

# *Carisbrooke Community Association (CCA)*

## Minutes of Annual Meeting of Members 2/7/2023

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The meeting was called to order by Jim McCully at 7:05PM.

### **I. Calling of the roll and certifying of proxies**

- 14 proxies had been received and certified by signature.
- 10 properties were represented in person. A roll call was not necessary since proxies alone established a quorum.
- 24 Properties were represented in person and by proxy, which is 55% of the 43 CCA properties.

### **II. Proof of notice of meeting**

- USPS Priority Mail tracking logs provide proof of notice of meeting.
- Multiple email messages were sent.
- A signboard was placed at the entrance 14 days prior to the meeting.

### **III. Reading of 2022 Annual Meeting Minutes**

- A motion to waive the reading of the 2022 Annual Meeting was made, seconded, and approved 24-0 by voice vote of Members in attendance plus proxies voted by Jim McCully.
- Copies of the 2022 Annual Meeting Minutes are available on the Carisbrooke website or by request.

IV. **Report of Officers** Jim McCully, President; Jim Werth / Charlie Rutland, Vice President; Prasad Valay, Treasurer.

#### **• Officers vs. Board Members Clarification**

- Per the Articles of Incorporation only the President must be a director.
- In the past, the Carisbrooke Board has chosen to assign Officer roles exclusively to Board members, but this is not required.

#### **• Financial**

- Ordinary Income of \$89K was \$3K (4%) favorable to Budget due to Initiation, Estoppel, and other fees not budgeted.
- Ordinary Expense of \$77K was \$9K (11%) below Budget.
- Extraordinary Expense (Storm Drain Repair net of recovery) was \$3K.
- Net Income of \$10K was \$10K favorable to Budget.
- The Reserve account was \$28K at the end of the year.
- \$4K was transferred from Reserve to Operating to cover Extraordinary Expense.

#### **• Grounds and Maintenance**

- In addition to routine landscape maintenance, several projects were accomplished including:
  - Perimeter fence repairs
  - Front entrance sidewalk pressure washing
  - Minor debris pickup and damage repair from 2 hurricanes

- County Drainage Project
  - Seminole County proposed a project to alleviate stormwater flooding at the intersection of Lake Markham and Markham Roads. The project would enlarge an existing pipe under Markham Road, HOA common property, and Brackenhurst Place that drains to the wetland to the east of the front pond.
  - Initially indicating the Board would need to grant an easement for the project, Seminole County informed the Board their legal department had determined an easement from Carisbrooke was not required due to other rights granted to the County by the original Carisbrooke developer. Our CCA attorney upheld the County position.
  - Seminole County subsequently informed the Board the project had been put on hold pending the completion of a county-wide study of drainage improvement projects.
- Wetland Fence Removal
  - With the approval of the Saint Johns River Water Management District, an unsightly submerged section of the perimeter fence was removed from the wetland along Markham Woods Road.
  - The wetland is classified as “isolated” as it does not drain to any other body of water and is expected to remain near the current water level for the foreseeable future.
  - Removed fence components were salvaged and stored for future use.
- **Community Safety and Security**
  - Gate Barrier arms
    - Incidents of damage to the arms resulting from vehicles attempting to enter by tailgating during 2022 were substantially reduced over 2021. This is attributed to better driver compliance with obeying the stop sign past the gate.
  - Attempted Break-in
    - The Carisbrooke Board recently learned of an attempted break-in at a Carisbrooke residence that took place late last year. The home was unoccupied at the time and the would-be burglars ran off when the home alarm sounded after a window was broken.
    - Seminole County deputies were on the scene in minutes to make sure there was no crime in progress.
    - It is highly likely the perpetrators entered and left Carisbrooke through a broken fence bordering a vacant lot in our neighboring Markham Oaks community.
    - The Carisbrooke Board is working with the Markham Oaks property manager to have the fence repaired by the property owner.

V. **Report of Committees**

- **Architectural Review Committee (ARC):** Greg Toepp, Chris Lowe, Charlie Rutland
  - Performed review and approval of various plans for new construction homes.
  - Oversaw correction of deviation from plans on new construction homes.

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- Conducted reviews of newly completed homes for compliance with plans as approved by the ARC.
- Conducted follow up of Sept 2021 reviews of Member compliance with Carisbrooke Property Maintenance Guidelines and two reviews in 2022.
- Trip Hazard repair
  - The day after Thanksgiving a resident suffered injuries from a trip and fall accident that was attributed to a raised section of Community sidewalk.
  - The ARC conducted an expedited review of all sidewalks in the Community to identify any additional trip hazards.
  - The Board and ARC evaluated multiple contractors and selected Element Service Solutions to remediate all sidewalk trip hazards in the community.
  - The work is scheduled for the week of 2/6.
- Storm Drain Inlet repair
  - Soil and piping collapse at several storm drain inlets was repaired.
  - Total cost of repair was \$8K with \$5K recovered from Seminole County as damage to one of the inlets was attributable to installation of reclaimed water piping.
  - Two additional areas will be repaired the week of 2/6.
- **Social Committee:** (Holly Allaire and Tala Mott, Leaders)
  - No Spring event was held due to COVID-19 concerns.
  - A very successful fall Halloween-themed event was held.
- **Holiday Decorations Committee:** (Kevin Hickey, Leader)
  - Managed the up/down and enhancements.
  - Karen Adams has agreed to take over in 2023.
- **Welcoming Committee:** (Judy Werth)
  - A welcoming gift was given to three (3) new Members.

### VI. Notice of Approval of 2022 Budget

- The 2023 CCA Budget has been posted on the website for review.
- The 2023 CCA Budget is balanced and includes an increase in dues from \$500 to \$585 per quarter starting with Q2 2023 to fund Association Reserves (see below).
- Association Reserve Study
  - A concern was raised about the need to build the Association Reserve for Extraordinary Expenses for the eventual replacement of aging Carisbrooke infrastructure (e.g., roadway, irrigation, etc.).
  - The Board contracted to have a professional Reserve Study completed to determine the amount that should be set aside annually to minimize the potential for periodic special assessments. A copy of the full study is available on the CCA website.
  - The study indicated the Association was significantly underfunded.
  - The current reserve should be \$167K vs. \$32K (now \$28K).
  - A \$15K minimum contribution is needed for each of the next five years (60% funding).

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- An \$85 quarterly dues increase is required for funding.
- The increase was approved by the Board at the 11/8/22 Board meeting.
- 2022 Budget Comments / Approval
  - There was a question from the floor about the use of the \$10K 2022 surplus. The funds will not be transferred to the Reserve Account but will be held in the Operating Account to fund discretionary or unexpected projects.
  - No other comments have been received and the Budget is approved.

### **VII. Appointment of Chairman of Inspectors of Election (if necessary)**

Not necessary- see below.

### **VIII. Member Election of Directors and Architectural Review Committee (ARC)**

- Board of Director Nominees are Jim McCully and Prasad Valay continuing and new nominee Danny Gargus.
- Danny Gargus takes over for interim Board Member Charlie Rutland who completed the term of Jim Werth after his resignation.
- Under FL Statute if the number of nominees is equal to the number of open positions an election is not necessary and the nominees are confirmed.
- Jim McCully, Prasad Valay, and Danny Gargus are confirmed as the Board for the 2023 term.
- Greg Toepp, Chris Lowe, and Charlie Rutland are confirmed to continue to serve as the ARC for the 2023 term.

### **IX. Unfinished Business**

- Property Management vs. Self-Management
  - The Carisbrooke Community Association has been self-managed by the Board of Directors for most of its history.
  - The Board has been evaluating using an outside property company to manage the day-to-day Association activities as do most surrounding private gated communities.
  - During 2023 the Board will complete the investigation of potential property management companies, select the preferred company, and decide to hire a company or to remain self-managed.

### **X. New Business**

- At the suggestion of a Member, park benches will be installed at the front entrance pond and the common area along Markham Road.
- The cost of the benches will be funded by the 2022 financial surplus.

**The meeting was adjourned by Jim McCully at 7:59 PM.**

Minutes by Jim McCully