

Van Lakes Homeowners Association

Board Meeting Minutes (Draft)

Date: October 12, 2025

Time: 1:00 p.m.

Location: Common Area

1. Call to Order

The meeting of the Van Lakes Homeowners Association Board of Directors was called to order at 1:05 p.m. by John March, Vice President.

2. Attendance

Executive Board Members Present:

- Vice President- John March
- Treasurer - Paul Ashcraft
- Acting Secretary - Nicole Lyons

Director's Present:

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

Homeowners Present: Twenty-one (21) including board members.

3. Approval of Previous Minutes

Review of Prior Meeting Minutes: The minutes of 9/28/25 were available and approved by all board members present.

4. Reports

President's Report: No report provided. President was unable to attend meeting due to personal matter.

Treasurer's Report: Paul Ashcraft will have at the December 14, 2025 board meeting.

5. Old Business

Lawn Service Concerns-

- **Work not being completed-** Discussed Invoice #000095 \$6500. Stump grinds/mulch at pump house needs removed due to flooding and fire hazard. Doors are inoperable on the side, Trees laid down at boat dock, Branches on water tank present.
- **Mulching Contract:** Peter Pope stated that his contract specifies mulching should occur twice annually; this has not been completed.
- **Completion Deadline:** A homeowner suggested establishing a firm deadline for all pending work to be completed.
- **Fence Damage:** The fence surrounding the pump house was reportedly damaged by MVJ Lawn Service during work associated with Invoice #000095. Peter Pope will coordinate with Milo from MVJ to determine repair options.
- **Motion for Oversight:** John made a motion authorizing Peter Pope to inspect and address all issues listed above with Milo (MVJ Lawn Service). David Swanbeck seconded the motion. All in favor, appointing Peter Pope as the primary point of contact for inspection of incomplete work and future projects with MVJ Lawn Service.
- **New Lawn Service Quotes:** The Board discussed obtaining three new lawn service estimates. Preliminary quotes received are \$1,300, \$900, and \$1,600 from currently unnamed companies. Bernie recommended securing additional bids. All estimates will be presented at the December Board meeting for review and consideration.

Advanced Payments moving forward-

John March made a motion, seconded by Richard Schmoll, and all were in favor of implementing the following procedures:

- No advance payments will be made for any job.
- A minimum of three estimates will be required for any side job.
- Receipts must be provided for all supplies purchased.
- All expenditures must receive approval from two board members prior to payment.

Misuse of Funds-

- Nicole Lyons reviewed several invoices and raised concerns regarding the lack of itemized details, including labor hours, material costs, and supporting receipts. She specifically questioned Invoice #000068 for *Pressure Washing and Resealing*, as multiple homeowners stated that this work had not been completed. Jay Adelman indicated that the work was performed by Milo and authorized and approved work. Beth and Paul confirmed they did not have any receipts or documentation to substantiate the charges.
- Discussed there is approximately \$26,000 in misuse of funds potentially approved solely by Jay Adelman.

- Further review and verification will be conducted. John made a motion to call Julie Ball our HOA attorney to discuss how to move forward. Paul seconded the motion. Not all in favor.
David, Pete, Bernie, and George were unsure of which way to go.
Bernie spoke up and mentioned calling the Sheriff's department to open an investigation of misused funds.
Eric voted yes and broke the tie to call the Attorney. Passed by a 5-4 vote.
- John March made a motion for 3 board members to be apart of the meeting with Julie Ball (Attorney) David seconded the motion. The 3 Board members that will handle business with attorney is Scott, Pete, and David. All in favor.

HOA Management Company-

- John discussed topics below with Shannon since she is experienced.
 - Items can be ala carte
 - They will help ensure we remain in compliance with our Bylaws and Covenants
 - \$600.00 a month
 - Homeowners raised concern with can we afford this? Discussed yes, we can since we will discontinue using Beth at \$300.00/monthly.
 - Discussed, we need someone licensed in this area to be able to handle everything legally. We do not have anyone else to handle this for us.
 - We can pay our dues online
 - We can make complaints or concerns online
- John made a motion, and Bernie seconded the motion to get 3 quotes to present at next meeting for management company services. We currently have two- 1st from Artemis, 2nd from PMI Tampa, Nicole will get the 3rd. All in favor.

Front Entrance Gate-

- Paul confirmed that \$10,000 has been made. Gate should start soon. The company planned to come and talk and last HOA meeting but was cancelled. We have paid a total of \$20,700 so far on securing the gate (total project).

Four Hour Certification-

- Scott, David, Peter, Bernie, Richard, George, Paul, Eric
 - John March still needs to complete
 - Shannon Cornell has completed a 20-hour course (Unsure if the 4-hour course is included)
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New Business:

Last two years of Minutes-

- Some indicated that no such documents possibly exist. Scott previously mentioned that Joanne and Jay had previously given him a large box of papers; however, the contents of the box are currently unknown. Previous minutes should be provided to Eric to add to the website if they exist.

Renewal of Bylaws-

- Will hold to discuss at later date when we get a management company.

Water Commissioner (Beth's Duties)

- Beth's duties will possibly be taken over by management company when **approved by the board at next meeting.**

Beths Duties:

Principal mailing address for corporation

- Maintain members accounts
- Prepare and mail billing to members
- Furnish account information to lenders on behalf of members
- Respond and prepare estoppel requests from title agencies
- Accounts Receivable
- Accounts Payable under direction from Treasurer
- Health Department contact
- Water Operator contact
- Prepare and post meeting notices
- Contact for members
- Prepare and publish broadcast calls to members
- Issue Precautionary Boil Water Notice and Rescind Notice when appropriate
- Maintain water system records
- Respond to reports of water leaks, schedule repairs and oversee project
- Prepare and mail Annual Meeting Notice
- Prepare Ballots, Teller sheets, Teller Certificate, Proxies
- Certify members voting rights for Annual Meeting
- Publish newsletter to include with invoices
- Assist with budget preparation
- Reconciliation of the bank accounts
- Track due dates for financial documents, according to Statutes, to insure timely delivery to members
- Publish the Consumer Confidence Report when approved by the Health Department
- Issue Certificate of Delivery of CCR to the Health Department
- Respond to concerns from Water Operator in reference to water sanitation
- Prepare and make deposits
- Coordinate yard sale days, prepare signage, compose and run newspaper advertising, post signs the evening before and remove on Saturday afternoon

Acting Secretary-

- John March made a motion to have Nicole Lyons continue as acting Secretary until we can find a good fit for position.

- Homeowner mentioned Joanie Szocinski would take back the position as Secretary and David, Bernie, George, and Pete declined to the lack of documentation provided and handled previously was inadequate.
- Peter seconded John motion to continue having Nicole Lyons act as acting Secretary and all in favor.
- Nicole asked that the minutes get approved within 48hrs of sending to board members to approve before adding to the website. If no one responds we move forward assuming no one has any concerns.
Beth spoke in and mentioned you cannot automatically assume someone approves.
John made a motion to post as draft on website and then approve at next meeting, then post final after meeting of approval. David seconded it and all in favor.

Water Treatment Pump House-

- John spoke to Gaines from Consta Flow about the maintenance that needs done. He recommended 1x quarterly to have this performed. Cost \$75.00/hourly. John made a motion to approve, and Paul seconded it. All in favor. John will oversee and communicate with Consta Flow.
- Allen Johnson will get 3 quotes on new generator and maintenance. John made a motion to approve, and Paul seconded it. All in favor.

Special Project Committee-

- Board members and homeowners discussed handling a lot of side work on our own as a community. Vs paying to have someone do the work.
Peter, David, Bernie, Allen Johnson, Richard, Eric, Johnathan Knox. Several women and wives of board members agreed to decorating for the holidays.
We will post on website and email when there are small projects we can all do as a committee.

Actions Steps moving forward:

- Peter Pope will coordinate with Milo from MVJ Lawn Care to address incomplete work, repair of the damaged fence at the pump house, and to oversee all lawn care services moving forward. Peter Pope will serve as the primary point of contact for MVJ Lawn Care.
- Scott will contact Julie Ball to arrange a meeting with David Swanbeck and Peter Pope to review concerns regarding potential misuse of funds and determine appropriate next steps.
- Nicole Lyons will obtain a third estimate for property management services.
- Peter Pope will prepare a detailed scope of work for the upcoming lawn maintenance contractor bid and will also obtain additional quotes for lawn care services.

- John March will coordinate with Gaines from Consta Flow to establish quarterly maintenance for the pump house.
 - Allen Johnson will secure quotes for a new generator and pump house maintenance.
 - John March will complete the required 4-hour board member certification course prior to the December Board Meeting.
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8. Adjournment

Meeting adjourned at 2:50 p.m.

Next meeting scheduled for December 14, 2025. 1pm Common Area End of Flag Court.

Acting Secretary, Van Lakes HOA
Nicole Lyons
Date: 10/12/25

DRAFT