

WOODLAKE OF PORT ORANGE HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES
Port Orange City Center, 2nd Floor Conference Room
1000 City Center Circle, Port Orange, FL
5/12/2025 – 6PM

CALLED TO ORDER: The Woodlake HOA Board of Directors meeting was called to order by W. Wilcox, President, at 6:00PM.

ESTABLISH A QUORUM:

Wayne Wilcox	President	Present
Jeff Snell	Vice President	Present
Selena Valentin	Secretary	Present
Patricia Roberts	Treasurer	Present
Daniel Koehler	Director	Present
Ashley Ousterman-Emanuel	CAM	Present
7 members present		

MINUTES: Motion made by J. Snell, seconded by D. Koehler to waive reading and approve the meeting minutes of March 10, 2025; motion carried.

FINANCIALS: Management is still in transition, and official records have not been received. Management's collection process was presented to the Board. All are in agreement to keep the process as presented. First Collection notice to be modified, advising of the additional cost that is incurred with the second collection notice if payment is not received.

VIOLATION PROCESS REVIEW: Violation process reviewed and discussed. Examples of violation letters and spreadsheets were presented. Management will schedule/complete their first inspection within the next 3 to 4 weeks.

UNFINISHES BUSINESS:

- **MANAGEMENT TRANSITION:** Transition is still in progress. Official records have not been received from the previous management company. New bank accounts have opened with Synovus. Management will be placing the coupon order to be sent from Synovus Bank. Board members discussed additional items to add to the coupon mailer, as it does not cost the association for mailing.
- **IRRIGATION MATTERS AT MILES & SANDERS:** Tout Management has attempted to receive the proposal/invoice for the repairs completed by A Pump & Sprinklers to no avail. Discussion arose that these repairs were approved by W. Wilcox and have since been completed. The proposal was not presented to the entire Board for approval. Discussion went into another agenda item, Sanders Common Area, as it is the same scenario. W. Wilcox received and approved a proposal from T&K Tree Service to remove hedges along an easement near the Spruce Creek and Sanders entrance. The proposal was also not presented or approved by the entire Board. It was determined that this easement is not the responsibility of the Association, but the

responsibility of the owners of 4650 Spruce Creek Rd. Management addressed the entire Board and advised that, moving forward, proposals need to be obtained and voted on at an official Board meeting. W. Wilcox advised that he did not agree. Motion made by D. Koehler, seconded by J. Snell to remove W. Wilcox as President; motion carried; P. Roberts abstained.

- BANK CHANGES/UPDATES: Previously discussed under Management Transition.

NEW BUSINESS

- BOARD MEMBER EXPENDITURES: Small discussion. The Board would like to revisit this at the next meeting. A motion was made by D. Koehler, seconded by S. Valentin, to appoint J. Snell as President; motion carried. A motion was made by S. Valentin, seconded by J. Snell, to appoint D. Koehler as Vice President; motion carried. Motion made by D. Koehler to remove W. Wilcox and appoint J. Snell and P. Roberts as authorized check signers. After discussion, the motion was revised to remove W. Wilcox and appoint J. Snell as an authorized signer; seconded by S. Valentin; motion carried.
- SANDERS COMMON AREA: Previously discussed. Further discussion to occur at the next meeting.
- HOA WEBSITE ESTABLISHMENT: Per FSS, the association is required to have a website. Two proposals were presented and reviewed. The Board would like to investigate some other options. J. Snell volunteered to assist. A quick conference call may be needed for an official vote.
- TAXES & YEAR-END FINANCIALS: Management confirmed with Weston & Gregory LLC that taxes have been completed. Year-end financials should be turned over with official records.
- 2025 – 2026 PROJECTS & PLANNING: Nothing at this time. The Board will revisit next meeting.

OPEN FORUM:

- How much can the Board spend without an official meeting? The owner was advised that it would be further discussed at the next meeting.
- ARC Meetings should be held consistently.
- Coupon Mailer to include volunteers needed, and ARC form.
- Kids fishing in ponds. Can the association be liable?

ADJOURNMENT: Motion made by S. Valentin, seconded by D. Koehler to adjourn at 7:45 PM; motion carried.

Next meeting is Monday, August 11, 2025, at 6:00 pm