Lake Sawyer South Community Association- Board of Directors Meeting
6972 Lake Gloria Blvd Orlando, Florida 32809-3200
Tiffany Castille, LCAM
Date: June 23, 2026, **Time: 7**:30 pm
Location: 8464 Winter Garden Vineland Road, Orlando FL 32836 Building 8

MINUTES

CALL TO ORDER: Meeting called to order by Shannon Boe at 7:30pm

ESTABLISHMENT OF BOARD QUORUM:

Shannon Boe- absent
Brian Curnow- present
Patrick Spikes- present
Cindy Haas- present
Jeffrey Gavrich- present
Kenneth McGowan-present

PROOF OF MEETING NOTICE: Notice is posted at the entrance a minimum of 48 hours prior to the meeting and the notice is posted on the community's website www.lakesawyersouth.com

APPROVE MEETING MINUTES: To approve April 28, 2026, Board Meeting Minutes. Brian motion to approve May 26, 2026, meeting minutes. Patrick seconded the motion. All in favor and the motion carried. The motion carried.

Resident Comments: Homeowners that were in attendance of this meeting, who had the opportunity to ask questions which were reviewed by the board of directors or management.

Agenda Modification: Jeff requested that the agenda be rearranged before proceeding with the meeting. The Board accepted Shannon Boe's resignation from the Board of Directors.

Vacant Board Seats:

The Board discussed filling the vacant Board seats.
Jeff motioned to appoint Tara Kabella to the Board of Directors. Ken seconded the motion. Cindy and Patrick voted in favor. Brian opposed. The motion carried.

Patrick motioned to appoint Tim Nylan to the Board of Directors. There was not second, and the motion failed.

Ken motioned to appoint Sean Cabral to the Board of Directors. Jeff seconded the motion. Cindy voted in favor. Patrick opposed. Brian abstained. The motion carried.

ACTION ITEMS

a. **Townhome Roof Leak**: The Board discussed a reported roof leak in a townhome unit. The homeowner had previously been asked to verify whether the issue originated from interior plumbing. As no additional information was received from the homeowner, no action was taken at this time.
b. **Irrigation Leak:** The Board ratified its prior emergency approval for repairs to the irrigation leak on Darchance. The motion carried.

Projects and Repairs:

c. **Amenity Card Reader and Hours**: The Board reviewed Key Access Control Estimate No. 23994 in the amount of $487.50 to troubleshoot the basketball court gate.
The Board unanimously approved the proposal. The motion carried.
Also, the Board discussed the amenity hours listed on the pool signage, which currently states that the pool is open from dawn to dusk. Discussion followed regarding establishing specific amenity hours. The Board noted that swimming is not permitted at

night and agreed to review the cost of replacing the existing signs before making a final determination regarding amenity operating hours.

d. **Darchance Metal Fence:** The Board discussed erosion concerns near the metal fence area. The association will obtain proposals to address the erosion and stabilize the affected area.
e. **Pool Contract:** The Board discussed the notice received from Resorts Pool Management regarding a temporary $50 fuel surcharge. Ken reported that he had spoken with Simon regarding the charge. The Board unanimously approved payment of the temporary $50 fuel surcharge. The motion carried.
f. **Leland Contract Addendum:** Brian motioned to approve the contract addendum with Leland Management. Patrick seconded the motion. All were in favor, and the motion carried.
g. **Townhome Matrix Form:** The Board reviewed the draft Townhome Maintenance Responsibility Matrix and discussed the party wall and boundary wall sections.
   The Board requested additional clarification regarding:
   Fences installed by homeowners versus non-boundary fences;
   Responsibility for maintenance and replacement of shared party walls; and
   Clear distinctions regarding ownership and maintenance obligations.

   The Board will seek clarification from the attorney before finalizing the matrix.
h. **Landscape RFP & Plants:** Ken presented a draft landscape maintenance request for Proposal (RFP).
   Brian motioned to remove Section 3 from the RFP. Ken seconded the motion. All were in favor, and the motion carried.
   Patrick requested additional time to review the RFP and suggested the following revisions:
   Include a 30-day termination clause;
   Include a map identifying all common areas;
   Eliminate mulch around tree rings; and make additional operational clarifications.
   The Board agreed to continue reviewing the RFP and consider approval at the next meeting. Landscaping plant removal and fiduciary responsibility
   The Board discussed the removal of landscaping plants throughout the community and the associated costs. The Board discussed exploring alternative landscape designs that would reduce long-term maintenance expenses and minimize the need for annual plant replacement.

   Brian motioned to approve Rogers Landscaping Invoice No. 35064 in the amount of $28,350 for cleanup and removal of plant material damaged by cold weather. Ken seconded the motion. All were in favor, and the motion carried.

   Brian motioned to approve Rogers Landscaping Invoice No. 35007 in the amount of $15,000 for the removal of frozen plant material throughout the community. Ken seconded the motion. All were in favor, and the motion carried.

   The Board also agreed that, while approving payment of the invoices due, we wanted it documented for the record that the Board did not approve the work itself.

i. **Fiduciary Responsibilities:** The Board noted that it disagreed with how the work was authorized but agreed the vendor should be paid for work already completed.
   The Board directed management to follow up with the attorney regarding this matter before any additional decisions are made. The Board also requested that the attorney assist in drafting a policy establishing clear authorization procedures and accountability measures for Board members moving forward.
j. **Tree Removal in Townhomes:** The Board discussed nine trees located within the townhome area that are causing damage to garage structures.
   The County has indicated that the association may proceed with removal if documentation is provided demonstrating that the trees are causing structural damage.

The Board directed management to obtain proposals for the work and then seek written approval and confirmation from the County before proceeding.

k. **Townhome Roof-Review Contract:** Jeff reviewed the roofing proposals. Discussion followed regarding project scope, pricing, warranties, permits, gutters, and inspections. Jeff reported that Icon Roofing submitted a proposal that includes wind mitigation benefits, a fully bonded fixed-fee contract, new gutters, wood replacement as needed, permits, and required Orange County inspections.

   The Board noted that the proposal remains under review by both the attorney and the roofing consultant.
   Patrick motioned to approve Icon Roofing's proposal contingent upon favorable review by the attorney and roofing consultant. Jeff seconded the motion. All were in favor, and the motion carried.
   Jeff will begin working on communication to the membership regarding the roofing project.

Updates:

l. **N/A**

ADJOURN: ***Brian made a motion to adjourn the meeting at 9:08pm. Cindy seconded, and the Motion passed unanimously.***