

WPPCA Board of Directors Regular Monthly Meeting Minutes

August 21, 2024 @ 7:30 PM

Via Zoom

Directors in attendance:

Peter Mason (President), Joe McCluan (1st VP), Colby Roof (Treasurer), Michelle Deleon, Fran Frataccia, Melissa Johnson, Shanon Larimer.

Directors absent:

Denise Ertler (2nd VP), Jim Kiger.

WPPCA Committee Members in attendance:

Carol Magierski.

WPPCA Members in attendance:

None

WPPCA Non-Members in attendance:

None

Guests in attendance:

None

Meeting called to order by WPPCA President, Peter Mason at 7:35 pm.

All Directors and Committees Members were sent the agenda on August 19, 2024. The President said there were 5 Directors present at the start of the meeting, so we had a quorum.

The President welcomed and thanked everyone for taking the time out of their busy schedules to attend the Board of Directors Regular Monthly Meeting. Peter reminded everyone that the Board Meetings are recorded to aid in minute taking. Joe McCluan noted that the Zoom AI is transcribing the meetings. Peter said he has been testing it, but it gets the gist of some things, but other things are rather odd.

Officer Reports:

President: Peter Mason reported we had a couple of committee member changes this past month. Brent Ludlow has resigned from the Mall Maintenance Committee but will join the Ad Hoc Project Group. Kyle Schafer has joined the Mall Maintenance Committee.

We need more Directors and Committee Members for Events, Membership, and especially New Neighbor Welcome. Peter would like more volunteer leads. Peter has a meeting with a potential volunteer on August 22nd for the New Neighbor Welcome Committee. If anyone knows of anyone that wants to volunteer, simply give them Peter's contact information, or let Peter know their email address and he will follow up with them.

In our top 2 tiers of the 2024 membership levels, we had 3 new members since last month. Peter has sent personalized letters with magnets to 72 Gold Members and 9 Platinum Members thanking them for their financial high level of membership support. 30% of these are new top-tier members. Last year at this time we had 71 Gold & 6 Platinum Members. We have exceeded the total for last year for the number of top-tier members.

The WPPCA Adopt-A-Precinct Team worked the polls for 14 hours again on August 20, 2024, and earned at least \$1,150 for the WPPCA but could be more with a rate increase. Thanks goes to those that worked including Marcia Damkjer, Michelle Deleon, Carol Magierski, Lynne Mason, Peter Mason, Joe McCluan, and Sally Milton. Peter said that Sally Milton is an ex-Pines resident that works the elections and still donates her money back to the Pines. The next election is the November 5th General Election.

Peter had 1 resident contact him this past month. They were concerned about a potential abandoned cat in a residence in Winter Park Pines. Peter shared the information with Fran Frataccia, and she reported it to Orange County Code Enforcement.

Peter said he is looking into our insurance coverage, costs what contractors should provide us. If anyone has any insurance expertise or interest in this review, please let Peter know.

Secretary: Peter Mason said he is the Acting Secretary until we find someone and reported on the following:

- The motion to approve the WPPCA Board of Directors Regular Monthly Meeting Minutes of July 10, 2024, was previously unanimously approved via DocuSign.

Treasurer: Peter Mason sent out in the meeting pre-reads to the Directors & Committee Members on August 19, 2024, the July P&L. Colby Roof reported on the following:

P&L, Income:

This month's income was as follows:

- Memberships (Accounts 4010, 4011, 4012, 4020, 4021, 4022, 4025). \$50 in checks and \$150 from PayPal for 2024 memberships.
- Estoppel Fee Income (Account 4075). \$100 for estoppels.
- Interest Income (Account 4090). \$.06 in interest income.

P&L, Expenses:

This month's expenses were as follows:

- PayPal fees (Account 5031). \$7 for PayPal fees.
- Insurance, D&O (Account 5080). \$727 for the annual D&O Insurance.
- Mall Lawn Service (Account 5130). \$1,200 for monthly service from Aesthetic Lawn Care for two months.
- Mall Pest Control & Fertilizer (Account 5150). \$170 for the bi-monthly service from Best Pest Control.
- Mall Repair & Upkeep (Account 5170). \$1,360 with \$365 for flagpole repair, \$995 for irrigation repairs by Advanced Florida Outdoor.
- Needles Publication (Account 5210). \$862 total with June/July Needles printing (\$706) and Adobe annual cost (\$156).
- Projects, Special NNO Etc. (Account 5330). \$107 for Happy Hour yard signs.
- Rental Warehouse (Account 5350). \$49 for the recurring iStorage monthly charge.
- Utilities, Duke Energy, Etc. (Account 5490). \$133 for utility charges from Duke Energy for the Mall area.
- Online Database (Account 5510). \$324 for the annual fee for 6 users.

Net Ordinary Income

- This Month (Budget):
 - The P&L reflects a negative NOI of (\$4,639) with Income of \$300 and Expense of \$4,939.
- Year to Date (Budget): current year memberships vs current year expenses
 - The P&L reflects a positive NOI of \$17,591 with Income of \$34,831 and Expense of \$17,240.

- Year to Date (Cash):
 - The P&L reflects a positive NOI of \$4,248 with Income of \$21,488 and Expense of \$17,240.

Account Balances:

- Checking, Savings, PayPal & Square account balances of July 31st totaled \$22,288, reflecting a month-over-month decrease of (\$3,883).
 - Checking Account Balance: \$15,108
 - Savings Account Balance: \$7,180
 - PayPal Account Balance: \$0 – auto transferred weekly.
 - Square Account Balance: \$0 – auto transferred daily.

We had one April P&L addition for \$627 for YOM winner certificates for 2024.

Fran Frataccia asked if a check was re-issued to Aesthetic Lawn Care. Colby said he would look into it and let Fran know.

Motion: Shanon Larimer moved to accept the Treasurer's report as presented. Colby Roof seconded the motion. Motion passed unanimously with no abstentions.

Peter Mason reported on the 2025 budget. He said we have been working hard on the budget for 2025. He thanked all Officers and Committee Chairs for their input. As of now we are still waiting for feedback from one person. Peter further reported that:

- Our goal again this year was to get everyone engaged with the budget process so we can better understand our revenues and expenses.
- We did a zero-based budget again this year which means we justified all expenses line by line versus just increasing the current year totals.
- We will present a final draft of the budget at our September meeting for endorsement by the Board.
- The budget gets approved at the October Annual Meeting of the Membership.
- Peter sent out in the meeting pre-reads to the Directors and Committee Members on August 19th the 2025 budget draft. He referenced the historical data but went over in detail what everyone had submitted including the following areas:
 - Bank balances
 - 2022 Mall wall reconstruction costs
 - Bank balance goal
 - 2024 is built from actual and forecasted numbers
 - 2025 Membership notes
 - Historical Membership revenue
 - 2025 Membership revenue increase
 - Line by line 2025 budget numbers and assumptions for revenue and expenses
 - 2025 Budget NOI
- Fran Frataccia asked what the new membership rate would be, and Peter confirmed that \$60 would be the new base rate.
- Shanon Larimer asked if a board member can vote in advance of the September meeting if out of town and Peter said that proxies are not allowed and that only Directors in attendance can vote.
- Peter said if anyone has any questions or changes about the budget, please let him know by September 1st as at our September BOD meeting there will be a motion to endorse the budget.

Peter thanked Colby for keeping our financials books.

1st Vice President: Joe McCluan reported on the following: The WPPCA has been awarded the 2024 Orange County Beautification Grant to trim the trees at the Mall entrance and pressure wash/paint the columns at the four other entrances. Joe met with the winning bidder, A Budget Tree Service (also a

Needles Sponsor) who has been approved by the county and they should start in the next couple of weeks. Joe met with Vice Painting, the recommended vendor by the county, and are waiting for them to be approved. to power wash and paint the 4 other entrance columns. Peter thanked Joe for continuing to work on this grant. Fran Frataccia asked if the past lighting company was recommended by the county and Joe said no, they were found elsewhere but had to meet all county requirements.

2nd Vice President: Peter Mason reported for Denise Ertler as she could not attend the meeting, but she had nothing to report.

Committee Reports:

Nomination Committee: Peter Mason reported for Denise Ertler as she could not attend the meeting, and she sent the following report:

- The 2024/2025 slate of nominees for Directors & Officers will be announced at the September Board Meeting and presented for approval at the October Annual Meeting of the Membership.
- Peter reached out to 39 current and past Officers, Directors, Committee Member, and the Ad Hoc Project Group on July 15th asking about their intentions on serving for the next term. Peter has been updating Denise with everyone's responses. The deadline to respond was August 15th and we are still waiting for 8 more folks to send in their full responses.
- Denise reported the following preliminary working slate so far is:
Directors:
 1. Michelle Deleon
 2. Denise Ertler
 3. Fran Frataccia
 4. Melissa Johnson
 5. Shanon Larimer
 6. Peter Mason
 7. Joe McCluan
 8. Carroll Magierski
 9. Colby Roof
- This still leaves open slots for 9 more Directors. Our By-laws require us to have a minimum of 8 Directors, so we are close to being in non-compliance.

Officers:

1. Peter Mason: President
 2. Joe McCluan: 1st VP
 3. Denise Ertler: 2nd VP
 4. Colby Roof: Treasurer
- This leaves an open slot for Secretary.
 - If anyone knows of anyone that is interested in being a Director or a Secretary, please let Peter know and he will share them with Denise.

Code Enforcement: Fran Frataccia reported on the following 14 incidents:

1. On 7-10-24 High grass on Little John Rd, case #2933580.
2. On 7-11-24 Fence partially down on Scarlet Rd.
3. On 7-11-24 Carol Magierski & Fran Frataccia called Dura-Line to remove cable at the end of Abbey Rd, took pictures and sent them to the company. They have since removed the materials.
4. On 7-17-24 Camper in driveway on St Dunstan Way, case #2937558.
5. On 7-18-24 Camper in driveway on De Brocy Way, case #2938177.
6. On 7-22-24 High grass on South Ranger Blvd, case #2940530.

7. On 7-22-24 Camper in driveway on South Ranger Blvd, case #2940526. This has been reported multiple times before.
8. On 7-26-24 Homeowner on Amsden Rd dumps his debris over the fence onto our Mall entrance. Fran notified Winter Park Pines Estates Community Association via text to their President and called OC Code Enforcement, case #2943000.
9. On 8-08-24 Called police on homeowner Amsden Rd who refused to pick up debris dumped over our Mall fence. At 10:00 AM the police responded, and they had him remove the debris.
10. On 7-26-24 Pothole in street on Gilbert Rd case #2943105. This was fixed.
11. On 8-07-24 A neighbor reported a potential abandoned cat in house on Banchory Rd.
12. On 8-07-24 Camper in driveway on De Brocy Way, case #2949957. This has since been removed.
13. On 8-10-24 at 6:05 PM Assault on the 2400-2588 block of Banchory Rd, case #0969.
14. On 8-16-24 at 1:00 PM theft, fraud, counterfeit on the 2900-2998 block of Scarlet Rd, case #1125.

Melissa Johnson asked about police activity going down Banchory recently. Shanon Larimer said Aloma Elementary was locked down recently. Peter said there was a lot of police recently on a rental house on Ranger Blvd.

Peter Mason said he has researched and put together an eight (8) page document for the WPPCA Code Enforcement Committee, so members of the committee know what the current code enforcement rules are for Unincorporated Orange County. He has researched information on Airbnb, boats & boat trailers, easements, fences, grass & weeds & brush, lighting, noise, portable storage containers, RVs, recycling/trash bins, sidewalk parking, signs on Right-of-Ways, structures, trailers, trash/junk, trucks, and vehicles -inoperative/disabled. Peter will also be doing one for our 8 homes that are in the City of Winter Park. Michelle Deleon said this would be a good series of articles for the Needles. Peter said he would be happy to send it to anyone that would like to write articles. Shanon Larimer talked about missing no parking signs that he has reported to 311. Fran said to let her know and she can also report them but said getting signs installed takes time.

The committee is made up of Fran Frataccia (chair), Steve Kelly, Carol Magierski, John Moore, and Vanessa Philman. Peter thanked Fran for leading the Code Enforcement Committee.

Digital: Peter Mason said Jim Kiger was not able to attend the meeting but send the following report:
Website: Jim said the registration form for NNO is on the website.

Jim said there was nothing else new for Digital.

Facebook: Joe McCluan reported that there was normal traffic on Facebook.

Nextdoor: Joe McCluan reported that there was normal traffic on Nextdoor.

Instagram: No report

The committee is made up of Jim Kiger (chair), Tonio Bianca, Joe McCluan and Melissa Wolfe.

Events: Michelle Deleon reported on the following:

Community Yoga: Recent classes were not held in recent months due to the heat and lack of instructors. The next Yoga class will be September 7th from 8:30 am - 9:30 am, which will be the last 8:30 class start time. We will shift the start time back to 9:00 am for Yoga classes beginning in October. Classes are held at the Winter Park Pines Golf Club.

Winter Park Pines Happy Hour Meet-Up: The next Happy Hour is October 17, 2024 from 6 pm – 8 pm at Bonfire at the Winter Park Pines Golf Club.

Winter Park Pines National Night Out: National Night out will be October 1st, from 5:30 pm - 7:30 pm at the Winter Park Pines Golf Club. Michelle has rescheduled the planning meeting to Friday, August 23, 2024, at 2:00 pm via Teams. Michelle attended the informational meeting on August 7th at the Orange County Sheriff's Department. She picked up pre-ordered t-shirts, 6 more "Drive like your kids live here" signs if anyone wants one and Michelle also picked up 6 NNO signs and some giveaways. Four (4) sponsors have signed up for NNO so far. Clyde Moore has volunteered to do the post card to be mailed for NNO and also feature the November Yoga, October Happy Hour as well as the Fall Garage Sale.

Winter Park Pines Fall Garage Sale: The next garage sale is Saturday, November 9m 2024 from 8:30 am - 1:00 pm.

The committee is made up of Michelle Deleon (chair), Tonio Bianca, Melissa Johnson, Jim Kiger, Clyde Moore, and Melissa Wolfe. Peter thanked Michelle for leading the Events Committee.

Mall Maintenance: Fran Frataccia reported that we still have one light out at the mall due to a bad wire.

Peter said at the last two meetings. Fran is retiring from placing the veterans' flags and letters at each home in November. If anyone is interested in helping let Peter know and he can explain what is involved.

The committee is made up of Fran Frataccia (chair), Carol Magierski and Kyle Schafer. Peter thanked Fran for leading the Mall Maintenance Committee.

Membership: Melissa Johnson reported on the following:

The membership statics as of August 19th:

- Membership dollars paid: \$23,470 up \$600 from July of \$22,870.
- Number of members: 352, up 8 from July of 344.
- % of homes paid: 39.1% up .9% points from July of 38.2%.
- In August 2023, we reported 363 members or 40.3%, so we down 11 or 3% less members than same time last year.
- For all of 2023 we had 367 members or \$23,985 in membership revenue. We have 1½ months to get 15 more members and \$515 to reach last year's totals.

Shanon Larimer asked if we do membership mailings and Melissa said yes. Melissa said she needs some more metal stakes for signs. Joe McCluan said they are collecting old political ones near Cady Way Pool. Peter said there is no new movement to report on regarding our electronic payment capture project.

The committee is made of up Melissa Johnson (chair) and Steve Frizzell. Peter thanked Melissa for leading the Membership Committee.

Needles: Peter Mason said Denise Ertler was not able to attend the meeting and she sent the following report: The next Needles is a 12-page color issue. Denise will be contacting everyone as she normally does for upcoming articles. Denise asked that all articles be submitted to her by September 10th.

Peter reported on the Board Meeting Minutes Survey Recommendations. Peter sent out on July 31, 2024, to all Directors and Committee Members a document with the background/previous discussions, survey results, observations, recommendations, next steps, and an overview summary requesting comments back to Peter by August 14th. He received two comments back with one person saying, "it looks good" and the other person saying, "great recommendation."

Peter sent out in the meeting pre-reads to the Directors and Committee Members on August 19th, the WPPCA Needles BOD Meeting Minutes Survey Recommendations of 7-31-24.

Peter recapped the recommendations:

- Based on the feedback we need to continue to provide BOD Meeting results via the Needles.
- The initial suggestion was to free up pages in the Needles for other articles so proposed was the following recommended compromise:
 - Publish an overview summary of the most recent two (2) BOD Meetings in the Needles on a maximum of one (1) page versus the current practice of publishing a consolidated version of the full meeting minutes using two (2) full pages.
 - Include in the Needles a URL link and/or QR code to the full meeting minutes on the website.
- This recommendation will free up one full page in each issue of the Needles.
- This recommendation will make it easier for the Secretary to put together than using the current format.
- The overview summary will not list all the meeting formality notes but simply what recently happened or will be happening with the WPPCA.
- In the overview summary solicit feedback from readers on the format.
- Recommend starting this new process with the October/November 2024 Needles edition since residents will still get meeting information in the Needles.

Motion: Shanon Larimer moved to change the Needles format of reporting WPPCA meetings to a 1-page summary for the most recent two (2) meetings. Joe McCluan seconded the motion. Motion passed unanimously with no abstentions.

The committee is made up of Denise Ertler (Editor) and Peter Mason (Acting Sponsor Coordinator).

New Neighbor Welcome: Peter Mason said he is the Acting New Neighbor Welcome Committee Chair until we find someone and reported on the following:

- Unfortunately, we don't have anyone to do any home visits to welcome new neighbors, so no visits have been made. Peter has an interview on August 22nd with a potential candidate.
- If anyone knows anyone that would like to join this committee so we can visit homes again as a member or as a Director being the Chair, please let Peter know.

The committee is made up of Peter Mason (acting chair) and Tonio Bianca.

Yard of the Month: Shanon Larimer reported the YOM August winners:

- 1st place to Matthew & Katherine Lyons at 2860 Will O Th Green Street. They are first time winners but are not members yet.
- 2nd place to Thomas & Janina Wahl at 2733 Scarlet Road. They are first time winners and are current Standard Level Members.
- 3rd place to Jack & Nancy Combs at 2844 Sheriff Way. They are previous winners and a current Early Bird Level Member.

Shanon gave a preview of the YOM September winners since he will be traveling in September:

- 1st place to Jonathan & Kealy West at 2756 Lion Heart Road. They are first time winners and current Gold Level Members.
- 2nd place to Ron Nebgen at 326 Cornwall Road. They are first time winners and a current Early Bird Level Member.
- 3rd place to Jeri Ferree at 2846 Lion Heart Road. They are first time winners and a past 2022 Standard Level Member.

The committee is made up of Shanon Larimer (chair). Peter thanked Shanon for driving the Pines, each month to select winners.

Old Business:

None.

New Business:

Next Meeting: The next meeting is the Board of Directors Regular Monthly Meeting that will be held on Wednesday, September 11th at 7:30 PM via Zoom. This will be our last BOD meeting for this term as October is the Annual Meeting of the Membership. If any Pines residents want to join any meeting they can, they simply need to send Peter an email with their Pines address, and he will register them and send the Zoom link as it is new every month.

Closing:

Peter Mason thanked everyone for taking the time to attend and contributing to the Board of Directors Regular Monthly Meeting.

Motion: Shanon Larimer moved to adjourn the meeting. Joe McCluan seconded the motion. Motion passed unanimously with no abstentions. Peter adjourned the meeting at 8:53 pm.

Prepared by: Peter H. Mason, Acting Secretary