

# Gardens of Forest Lakes Condominium Association, Inc.

## Board of Directors Meeting Minutes

**Date:**12/14/2022

**Time:** 7:00 PM

**Place:** Ameritech Offices 24701 US Hwy 19 N Suite 102 Clearwater FL 33763

Call to Order: 7:05 PM

Establish Quorum: Quorum established; David Shields & Cindy Lenok were present.

Minutes: Reading of minutes from previous meeting were waived and approved

### Agenda Items:

- a. Tree Trimming... New scope of work to be approved by the board for new bids
  - b. Stairway repair. .. Board requested new bids for repair/replacement only.  
All stairs are not needed to be replaced.
  - c. Siding Repair. ... Specialty Spec Built approved to do siding repairs.
  - d. Drywall repairs ..... Board requested revised bids for just drywall repair.  
No Paint or texture
2. New Business:
- a. Maintenance Service.... Board approved using Affordable Work Orders  
for 2 X weekly cleaning dumpsters and bulk trash pick-up

Board approved new delinquency referral to attorney procedure.

1..... When an Account becomes 30 days Past due. The required FINAL NOTICE is sent to the owner at the proper address required.

2.... If payment is not received in the next 30 days as noted in the final notice, the account is sent to the attorney with an updated ledger and copy of the final notice letter previously sent.

3....When sending to the attorney, copy the property manager and board on the referral to the attorney

**This procedure is effective immediately**

Adjournment: 8:35