

PHILLIPS OAKS

HOMEOWNERS ASSOCIATION, INC.

Board Of Directors

Meeting Minutes

Orlando, FL

DATE: August 25, 2025

CALL TO ORDER/CERTIFY QUORUM

The meeting was called to order by Karen Rugerio at 7:00 pm at the Dr. Phillips YMCA. Directors present: Karen Rugerio, Tom Lupo, Varsha Shah, Sue Robson. Members present: Robert Carpenter, Sue Porro, Felix Robinson, Rev. Jackson, Merlyn Brito. Associa Representative: Gladylit Lopez. Associa Representative Abe Dernaika and board member Dave Smith are both out on medical leave.

MINUTES

Ms. Shah moved that the July minutes be approved. Seconded by Mr. Lupo and approved by the Board.

OPEN FORUM

Ms. Robson asked on the status of the Airbnb on the corner of High Oak and Winder Oaks. Ms. Rugerio said that Mr. Dernaika had been working on the case but is out on medical leave. Ms. Lopez said that she would investigate it and Associa will get back to the Board with the status of the case.

Ms. Robson then asked about the status of violation letters going out to homeowners. Ms. Rugerio informed Ms. Lopez that the Board has asked that, before violation letters go out to homeowners, Associa inform the Board. The Board can sometimes intervene and have the issue addressed before it goes through a formal violation proceeding. Ms. Robson asked, after a letter of violation goes out, if the homeowner has 30 days to fix the problem. The answer is that the homeowner has 30 days to address the issue.

Ms. Rugerio then added that Board members have received requests from homeowners that, if a homeowner has more than one violation, Associa put all the violations in a single letter. Some people get upset and confused when they receive multiple letters. Also, the description of the violation should be more specific. For example, rather than just saying "Pressure wash," the violation should specify "Pressure wash driveway."

Ms. Lopez said the last Associa inspection took place on July 31. She will get that report to the Board.

MANAGEMENT REPORT

Mr. Dernaika did not attend the meeting due to illness. However, he has sent out the second level of violations. Four liens on property will be sent on to the lawyers.

ARCHITECTURAL REVIEW BOARD REPORT

Mr. Lupo reported only one new ARB request. A request for a new roof on the home at 6702 Imperial Oak Lane was made and approved.

FINANCIAL REPORT

Ms. Lopez reported that the report on the July financials would be ready at the end of this week. The current report shows an operating budget of \$6,073 and a reserve budget of \$62,650, with \$4,963 in accounts receivable.

Associa had informed the Board that there was a problem paying an outstanding bill of \$8,000 from West Tree Service for tree removal. Ms. Rugerio asked if the bill could be paid from the reserve budget. Ms. Lopez said that the budget could not be used to pay for tree removal, only for replacement. Commissioner Bakari Burns' office is currently working with the Park Service on replacing trees. However, the bill could be paid with reserve funds if those funds were then replaced in the reserve budget. Mr. Lupo made a motion to use the reserve funds to pay for West Tree Service and then to replace the \$8,000 within 90 days. Ms. Shah seconded the motion. Motion passed unanimously.

OLD BUSINESS

A request for Associa to notify Board members of violations before forwarding them to homeowners was discussed in the Open Forum. Delinquencies were also addressed there. Ms. Rugerio motioned for Associa to proceed by contacting the lawyers to place liens on the four delinquent properties. Mr. Lupo seconded the motion, and it was approved unanimously.

Mr. Carpenter asked if there had ever been any success in dealing with delinquency. Ms. Rugerio reported that there had been thirteen delinquent accounts when Associa took over. That number is now down to four. Mr. Carpenter then asked if the new homeowner at 6702 Imperial Oak Lane had paid their HOA dues and the New Homeowner fee, which is 50% of the annual HOA fee. Ms. Lopez reported that the HOA dues had been paid, but that the homeowner will need to be notified about the current New Homeowner fee.

NEW BUSINESS

A copy of the State Code of Conduct was presented to Board members for their examination. Any discussion needed can be addressed at the next Board meeting.

Mr. Carpenter asked that Associa post certificates showing that all Board members have taken the training course for HOA Board members. Ms. Lopez said that Associa can post them under the Documents section on Town Square. Mr. Lupo said he could also post them on the neighborhood website. Ms. Rugerio said the Ruggieri Law Firm can provide copies of the certificates if necessary. Mr. Lupo also reminded Mr. Carpenter that in the future, he needs to bring his concerns to the Board only during the Open Forum, according to Robert's Rules of Order.

ADJOURNMENT

Mr. Lupo motioned to adjourn the meeting, and Mrs. Shah seconded the motion. The meeting was adjourned at 7:20 p.m.

Respectfully submitted by the Secretary,

Sue Robson

Sue Robson
Secretary

Date: August 25, 2025

* * *