

**Crane Lakes Homeowners' Association, Inc.**  
**Minutes of the Board of Directors Meeting**  
**January 7, 2019**

A Board of Directors Meeting of the Crane Lakes Homeowners' Association, Inc. was held on Monday, January 7, 2019 in the Clubhouse Ballroom. The meeting was called to order at 3 PM with President Diane Grzelak, Vice President Joe Peterson, Treasurer Sharon Sommer, Director Jean Hoon, Director Linda Nisbet, and Director Rick Eskey present. Secretary Peg Smith was absent. The Pledge of Allegiance was recited and a moment of silence was held to remember all veterans, deceased residents, and the families of Dave DeWeil and Duke Kunerth.

**Secretary's Report:** Jean Hoon. There were no corrections or additions for the minutes of the December 3, 2018 Board of Directors Meeting, so the minutes were accepted as written. Jean read a letter from Joan Goldman, a resident, regarding her disappointment of the Golf Cart Parade not going down her street. Also an appreciation card from the family of Dorothy Hukill for the sympathy card from the HOA.

**Treasurer's Report:** Sharon Sommer gave the financial reports. Sharon was asked to provide the final report of each HOA activity to the Board.

**STANDING COMMITTEE REPORTS:**

**Activities:** Diane Grzelak.

New Year's Eve: Profit was \$240. Ruth Schofield commented that the dance was lovely except the rudeness of people talking when Linda Nisbet, event chair, tried to talk or give out the door prizes. The Board stated that this has been a reoccurring problem and it will be addressed at each event.

Magic Show: January 26<sup>th</sup>, 41 tickets have been sold so far.

**Membership:** Linda Rocco. 2018: 424 members. For 2019: 160 renewals, 50 new, 15 complimentary, and 1 renter = 226.

**Welcome Committee:** Sharon Little. 10 new residents in December, 4 visited and 6 to be contacted. In 2018, 80 new residents: 64 were visited, 16 not available to be visited and 5 were called. In January, the committee is hoping to catch those residents that have not been contacted. The committee is having a Meet and Greet for all new residents and representatives from all activities on Saturday, January 19<sup>th</sup> from 9-11 AM. All new residents are being invited to attend.

**FMO Representative:** Bill Hawkins. This month's meeting was at Colonial Colony South in Daytona Beach. Bill stated that each Board member must attend a certification class and if they do not, the FMO may require them to step down from the BOD. The closest class is Plantation Oaks in Flagler on February 11<sup>th</sup>. Sharon Sommer will register the Board at this class. Also discussed at the FMO meeting is that FMO is working to include manufactured homes under the HUD title enabling possible mortgages and aide for those in need. February's meeting is at Crane Lakes. Registration is at 9 AM with the meeting from 10-12 noon. Barb and Bill Hawkins will get the refreshments and the Board will take care of setting up for the meeting. Jean Hoon asked the Board members give her their FMO number so that she can complete and send the required form which lists all the Directors, their positions, and their FMO number to the FMO office.

**Trim A Tree:** Michele and Sandy Pike were thanked for a great job of decorating the ballroom. A

new chair person is needed for next year. If interested, contact the Board.

**Toys for Kids:** Jean Hoon. A successful event by the community supplying toys and donations for 64 children. Thanks to everyone. Waiting for the letter from the Fire Department to hopefully read at the Informational Meeting Thursday.

**Food Drive:** Bill Hawkins. Bill stated the food donations by the community were greater than expected and exceeded last year. He thanked his committee who helped pack up the food. They are also waiting for their letter from the Police Department to be available at the Informational Meeting.

### **UNFINISHED BUSINESS:**

Ticket Sales: The Board had a discussion regarding a resident requesting a refund of a New Year's Eve ticket at the night of the event. **A motion by Joe Peterson, seconded by Sharon Sommer with a unanimous vote of the Board, that there will be no refund of tickets sold from an HOA sponsored event and "nonrefundable ticket" will be printed on all tickets.**

Management Meeting: The meeting has been rescheduled to January 16<sup>th</sup> at 1 PM. The items that will be discussed are: Key fobs, Speeding, Additional cart parking at the Roost, Commercial vehicles being driven by residents and left in their driveways, Inspections, Carpeting trim loose in ballroom, Shrubs and Weeds, Rules and Regulations, New homes/road, Possibility of storage area for HOA. There was a question whether the storage area would be climate controlled, island plans, palms around the pool.

500 Club: Checks vs. Cash. Diane Grzelak read from the Minutes of June 5, 2017 regarding the Audit Committee suggesting that all payouts should be in the form of a check from the Treasurer which was never made into a motion at that time. After a discussion and a comment from Sharon Sommer that the accountant stated that payouts should be by check to prevent a problem if the IRS would ever audit, **a motion was made by Joe Peterson, seconded by Sharon Sommer, and unanimously voted by the Board that any payment will be made in the form of a check to the winners and given at the meeting.** Sharon asked Bill Hawkins to email her the amounts of the payouts each month and she will bring the checks to the meeting. It was also noted that at Thursday, January 10 Informational Meeting the first 500 Club drawings will be given out, in addition to HOA drawings for 3 \$50. gift certificates to a restaurant of the winners choice for people who attended any meetings during 2018, also 3 \$50. gift certificates drawings for people who joined the HOA between October - December, 2018 for 2019.

Email Chimp: Linda Nisbet. Linda is having difficulty with the current Wednesday emails with some people not receiving the emails and how many she is able to send. The current system is free but if she upgrades the system for \$15/month she will have technical support and be able to send unlimited emails. **Linda Nisbet motioned, Rick Eskey seconded and unanimously voted by the Board to upgrade the weekly email system through Chimp for \$15/month for unlimited emails and technical support.**

Workshop for Election of 2020: Diane suggested that the Board should have a workshop along with previous Election committee chairs Paul Keitz, Joyce and Ed Thurston and Bob Pushkin, to get guidance regarding dates to avoid any problem with the election process.

Clarification of Fees: Diane Grzelak referred to a handout of Minutes from May 1, 2017 to clarify the "Setting Standard Fees for Assistance of Crane Lakes Employees for Events". The Board made a motion at that time that cleaning the ballroom after an event would be \$50 and setup and take down of tables and/or chairs would be \$125. These fees are to be worked into the event's budget.

### **NEW BUSINESS:**

Spectrum: Diane thanked the Spectrum representative for the presentation she gave and the patience

she showed for all the questions from the residents at December's Informational Meeting. Diane also shared how much she saved by this bulk agreement between Spectrum and Crane Lakes Management.

Review of Dates:

Worker's Appreciation Picnic: April 8<sup>th</sup>, Joe is to check with John McCloskey on this date.

4<sup>th</sup> of July Party: July 5<sup>th</sup> or 6<sup>th</sup>, tentative at this time.

**MEMBER PARTICIPATION:**

Kasey Vogel gave the BOD a handout suggesting a "Crane Lakes Yard of the Month Award Program". Diane stated that this will be discussed at the next Board meeting. Bill Hawkins and Jean Parker asked for a clarification of the HOA rules for buying event tickets. If a single resident, a HOA member, wants to bring a guest, that guest ticket can be purchased at the time the HOA members buys a ticket.

**BOARD MEMBER PARTICIPATION:** No comments.

**PRESIDENT COMMENTS:** Diane Grzelak thanked everyone for a good productive meeting and motions were made to clarify items.

**ADJOURNMENT:** 4:55 pm

Respectfully submitted by Jean Hoon, Director of HOA