

WOODSWALK HOMEOWNERS' ASSOCIATION

REGULAR MEETING OF THE BOARD OF DIRECTORS

MINUTES

Date: Thursday, March 26, 2026

Time: 7:00 PM

Location: Tennis Court

1. CALL TO ORDER 7:00 P.M.

President: Brenda Ungerer

2. ROLL CALL **Alan Adler, Brenda Ungerer, Brian Beckers, James Hinson, Timothy O'Connor, Michele Bilawsky. All Present**

Of Note: 15 resident members attended and provided input

3. APPROVAL OF NOTICE AND MINUTES

- Approval of meeting notice **APPROVED UNANAMOUS**
- Approval of previous meeting minutes November 24, 2025. **APPROVED UNANAMOUS**

4. FIRST ORDER OF BUSINESS

4.1 Appointment of Secretary

- Appointment of **Timothy O'Connor** as Secretary
- Formal acknowledgement and appreciation of **Alan Adler** for years of service as he transitions into the Director role previously held by Timothy O'Connor
Action Required: APPROVED UNANANMOUS

4.2 Officer Roles

- Discussion of officer roles as defined by the Woods Walk By-Laws
ARTICLE VII, POWERS AND DUTIES OF THE BOARD OF DIRECTORS OF BY-LAWS

- **PAGES 7,8,9 DISTRIBUTED TO ALL PRESENT-READ AND UNDERSTOOD. POSTED ON WOODSWALKHOA.ORG AND ATTACHED TO MINUTES.**

5. OFFICER AND MANAGEMENT REPORTS

5.1 Treasurer's Report – BRIAN BECKERS

- **Status of bank accounts \$129K HELD IN RESERVE MONEY -MARKET, CURRENT OPREATING BUDGET ON TARGET. \$17K IN ARREARS BEING COLLECTED BY LEGAL ABOUT HALF HAS BEEN RECOVERED. SIX OWNERS BEING ADDED TO DELINQUENT LIST FOR 90 DAYS PAST DUE. PROPERTY MANAGER COORDINATING WITH LEGAL.**
- **Investment accounts and rollover updates. PROPERTY MANAGER TO SET UP WITH BANK 30, 60, 90 DAY ROLL OVER MONEY MARKET CD FUNDS WITH RESERVE FUNDS THAT PAY 3%-4% INTEREST. APPROVED AND TO BE SET WITHIN 60 DAY**

6. OLD BUSINESS

The following items are for discussion and, if necessary, board action:

1. **Entry camera software update and internet installation – SENT TO LEGAL FOR CLARIFICATION ON XFINITY/COMCAST CONTRACT CURRENTLY IN FORCE AND NOT BEING FULFILLED. BOARD APPROVED**
2. **Violation notices exceeding 90 days (status update) – SIX DELINQUENTS APPROVED AND SENT TO LEGAL FOR ACTION**
3. **Status of lien and foreclosure notices (paid/unpaid and legal standing) – EARLIER STATED 50% COLLECTED 50% STILL PENDING WITHIN LEGAL.**
4. **Entry wall and pillar repair and painting update – Brenda THREE BIDS REVIEWED PRIME PAINTING ACCEPTED WITH PRESSURE WASHING FIRST PRIOR TO PAINT. \$1676.**
5. **Mailbox uniformity and compliance timeline, including locking mailboxes – Brenda / Brian. APPROVED LOCKING MAILBOXES INSERTEDD WITHIN EXISTING MAILBOX. NOTICE TO BE SENT TO ALL WITH PAINT COLOR AND NUMBERING SPECIFICATIONS TO CREATE A UNIFORM LOOK.**
6. **Motorhome parking as defined in Declarations and Covenants – Brian / Tim APPROVED TO HAVE LEGAL REVIEW FOR CLARITY RULES AS THEY APPLY BY STATE, COUNTY AND HOA.**
7. **Replacement of worn tennis net with pickleball net – Brenda UNDER FURTHER REVIEW. PICKLEBALL NET MUCH SMALLER AND MAY REQUIRE POLE REPLACEMENT.**
8. **Replace or eliminate Little Library – Brenda APPROVED \$400 TO REPLACE. NOTE: THIS AMENITY IS VERY MUCH USED AS A BOOK EXCHANGE.**

9. Status update on home in disrepair (Wood Pine) – Michele **COUNTY CODE ENFORCEMENT HAS BEEN NOTIFIED. HOME POSES A VERY HAZARDOUS SITUATION.**

7. NEW BUSINESS

7.1 Legal and Governance Matters

1. Notification of Annual Meeting scheduled for **May 28, 2026**, including:
 - o Volunteer filings for Board of Directors seats
 - o Voting committee
 - o Proxies and related requirements

Presenter: Michele **APPROVED—PACKET WILL BE SENT TO ALL IN APRIL.**
2. Fining Committee reviews and assessments – Cora **NO REPORT**
3. Increase in fines per Florida law and application of fines rolling into assessments – Michele **NO INCREASE WILL BE APPLIED AT THIS TIME.**
4. Amendment of governing documents to allow Board approval of special assessments without homeowner approval – Brenda **APPROVED LEAVING AS WRITTEN IN DELARATIONS AND COVENENANTS.**
5. Official sales application for home sales, including review of:
 - o Unpaid assessments
 - o Liens
 - o Foreclosures
 - o Compliance repairs

Presenter: Michele **CURRENT ESTOPPEL CLAIMS TO REMAIN IN PLACE ALONG WITH SALES AGREEMENTS.**
6. Release and consent form authorizing the Board and management to communicate with members via email, phone, or other electronic means – Michele / Legal **PENDING WILL BE IN PACKET FOR ANNUAL MEETING.**
7. Signage, flags, and placement standards – Brian **NO REEPORT**

7.2 Community and Committees

1. Neighborhood Watch Committee update – Frank **NO REPORT**

8. MAINTENANCE ITEMS – James

1. Electrical wiring and lighting repairs in medians and common areas
 - o Capital expense utilizing reserve funds
 - o Review and approval of one of three bids

Action Required: FURTHER REVIEW OF THREE SUBMITTED BIDS FINALIZED BY ANNUAL MEETING.

2. Common area plants and tree cleanup and replacement **LANDSCAPER IN PROCESS HAS COMPLETED WORK FRONT ENTRY MORE TO FOLLOW.**
3. Annual tree trimming **LESSER WORK TO BE COMPLETED JUNE AND JULY PRIOR TO PEAK HURRICANE SEASON.**

9. BOARD GOVERNANCE

- Establishment of regularly scheduled **quarterly meetings** of the Board of Directors
 - Suggested schedule: **4th Thursday of the quarterly month**
Discussion / Action AGREED TO CONDUCT FOUR QUARTERLY REGULAR MEETINGS AND ANNUAL MEETINGS. SPECIAL MEETINGS AS NEEDED.

10. ADJOURNMENT PRESIDENT UNGERER AT 8:15 P.M.

ATTACHMENT 1

ARTICLE VII. POWERS AND DUTIES OF THE BOARD OF DIRECTORS

Section 1. Powers. The Board of Directors shall have power to:

(a) adopt and publish rules and regulations governing the use of the Common Property and Association Property, and the personal conduct of the Members and their guests thereon, and to establish penalties for the infraction thereof; specifically, the Board of Directors shall have the authority to levy a fine against an owner for any violation of the Declaration of Covenants and Restrictions for Woods Walk, the Articles of Incorporation, these Bylaws, and the Rules and Regulations, as same may be amended from time to time, regardless of whether the violation occurs on a lot or on the common property. Each violation shall be the responsibility of the Owner regardless of whether the offending party is the Owner or the Owner's tenant, family, agent, guest or invitee. If the fine is not timely paid, it shall be deemed an assessment and collectible in the same manner as a n assessment.

(b) suspend the voting rights and right to use of the recreational facilities of a Member during any period in which such Member shall be in default in the payment of any assessment levied by the Association. Such rights may also be suspended after notice and hearing, for a period not to exceed sixty (60) days for infraction of published rules and regulations.

(c) exercise for the Association all powers, duties and authority vested in or delegated to this Association and not reserved to the Membership by other provisions of these By-Laws, the Articles of Incorporation, or the Declaration.

(d) declare the office of a Member of the Board of Directors to be vacant in the event such Member shall be absent from three (3) consecutive regular meetings of the Board of Directors; and

(e) employ a manager, an independent contractor, or such other employees as they deem necessary and to prescribe their duties.

Section 2.

Duties. It shall be the duty of the Board of Directors to:

(a) cause to be kept a complete record of all its acts and corporate affairs and to present a statement thereof to the Members at the annual meeting of the Members.

(b) supervise all officers, agents and employees of this Association, and to see that their duties are properly performed

(c) as more fully provided in the Declaration, to:

(1) fix the amount of the annual assessment against each Lot at least fifteen (15) days in advance of each annual assessment period; and

(2) send written notice of each assessment to every Owner subject thereto at least fifteen (15) days in advance of each annual assessments period; and

(3) foreclosure in lien against any Lot for which assessments are not paid within thirty (30) days after due date or to bring an action at law against the Owner personally obligated to pay

(d) issue, or to cause an appropriate officer to issue, upon demand, a certificate setting forth whether or not any assessment has been paid. A reasonable charge may be made by the Board for the issuance of these certificates. If a certificate states an assessment has been paid, such certificate shall be conclusive evidence of such payment.

(e) procure and maintain adequate liability and hazard insurance on the property owned by the Association.

(f) cause all officers or employees having fiscal responsibilities to be bonded, as it may deem appropriate.

(g) cause the Common Property or Association Property to be maintained.

ARTICLE VIII. OFFICERS AND THEIR DUTIES.

Section 1. Enumeration of Offices. The officers of this Association shall be a President and Vice President, who shall at all times be Members of the Board of Directors,

a Secretary and a Treasurer, and such other officers as the Board may from time to time by resolution create.

Section 2. Election of Officers. The election of officers shall take place at the first meeting of the Board of Directors following each annual meeting of the Members.

Section 3. Term. The officers of this Association shall be elected annually by the Board and shall hold office for one (1) year unless he shall sooner resign, or shall be removed, or otherwise be disqualified to serve.

Section 4. Special Appointments. The Board may elect such other officers as the affairs of the Association may require, each of whom shall hold office for such period, have such authority, and perform such duties as the Board may, from time to time, determine.

Section 5. Resignation and Removal. Any officer may be removed from office with or without cause by the Board. Any officer may resign at any time by giving written notice to the Board, the President or the Secretary. Such resignation shall take effect on the date of receipt of such notice or at any later time specified therein, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 6. Vacancies. A vacancy in any office may be filled by appointment by the Board. The officer appointed to such vacancy shall serve for the remainder of the term of the officer he replaces.

Section 7. Multiple Offices. The offices of the Secretary and Treasurer may be held by the same person. No person shall simultaneously hold more than one of any of the other offices except in the case of special offices created pursuant to Section 4 of this Article.

Section 8. Duties. The duties of the officers are as follows:

President

(a) The President shall preside at all meeting of the Board of Directors; shall see that orders and resolutions of the Board are carried out; shall sign all leases, mortgages, deeds and other written instruments and shall co-sign all checks and promissory notes.

Vice President

(b) The Vice President shall act in the place and stead of the President and in the event of his absence, inability or refusal to act, and shall exercise and discharge such other duties as may be required of him by the Board.

Secretary

(c) The Secretary shall record the votes and keep the minutes of all meetings and proceedings of the Board and of the Members; keep the corporate seal of the Association and affix it on all papers requiring said seal; serve notice of meetings of the Board and of the Members; keep appropriate current records showing the Members of the Association together with their addresses, and shall perform such other duties as required by the Board.

Treasurer

(d) The Treasurer shall receive and deposit in appropriate bank accounts, all monies of the Association and shall disburse such funds as directed by the Board of Directors; shall sign all checks and promissory notes of the Association; keep proper books of account. and shall prepare an annual budget and a statement of income and expenditures to be presented to the Membership at its regular annual meeting, and deliver a copy of each to the Members.

ARTICLE IX. COMMITTEES

The Board of Directors of the Association shall appoint an Architectural Control Committee, as provided in the Declaration, which shall be a Standing Committee, an Executive Committee and an Election Committee, as provided in the By-Laws. In addition, the Board of Directors shall appoint other committees as deemed appropriate in carrying out its purposes.

ARTICLE X. BOOKS AND RECORDS

The books, records and papers of the Association shall at all times, during reasonable business hours, upon reasonable notice, be subject to inspection by any Member. The Declaration, the Articles of Incorporation, and the By-Laws of the Association shall be available for inspection by any Member at the principal office of the Association, where copies may be purchased at reasonable cost.

All documents can be found <https://woodswalkhoa.org>