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**Park Lake at Parsons Condominium Association, Inc.**  
208 Lake Parsons Green  
Brandon, FL 33511

**Board of Directors Meeting Minutes**

NOTICE is hereby given that a meeting of the Board of Directors for Park Lake at Parsons Condominium Association Inc. will be held at the date, hour, and place stated below.

**Place: On-Site Clubhouse**  
**Date: Thursday, June 10, 2021**  
**Time: 9:30 AM**

**AGENDA**

- I. **CALL TO ORDER: Meeting called to order at 9:44 by Cody**
- II. **ESTABLISHMENT OF QUORUM: Quorum established with Cody; Ricardo, Danny at 9:44 and Steve arrived at 10:00 am. Neysa was absent**
- III. **PROOF OF MEETING NOTICE: Post on per FL Statutes on Tuesday June 8, 2021**
- IV. **APPROVE MEETING MINUTES: Motion by Ricardo and 2<sup>nd</sup> by Danny to approve March 18, 2021 minutes; all approved motion carried.**
- V. **TREASURER REPORT: Report presented, reviewed and discussed and motion to approve by Ricardo and 2<sup>nd</sup> by Danny; all approved motion carried.**
- VI. **DELINQUENCIES UPDATE/Legal Updates: Board reviewed and discussed Delinquent accounts; and accounts in collection with attorney.**
- VII. **BOARD APPROVAL NEW OWNERS/RESIDENT APPLICATION: Board reviewed and signed board approval of Buyers/Tenants applicants. 7 buyers and 24 renters. Motion by Danny and 2<sup>nd</sup> by Ricardo, all approved motion carried on all 31 applications.**
- VIII. **Old Business**
  - A. **Update on Fire Bldg. DKI: Board was updated by Janice and Adrian on fire bldg. 806. Updated notice from Jason was emailed to all board member on 6-9-2021. Adrian meeting Spectrum on wiring for cable/internet on 6-10-2021.**
  - B. **Reserve Study: To be completed and sent to the board by June 15, 2021**
  - C. **Pool Renovation & Additional Equipment Repairs: Pool renovation completed by Sunsational Pools & paid for \$33,165K Equipment repairs will be done by Deep Sky Pool, Inc by end of June for \$1000.00.**
  - D. **Water Billing Company NES Contract: Board reviewed and discuss contract to bill water usage back to owners/tenant thru NES (National Exemption Service) a sub-metering company. Contract for 2 years to allow time purchase & to install individual meters on units. Motion by Cody to approval and 2<sup>nd</sup> by Danny; all approved motion carried.**
  - E. **Fire Main Repair: Contract is back logged and has tentatively schedule in the next 30 to 45 days.**
  - F. **Lift Station Repairs: Work done by United Motors to change out the timers; relay and a fuse. Total cost \$780.00**
  - G. **305101: Board review letter sent to owner and handle any issues going forward.**
- IX. **Management Renewal Contract: Old Business**

- A. Set Date Annual Meeting (Nov 19<sup>th</sup>; Nov. 22<sup>nd</sup> or Nov 30<sup>th</sup> ) Board set annual meeting for Tuesday, Nov. 16, 2021 time TBD.
- B. Exterior Building Repairs 214; 314; 221: Exterior wood replacement discussed and work to be done in house. Cost of wood has increased dramatically and work has to be done when supplies are available given shortage of materials
- C. Asphalt Seal Coat: Board review bids and motion by Cody and 2<sup>nd</sup> by Danny to award contract to Parking Lot Services in the amount of \$28,874 and funds may have to be used from reserves and Treasurer (Ricardo) requested funds be replenished to the reserve account as funds are available. All approved motion carried.
- D. Payroll-Employees: Deferred to next meeting.

X. Meeting Adjourn/Set next meeting date: Motion to adjourned by Cody and 2<sup>nd</sup> by Steve. Adjourned at 10:39 AM. Nest meeting date TBD.