

CHELSEA WOODS HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING – MARCH 20, 2024

BOARD MEMBERS PRESENT

Laurel Ross – President

Michael Blake – Vice President

Lawrence Stoff - Secretary

Rachel Hood – Board Member

Andrew Spraggins – Board Member

Johnathan Wilkes – Board Member

CALL TO ORDER

The meeting was opened and called to order by President Laurel Ross at 7:05 p.m. at Ms. Ross' residence, 1778 Seneca Boulevard. It was noted that a quorum was present.

DISCUSSION AND BUSINESS

Michael Blake's Departure

Laurel brought forward and the group discussed Michael Blake's forthcoming resignation from the board in May of 2024 due to his retirement and upcoming travels. Larry Stoff volunteered to assume the VP role upon Michael's departure. The group concurred that we will approach Mark Wiley to fill the Secretary role that will be vacated by Larry upon Michael's departure.

CWFOA Tasks and Activities

Laurel addressed the list of regular activities by the board and who would be assisting and/or assuming those responsibilities for the current board year.

Landscape Maintenance – The group concurred that a written scope of work for this service should be established and that it would make sense to get bids for this work since this has not been done recently. Larry Stoff agreed to put together a scope of work for the board's review, and then once finalized, to pursue bids for this work.

GMAIL Account Monitoring – Laurel Ross asked who monitors the GMAIL account and currently it is Michael Blake. The main items to be addressed are requests for architectural reviews and estoppel letters for home sales. The group concurred that the best approach would be for the Secretary to monitor this account with support by the President.

HOA Social Activities – In recent years, the Ferrins have hosted the Halloween Party after the parade, and the Ferraros have hosted the Christmas Party. Erik Anderson's wife has also contributed social ideas. We will continue to involve those who wish to assist in these types of events. We will also continue to carry a modest budget for these events as we have been doing.

Monument Sign at South Entrance – Michael Blake noted that the installation is approximately one month late at this time. He is and has been in touch with the vendor and will report to the board on progress regularly over the coming days.

417 Widening Project – Michael Blake is going to ask Kurt to be our POC for this long-term project. If Kurt is amenable, Michael Blake will transfer his information related to this issue to Kurt prior to his departure, so Kurt can follow up on developments on behalf of Chelsea Woods.

Keeping Resident/Membership List Up to Date – Prior to sending out the annual dues reminder, Michael Blake downloads the list of homeowners from the Seminole County public records and compares this list with the spreadsheet we maintain with membership and dues payment, etc. Rachel Hood will assume this activity upon Michael’s departure.

Estoppel Letters – Laurel Ross and the group concurred that this is probably best handled by the Architectural Review Committee/Person.

Architectural Review Committee – Johnathan Wilkes volunteered to lead this committee, and Larry Stoff volunteered to assist Johnathan and the board with this as well.

Update Dues Request Letter – Laurel volunteered to take this action at this time. Her future goal is to enlist a “membership” lead to handle this and membership-related items. Larry noted that Norbert has volunteers his office’s admin staff to stuff and mail the dues letters in the past and may be able to assist with this in the future.

Dues Payments – it was also noted that dues come in via three forms: (1) a check to the PO box; (2) through PayPal; and (3) through Zelle.

Paying HOA Bills – Michael Blake noted said we need to get with Erik Anderson during business hours to transfer the bank access from Erik to Laurel. Norbert Young, our Treasurer, is also on account and that will continue.

Facebook Page Monitor – The monitor can accept or reject requests to access this page, and we have and should continue to limit this access to Chelsea Woods residents only. Further, postings that are of a commercial or sales nature should be deleted by the monitor. Andrew Spraggins volunteered to monitor this Facebook page.

Deed Rules Letters on Violations – this is a function of the Architectural Review Committee, which will be chaired by Johnathan and supported by Larry.

Checking the PO Box – Michael Blake noted that he checks the PO box at least a few times a month and that should be the minimum frequency. Laurel Ross volunteered to take that activity over. Michael has only one key but a second can be requested if desired. Michael noted that we should monitor the PO Box for the Post Office’s bill, which is to be paid the month it is delivered or a late fee applies.

The group agreed that we should have a follow-up board meeting prior to Michael Blake’s departure. The group concurred that May 7th at 7:30 p.m., at Laurel’s residence, is the tentative date and place for this meeting.

ADDITIONAL IDEAS

Laurel brought forward the following ideas for discussion, thought, and possible future action:

1. Block Captains - Laurel roposed a “block captain” type of approach to secure additional resident involvement. The group will continue to look into this idea.
2. Welcoming Committee – This has been conducted in the past but it has been difficult to maintain this activity. The board will continue to look into this.

3. Yard of the Month – The group concurred that this would be a beneficial activity and will look into implementing it this year.
4. Fundraisers for Various Causes – The group concluded that although a noble idea, residents differ widely on what is a viable and meaningful charity or cause to fundraise for. Therefore, it may be best to table this idea for now.

ADJOURNMENT

The meeting was adjourned at 8:30 p.m.

ADDENDUM TO MINUTES

Shortly after the meeting on March 20, 2024, Laurel Ross emailed Mark Wiley regarding his ability to serve as Secretary following Michael Blake's upcoming departure in May of 2024 and Larry Stoff's related move to the Vice President role. Mark confirmed via email that he can and will assume the Secretary role at that time.