornell made a motion to table the remaining agenda items until the newly selected Property Management Company can assist in guiding the Board. The motion was seconded by **Bernie Readmond**.

The motion passed with all remaining Board members voting in favor.

Next Meeting Announcement:

Scott Bryant announced that the next Board Meeting will be held on **January 11, 2026 at 1p, common area of Flag Court**.

Adjournment

Scott Bryant made a motion to adjourn the meeting. The motion was seconded by **David Swanbeck** and passed unanimously.

The meeting was adjourned at **2:30 p.m.**

Next Board Meeting: January 11, 2026

Submitted by:

Nicole Lyons

Acting Secretary, Van Lakes Homeowners Association

Date: December 15, 2025