Lake Sawyer South Community Association- Board of Directors Meeting
6972 Lake Gloria Blvd Orlando, Florida 32809-3200
Tiffany Castille, LCAM
Date: July 28, 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 Kenneth McGowan at 7:30pm

ESTABLISHMENT OF BOARD QUORUM:

Sean Cabral - present
Brian Curnow- present
Patrick Spikes- absent
Cindy Haas- present
Jeffrey Gavrich- present
Kenneth McGowan-present
Tara Kabella- 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 June 23, Board Meeting Minutes.
Tara motion to approve June 23, 2026, meeting minutes. Cindy 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.

Chair Meeting: Jeff motioned Kenneth McGowan to chair the meeting. Cindy seconded the motion. All were in favor, and the motion carried

ACTION ITEMS

a. **Organizational Meeting:** Jeff motioned to appoint Kenneth McGowan as President. Tara seconded the motion. All were in favor, and the motion carried.
Ken motioned to appoint Sean Cabral as Vice President. Cindy seconded the motion. All were in favor, and the motion carried.
b. **ARC Committee Governance & Restructuring**: Cindy motioned to remove Shannon Boe from the ARC Committee. Sean seconded the motion. Kenneth McGowan, Jeff, Tara, and Cindy voted in favor. Brian opposed. The motion carried.
The Board acknowledged the resignation of Crystall Bernhard from the ARC Committee.
c. **Roof Consultant**: Jeff motioned to terminate ATC & Associates LLC as the roofing consultant for the Townhome Roofing Project, effective immediately. Cindy seconded the motion. All were in favor, and the motion carried.
Jeff motioned to freeze all payments to ATC & Associates LLC and requested a complete ledger of all payments made to the vendor. Cindy seconded the motion. All were in favor, and the motion carried.
d. **Insurance Renewal:** The Board reviewed the 2026–2027 insurance renewal proposal, including the following premiums:
General Liability: $12,224.03
Workers' Compensation: $492.00
Directors & Officers/Crime: $4,051.58
Umbrella: $8,763.72
Property: $4,814.77
Property/Awning/Cabana/Fence/Security System: Amount to be determined $1623.68.
Sean motioned to approve the insurance renewal contingent upon receiving the final property coverage amount. Cindy seconded the motion. All were in favor, and the motion carried.
e. **Playground Inspection**: The Board reviewed the playground inspection report. Following discussion, the Board directed management to obtain a proposal for the recommended repairs identified by the inspection vendor.

f. **Amenity Hours and Signs**: The Board reviewed the proposal from Fox Signs and unanimously agreed to leave the existing sign unchanged. Management was directed to update the amenity operating hours as needed.
g. **Violations:** Tara motioned to temporarily suspend landscaping violations related to cold-weather damage to provide homeowners with additional time to restore their lawns. Cindy seconded the motion. All were in favor, and the motion carried.
h. **2027 Reserve Budget Numbers:** The Board will begin preparing the reserve funding figures for the 2027 budget.
i. **Estoppel Inspection**: Kenneth McGowan will be the primary point of contact for estoppel inspections. Tara was designated as alternate contact.
j. **Expenditure Policy:** The Board reviewed the proposed Expenditure Policy, and discussion followed. The Board did not adopt the proposed policy. However, the Board agreed that non-contractual expenditures of $1,000 or less may be paid without prior Board approval. Contractual expenditures may also be paid in accordance with the terms of the approved contract. All other non-contractual expenditure exceeding $1,000 must be approved by the Board of Directors at an open Board meeting.
k. **Credit Card Policy:** Ken motioned to approve the Credit Card Policy as presented. Sean seconded the motion. All were in favor, and the motion carried.

Projects and Repairs:

l. **Townhome Roof**: Jeff motioned to approve the Letter of Intent with ICON Roofing for the Townhome Roofing Project, authorized the filing of the required building permits, and to eliminate the performance bond requirement. Tara seconded the motion. All were in favor, and the motion carried.
m. **Landscape**: Ken presented a landscaping improvement plan to replace missing plants throughout the community. Following discussion, the Board reviewed the possibility of a $130,420 special assessment to fund the project.
n. The Board directed management to mail the required notice to the membership for the August 2026 Board Meeting, during which the proposed special assessment will be considered. Additional landscaping project information will be posted on the community website. The Board also discussed trees issues for the townhomes that are causing damage to the buildings and will work with Rogers Landscaping to address the issue.
o. **Tree Trimming in Townhomes:** N/A
p. **Board Member Education**: The Board was reminded of the mandatory Board member education requirements under Florida law.
q. **Insurance Claim:** The Board will receive an update regarding the Association's open-insurance claim.
r. **Darchance Fence**: The Board will review the proposal submitted by Honel and discuss an action plan regarding the Darchance fence.
s. **Townhome Mail Matrix**: The Board reviewed correspondence from the association's attorney regarding the Townhome mail matrix.
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v. **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.
w. **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.
x. **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.
y. **Townhome Matrix Form:** The Board reviewed the draft Townhome Maintenance Responsibility Matrix and discussed the party wall and boundary wall sections.

Updates:

z. **Ongoing Legal Situation Update**: The Board will discuss ongoing legal matters with the association's attorney.

ADJOURN: ***Brian made a motion to adjourn the meeting at 9:20pm. Sean seconded, and the Motion passed unanimously.***