

Mission Lakes at Oakbridge Condominium Assoc.
Lakeland, Florida 33803

Board Meeting of the Board of Directors

February 7, 2023

Minutes for January 23, 2023

Place: Courtyard by Marriott
Lakeside Village
Lakeland, Polk Co, FL

Agenda was posted

The meeting was called to order at 6:30 P.M. by Steve McConn

Roll Call: Steve McConn, Barbara Graham, Mary Ann Schwitters,
James O'Malley, Barbara Graham and Ken Loar. All board
members present.

Mary Ann Schwitters read the minutes of the November 28 2022
board meeting, minutes for the November 28, 2022 budget meeting
and the minutes for the special meeting January 7, 2023, board
meeting. A correction to the January 7, 2023 minutes was noted.
The board voted to approve the November 28 minutes as read and
the January 7, 2023 as corrected. All five board members in
attendance voted yes to approve the minutes as corrected.

Treasurer Report was given by Treasurer James O'Malley, CPA,
CFP, CLU.

The checking account balance as of 12/31/2022 \$42018.23

The reserve account balance as of 12/31/2022 \$271165.38

The renewal insurance policy is \$67424.51

3 units are past due. Total of past due balance \$1300.00

Manager Report: A1A Property Management.

- Dryer vent connection is not in the Musick roofing contract.
- Working on how to fund insurance payment due 2/8/2023.
- The 2023 budget will need to be increased to fund the increase insurance premium expected in Jan/Feb 2024.

Landscaping Report-

- Sanfra May would like to install 2 post lights, she purchased from Wilson Electric, at the entrance gates. Location to be determined. Since the request was not on the agenda the board requested more information and will consider her request at a future board meeting.

Architectural Committee-

- The committee recommended the board approve screen door installation at 2914 and 2947 front door. The committee did not provide the board with any details on what door was approved.

Steve McConn informed the committee it would have to comply with FS718. Going forward all committees will have posted their meeting agenda at least 48 hours in advance, meeting is open to all members and keep minutes.

The agenda, posting documentation, minutes and requests become part of the official record book maintained by the secretary.

Old Business:

New Business:

- It was moved and seconded to update the reserve study into 2023. All 5 board members voted yes.

Member comments during the meeting are oral and not recorded. Director comments made during the meeting are oral and not recorded.

Meeting adjourned by Steve McConn at 8:00 P.M.


The next is scheduled February 7, 2023 at our mailbox area.

Respectfully submitted


Mary Ann Schwitters, as Secretary

2-7-2023
Date

Minutes Approved as published


Steve McConn

Mission Lakes at Oakbridge Condominium Assoc.
Lakeland, Florida 33803

Budget Meeting of the Board of Directors

February 28, 2023

Minutes: February 7, 2022

Place: Mission Lakes Mailbox

Agenda was mailed and posted

The meeting was called to order at 6:30 P.M.

Roll Call: Steve McConn, President. Mary Ann Schwitters,
Secretary. Jim O'Malley, Treasure. Barbara Graham, Board Member.
Ken Loar, VP

New Business:

- It was moved and seconded to approve the amended 2023 operational budget as presented to the members. Steve McConn, yes. Ken Loar, yes. Barbara Graham, yes. Jim O'Malley, yes. Mary Ann Schwitters, abstained.

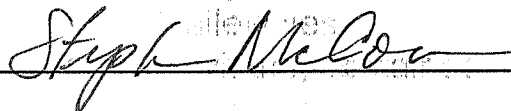
Next regular board meeting to be announced.

Meeting adjourned 6:20 P.M.


Mary Ann Schwitters, as Secretary

February 28, 2023

Approved


Steve McConn, President

From: Steve steve@aiapropertymanagement.com
Subject: Fw: Mission Lakes at Oakbridge Condominium Association, Inc. - Reserve Study Proposal
Date: Mar 16, 2023 at 12:28:43 PM
To: kloar1@aol.com, Steve McConn
stevemcconn@live.com, Barbara Graham
bgraham46@tampabay.rr.com, James P. O'Malley
jomalley5@tampabay.rr.com, James P O'Malley
jomalley@stetson.edu, MaryAnn Schwitters
MaryAnn.Schwitters@gmail.com

Board,

Please see the below link for your reserve study proposal. This study would be used for your 2024 budget

Steve Allen, CAM
AIA Property Management
[863-686-3700](tel:863-686-3700)

Our office has MOVED!

Our *new* address is:

2108 E Edgewood Drive, Lakeland, FL
33803

From: Nick Brenneman <nick@reserveadvisors.com>
Sent: Thursday, March 16, 2023 12:16 PM
To: Steve <steve@aiapropertymanagement.com>
Subject: Mission Lakes at Oakbridge Condominium Association, Inc. - Reserve Study Proposal

Mission Lakes at Oakbridge Condominium Association
Lakeland, Florida 33803

Meeting of the Board of Directors

May 1, 2023

Minutes for February 28, 2023

Place: Mission Lakes Mailbox Area

Agenda was posted 48 hours in advance

The meeting was called to order at 6:30 P.M.

Roll Call: Steve McConn, Jim O'Malley, Barbara Graham, Mary Ann Schwitters, and Ken Loar

The February 07, 2023 meeting minutes were read by Mary Ann Schwitters. Minutes approved as read by all board members present.

Treasure Report was given by Jim O'Malley.

Manager Report-Flora Lawn will be doing a sulfur treatment on the common element

Landscape Committee: Sanfra Mays, Chairwoman. Using the 2022 walk around report the committee will be removing and replacing those plants/identified by the walk around committee for replacement and removal.

Old Business

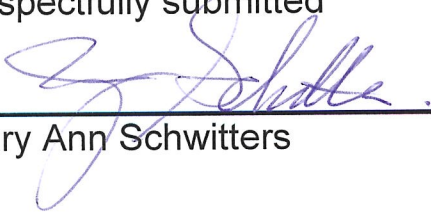
None

New Business

None.

Meeting was adjourned at 7:30 P.M.

Respectfully submitted



Mary Ann Schwitters

May 1, 2023

Minutes Approved
published/corrected _____

Mission Lakes at Oakbridge Condominium Association
Lakeland, Florida 33803

Meeting of the Board of Directors

May 1, 2023

Minutes for February 28, 2023
Place: Mission Lakes Mailbox Area

Proof of Notice was not posted.

The meeting was called to order at 6:30 P.M.

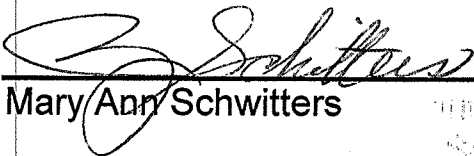
Roll Call: Steve McConn, Barbara Graham, Mary Ann Schwitters,
Ken Loar. Jim O'Malley arrived shortly after the meeting was called to
order.

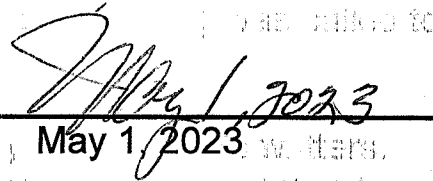
The February meeting minutes were read by Mary Ann Schwitters.
Steve McConn, Mary Ann Schwitters, Barbara Graham and Ken Loar
voted to approve the minutes as published. Jim O'Malley not
present.

Treasure Report was given by Jim O'Malley.

Meeting was adjourned at 7:09 P.M.

Respectfully submitted


Mary Ann Schwitters


May 1, 2023

Minutes Approved
published/corrected _____

by Jim O'Malley

7:09 P.M.

Mission Lakes at Oakbridge Condominium Association
Lakeland, Florida 33803

Meeting of the Board of Directors

8-15-2023

Minutes for June 26, 2023

Place: Mission Lakes Mailbox Area

Proof of Notice was not posted.

The meeting was called to order at 6:40 P.M.

Weapons ban was read by Steve McConn.

Roll Call: Steve McConn, Jim O'Malley, Barbara Graham, Mary Ann Schwitters.

The May 1, 2023 meeting minutes were read by Mary Ann Schwitters and approved by 4 board present (as listed above)

Treasure Report was given by Jim O'Malley. See below:

Operating Account Balance 5/31/2023 33721.80

Reserve Account Balance 5/31/2023 51487.36

5/31/2023 10 units past due.

Total owing \$2583.00

Manager Report: None

Landscape Committee: The manager failed to sent out letters to unit owners with landscape violation as instructed so the landscape committee has not been able to correct those violations. The landscape committee continues to replace plants as needed using the approved plant pallet. Several unit owners working with landscape committee chairman, Sanfra, have upgraded the common element landscaping in the front and side of their units, using the approved plant pallet, at their expense.

Landscape committee has also overseen the replacement of gutter ground level extensions an ongoing project.

The walking gate at the entrance does not lock and the North gate keypad works intermittently. The landscape committee will look into repairing the entrance gate lock and installing a lock on North gate that works off the same key as the entrance gate.

The landscape committee has recommended not mulching this year.

with mold pressure washed.

Old Business: None

New Business:

The bid for gate repair was incomplete and did not include keypad
The landscape committee will contact gate repair companies. The
reserve study has 16K for gate maintenance and 4K for keypad
replacement to be done in 2023.

The board will continue working on the issue of items placed on the
common element (flowerbeds and lawn).

Verbal comments are not recorded.

Meeting was adjourned at 7:30 P.M.

Respectfully submitted

Mary Ann Schwitters
To be announced, 2023

Minutes Approved
published/corrected _____

June 26, 2023

TREASURER REPORT AS OF 5/31/2023 MISSION LAKES at OAKBRIDGE

Operating Account: Balance \$33721.80

Reserve Account: Balance \$51487.36

Past Due Amount: Balance \$ 2378.00

The following is of concern and should be noted:

Our bank balance is a combination of pre-paid condo fees	\$16284.20
Monthly Insurance budget	\$7050.00
Minus Monthly Insurance payment	<u>- 2583.00</u>
For 2024 Insurance expense	4467.00

The reserve study funds \$20,000.00 for repair of the gates and replacement of the keypad. A digital keypad will save \$40-120 a month depending on usage by eliminating the phone line at \$135 a month. Keep that figure in mind when issue of gate repair comes up.

The operational account is owed \$10,500 for roofing cost and reserve study cost paid from the operational account. \$9150 roofing cost was not transferred and \$1400 for the reserve study. Since the actual cost \$1400 not \$3000 there is \$1600 left in reserve to pay for a future reserve study. We should have checks for the money market reserve account to avoid this problem in the future.

The 2022 year end budget by statute should have been completed and available to members by April 30. Has another board member received a draft from the CPA or had any keypad. A conversation with Steve Allen or the CPA firm as to the delay in completing the 2022 year-end financial statements?

Additionally the board needs to address with the manager the inaccuracies on the monthly the financial statements. The entire board needs to have a meeting with Steve Allen to discuss the matter and his total control over our money.

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Mission Lakes at Oakbridge Condominium Association
Lakeland, Florida 33803

Meeting of the Board of Directors

June 26, 2023

Minutes for May 1, 2023

Place: Mission Lakes Mailbox Area

Agenda was posted

The meeting was called to order at 6:32 P.M.

Weapons ban was read by Steve McConnell.

Roll Call: Steve McConnell, Jim O'Malley, Barbara Graham, Mary Ann Schwitters, and Ken Loar

The February 28, 2023 meeting minutes were read by Mary Ann Schwitters. Minutes approved as written.

Treasure Report was given by Jim O'Malley. See below:

Operating Account Balance 3/31/2023	<u>24203.50</u>
Reserve Account Balance 3/31/2023	<u>295672.46</u>
Operating Account Balance 4/30/2023	<u>26677.07</u>
Reserve Account Balance 4/30/2023	<u>43320.26</u>
4/24/2023 10 units past due.	Total owing \$4057.00

Manager Report: Manager instructed to get quotes
Exit gates repair
Pressure Washing
Talk to city about lighting at guest parking and outside entrance

Landscape Committee: Sanfra May is replacing 15 plants. Sanfra to look into the controller for the fountain in the pond.

Old Business: None

New Business:

Ken Loar read his Customization of the Common Element based on rules/regulations Disney Celebration HOA. No action was taken by the board and Loar would like to hear from Mission Lakes members regarding his plan.

Verbal comments are not recorded.

Meeting was adjourned at 7:15 P.M.

Respectfully submitted

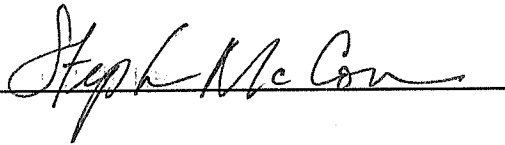


6-26-2023

Mary Ann Schwitters
June 26, 2023

Ken Loar read his Customization of the Common Element based on rules/regulations Disney Celebration HOA. No action was taken by the board and Loar would like to hear from Mission Lakes members regarding his plan.

Minutes Approved
published/corrected



7:15 P.M.

Mission Lakes at Oakbridge Condominium Association
Lakeland, Florida 33803

Meeting of the Board of Directors

May 1, 2023

Treasurer Report February 28, 2023

Place: Mission Lakes Mailbox Area

Operating Account Balance 3/31/2023 24203.53

Reserve Account Balance 3/31/2023 295672.46

Operating Account Balance 4/30/2023 26677.07

Reserve Account Balance 4/30/2023 43320.26

4/24/2023 10 units past due. Total owing \$4057.00

2 questions for Steve Allen

Questions on AIA Balance Sheet February 28, 2023

1. Fixed Asset – What is the general reserve \$24500.01

2. Other Current Asset – 1203 Allen & Company \$248,659.10

Operating Account Balance 4/30/2023 26677.07

Reserve Account Balance 4/30/2023 43320.26

Total Owing: \$4057.00

Fixed Asset: \$24500.01

Other Current Asset: \$248,659.10

Total: \$276,556.44

General Reserve: \$24,500.01

Mission Lakes at Oakbridge Condominium Association
Lakeland, Florida 33803

Meeting of the Board of Directors August 15, 2023

Minutes for June 26, 2023
Place: Mission Lakes Mailbox Area

Agenda was posted

The meeting was called to order at 6:40 P.M.

Weapons ban was read by Steve McConn.

Roll Call: Steve McConn, Jim O'Malley, Barbara Graham, Mary Ann Schwitters.

The May 1, 2023 meeting minutes were read by Mary Ann Schwitters and approved by 4 board present (as listed above)

Treasure Report was given by Jim O'Malley. See below:

Operating Account Balance 5/31/2023	<u>33721.80</u>
Reserve Account Balance 5/31/2023	<u>51487.36</u>
5/31/2023 10 units past due.	Total owing \$2583.00

Manager Report: None

Landscape Committee: The manager failed to send out letters to unit owners with landscape violation as instructed so the landscape committee has not been able to correct those violations. The landscape committee continues to replace plants as needed. Several unit owners working with landscape committee chairman, Sanfra Mays has been contacted by several unit owners and has worked with them to upgrade the common element landscape at unit owner expense.

Landscape committee has been replacing ground level gutter extensions. This is an ongoing project.

The walking gate at the entrance does not lock and the North gate keypad works intermittently. The landscape committee will look into repairing the entrance gate lock and installing a lock on North gate that works off the same key as the entrance gate.

The landscape committee has recommended not mulching this year.

Landscape committee will look into getting the second story windows with mold pressure washed.

The landscape committee continues working improvement of the common element (flowerbeds and lawn).

Old Business: None

New Business:


The bid for gate repair was incomplete and did not include keypad.

The landscape committee will contact gate repair companies. The reserve study has 16K for gate maintenance and 4K for keypad replacement to be done in 2023.

Verbal comments are not recorded.

Meeting was adjourned at 7:30 P.M.

Respectfully submitted


Mary Ann Schwitters
September 26, 2023

Minutes Approved
published/corrected



Mission Lakes at Oakbridge Condominium Association
Lakeland, Florida 33803

Meeting of the Board of Directors September 26, 2023

Minutes for August 15, 2023

Place: Stonewater Condominium Clubhouse

Proof of Notice was not posted.

The meeting was called to order at 7:00 P.M.

Weapons ban is in place.

Roll Call: Steve McConn, Barbara Graham, Mary Ann Schwitters, and Ken Loar. Jim O'Malley absent.

No minutes read and no treasurer report.

Landscape Committee: Continuing work on the common element.

Old Business: None

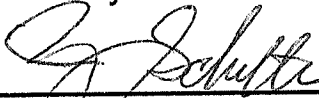
New Business:

It was moved with a second to approve gate repair by Gate Tech. All 4 board members present voted yes.

Verbal comments are not recorded.

Meeting was adjourned at 7:45 P.M.

Respectfully submitted



Mary Ann Schwitters

September 26, 2023

Minutes Approved

published/corrected _____

Verbal comments are not recorded.

Meeting was adjourned at 7:45 P.M.

Respectfully submitted

Mary Ann Schwitters
September 26, 2023

Minutes Approved
published/corrected _____

Treasurer Report September 26, 2023

Current Bank Balance Operational Account – 8/31/2023	\$46920.92
Current Reserve Balance - August 31, 2023	<u>66838.95</u>
Combined Bank Account Total	113759.87

~~2880~~

Should be Noted:

*Insurance Funds	33517.00
And prepaid Condo Fees	<u>3807.80</u>
Total	37324.80

*Insurance funds should be classified as restricted cash to be held in reserve for 2024 insurance policies.

Past due condo fees 8/31/2023 \$1328.00

restricted cash to be held in reserve for 2024 insurance policies.

Reed Thompson

Mission Lakes at Oakbridge Condominium Association
Lakeland, Florida 33803

Meeting of the Board of Directors

November 16, 2023

Minutes for October 19, 2023
Place: Stonewater Clubhouse

Agenda was posted

The meeting was called to order at 7:00 P.M.

President reminded members of weapons resolution.

Roll Call: Steve McConn, Barbara Graham, Mary Ann Schwitters, and Ken Loar.

The last meeting minutes were read by Mary Ann Schwitters.
Minutes approved as written by all 4 board members present.

On the agenda a first review of the 2024 budget. The budget will be adopted at the December board/budget meeting December 21, 2024.

Verbal comments are not recorded.

Meeting was adjourned at 7:35 P.M.

Respectfully submitted

M. Schwitters

Mary Ann Schwitters
November 16, 2023

Minutes Approved
published/corrected

Mission Lakes at Oakbridge Condominium Association
Lakeland, Florida 33803

Meeting of the Board of Directors

November 16, 2023

October
Minutes for ~~November~~ 16, 2023
Place: Villas by the Lake

Agenda was posted at the ML mailbox

The meeting was called to order at 7:00 P.M.

President reminded members of weapons resolution.

Roll Call: Steve McConn, Barbara Graham, Mary Ann Schwitters,
James O'Malley, and Ken Loar.

The October, 2023, meeting minutes were read by Mary Ann Schwitters. Minutes approved, as published, by all 5 board members present.

James O'Malley gave the treasurer report.

The Architectural Committee. Several unit owners have attached security cameras to the common element (exterior) without submitting a request. This is a violation of the Declarations. It was a committee recommendation that the board take action to have the cameras removed. *Documents do not allow cameras.*

All voted yes to work toward getting documents changed and at the same time other
The landscaping committee chairman is to prioritize the needs. *the some*

Board Actions:

The board will instruct the association manager to send a letter to the unit owners, who have installed unapproved cameras, to remove the cameras within 30 days of the date of the letter. *port requests changed by 2/3 vote of membership*

Mulch will only be installed by unit owner request. All unit owners who want mulch are to notify the manager immediately.

Several unit owners said they'd like to install a fenced dog enclosure behind the mailbox area. The unit owners will pay for the installation, but didn't present any details as to style, size or cost of upkeep. Since this on the common element it will take a vote of the membership.

Judy Cleaves, once again, contacted the association president regarding the flooding issue behind her unit. Ms. Cleaves will have the work done at her expense if the association gives her approval.

The annual meeting will be held at the Villas by the Lake at 7 PM on December 11, 2023

The board/budget meeting will be held on December 19, 2023, at Villas by the Lake.

Verbal comments are not recorded.

Meeting was adjourned at 8:15 P.M.

Respectfully submitted



Mary Ann Schwitters
December 11, 2023

Minutes Approved
published/corrected _____

Treasure Report

Mission Lakes at Oakbridge

November 16, 2023

Operational Bank Balance as of 10/31 \$28,341.66

MM (Reserve) Bank Balance as of 10/31 \$83173.89

Restricted Cash (Money set aside for insurance) \$37954.00 Restricted Cash for insurance is short \$9643.00 as of 10/31/2024.

The reserve study budgeted \$20000 for gate restoration in 2024. The Gate restoration has been paid from the operation account.

It should have been paid from the reserve account. The operation account needs to be reimbursed for this expense.

Going forward reserve expenses should be paid directly from the reserve account.

10/31 \$28,341.66

10/31 \$83173.89

Restricted Cash for insurance is short \$9643.00 as of 10/31/2024.

The Gate restoration has been paid from the operation account.

It should have been paid from the reserve account.

Going forward reserve expenses should be paid directly from the reserve account.

Mission Lakes at Oakbridge Condominium Association
Lakeland, Florida 33803

Meeting of the Board of Directors December 19, 2023

Minutes for November 16, 2023
Place: Villas by the Lake

Agenda was posted at ML mailbox

The meeting was called to order at 7:00 P.M.

President reminded members of weapons resolution.

Roll Call: Steve McConn, Barbara Graham, Mary Ann Schwitters,
James O'Malley, and Ken Loar.

The October 2023, meeting minutes were read by Mary Ann Schwitters. Minutes approved, as published, by all 5 board members present.

James O'Malley gave the treasurer report.

The Architectural Committee, Several unit owners have attached security cameras to the common element (exterior) without submitting a request. This is a violation of the Declarations. ~~It was a committee recommendation that the board take action to have the cameras removed.~~

The landscaping committee chairman is to prioritize the needs.

Board Actions:

The board will instruct the association manager to send a letter to the unit owners, who have installed unapproved cameras, to remove the cameras within 30 days of the date of the letter.

Board to send instruction to Assoc. Attorney

Mulch will only be installed by unit owner request. All unit owners who want mulch are to notify the manager immediately.

Several unit owners said they'd like to install a fenced dog enclosure behind the mailbox area. The unit owners will pay for the installation, but didn't present any details as to style, size or cost of upkeep. Since this on the common element it will take a vote of the membership.

Judy Cleaves, once again, contacted the association president regarding the flooding issue behind her unit. Ms. Cleaves will have the work done at her expense if the association gives her approval.

The annual meeting will be held at the Villas by the Lake at 7 PM on December 11, 2023

The board/budget meeting will be held on December 19, 2023, at Villas by the Lake.

Verbal comments are not recorded.

Meeting was adjourned at 8:15 P.M.

Respectfully submitted

As corrected.

Mary Ann Schwitters
December 19, 2023

Minutes Approved
published/corrected _____

8:15 P.M.

Mary Ann Schwitters

Mission Lakes Treasure Report
December 19, 2023

*Not read entirely
by Steve McCorm
only partially*

Financial Condition as of November 30, 2023

Operational account balance \$31,173.66

1. Money Market account balance – not provided by AIA management company Based on October 31, 2023 the November 30, 2023 should be \$91,340.55

Past due assessment(s) amounts – not provided by the AIA management company

Insurance fund set aside should be \$43691.00 based on amount budgeted for insurance on 2023 budget.

Note: If the association had set aside the insurance funds the operational bank balance would be negative .