

**ELW WOODS LANDING TOWNHOMES UNIT ONE ASSOC., INC.**  
**Board of Directors Meeting**  
**July 17, 2018**

A Board meeting of the ELW Woods Landing Townhomes Unit One Association, Inc. was held July 17, 2018 at East Lake Woodlands Country Club, 1055 East Lake Woodlands Parkway, Oldsmar, Florida.

Jim Irwin, Board President, called the meeting to order at 6:02 p.m. Other Directors present were Terri Martorano, Sue Leech, Cari Kearney, Jerry Baker and Toni Perry. Kathy Hines, Property Manager from Ameri-Tech was also present. Cari Kearney served as recording secretary.

**MOTION TO APPROVE** the minutes on June 19, 2018 with New Business Spectrum contract verbiage revised. Duly made by Sue Leech, seconded by Terri Martorano and carried unanimously.

**Reports of Committees**

1. **President's Report** – Given by Jim Irwin, going forward will be giving a preview of the business items to be discussed during the meeting for homeowners in attendance. Estoppel process to verify not only with Ameri-Tech, but also with ELW HOA association (Mgmt. and Assoc) that all assessments are free and clear before an estoppel can be issued. HOA website is live at [www.woodslandingHOA.com](http://www.woodslandingHOA.com).
2. **Treasurer's Report** – Given by Sue Leech.
3. **Grounds Report** - Given by Sue Leech. Tree proposal work to be verified complete before invoices paid. Update on tree replacement requirement. Meeting on 8-2-18 to start tree plan.
4. **Manager's Report** – Given by Kathy Hines. Financial deficit variance attributed to trees and grounds maintenance. Late payments and discussion for enacting a late fee for late HOA dues.

**Unfinished Business – None.**

**New Business –**

**MOTION TO APPROVE** a process for an HOA payment late fee to be assessed. On the 15<sup>th</sup> day a \$25 late fee to be assessed, at 30<sup>th</sup> day a letter will be sent with the late fee charge and notification that **17% interest** will be charged (per our governing **documents section...**) if they are 60 days late, interest is charged back to day 1. Duly made by Jerry Baker, seconded by Toni Perry and carried unanimously.

**MOTION TO APPROVE** proposal for TLC to complete swale behind 205. Duly made by Sue Leech, seconded by Terri Martorano and carried unanimously.

**MOTION TO APPROVE** new meeting location, 330 WLT, Sue Leech's home, beginning August 21, 2018. Duly made by Sue Leech, seconded by Terri Martorano and carried unanimously.

The next scheduled meeting will be Saturday, July 28, 2018 at 9:00 a.m. at the pool to narrow down paint color schemes.

The next scheduled monthly meeting will be Tuesday, August 21 , 2018 at 6:00 p.m. at 330 Woods Landing Trail, home of Sue Leech.

There being no further business to come before the Board it was,  
**MOTION TO ADJOURN** the meeting at 8:20.

Presented by:

Approved by:

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Cari Kearney, Secretary

Jim Irwin, President