

**Spring Woods Mobile Home Subdivision HOA, Inc.**  
**Board of Directors**  
**Meeting Minutes – September 18, 2025**

## **1. Call to Order**

The meeting was called to order at 7:15 p.m. by President **Lee Larner II**.

---

## **2. Roll Call of Officers**

Present:

- **Lee Larner II**, President
  - **James Hamilton**, Vice President / Secretary
  - **Thomas Senatore**, Treasurer
- 

## **3. Approval of Previous Minutes**

The minutes of the July 15, 2025 meeting were reviewed.

James Hamilton called for a correction to the Secretary's Report, noting that the reference to the *last four lots on Peyraud Drive* had been incorrectly stated as *the last four properties on Zoysia Lane*. Sharon Williams acknowledged the correction and stated she would amend the record accordingly.

A motion was made by James Hamilton to accept the minutes as read and amended. The motion was seconded by Thomas Senatore and carried unanimously.

## **4. Treasurer's Report [08:15-14:50]**

Treasurer Thomas Senatore presented the detailed financial report. He noted that he and Sharon Williams reviewed every transaction to ensure each entry included a memo and a clear description of expenditures. Tommy personally thanked Sharon Williams for her assistance in preparing the report. [See Attached]

Thomas reported the following account balances:

- **Operating Account:** \$50,585.44
  - Includes **\$945.09** remaining from the Comcast Preferred Vendor check.
- **Petty Cash:** \$100.00

**Spring Woods Mobile Home Subdivision HOA, Inc.**  
**Board of Directors**  
**Meeting Minutes – September 18, 2025**

- **Wells Fargo Money Market / Reserve Account:** \$11,235.54
- **Social Activities Account:** \$9,128.51
  - Includes a separate **\$100.00** petty cash fund for social events.
  - Thomas reminded the board that Social Activities funds are intended for community use and should not simply continue to accumulate.

He also reviewed current accounts payable, including an item totaling **\$3,072.06**.

- **Total Bank Assets:** \$71,049.49
- **Total Available Funds:** \$57,677.43

After a brief discussion, a motion was made by James Hamilton to accept the Treasurer's Report as read. The motion was seconded by Lee Larner and carried unanimously.

## **5. Secretary's Report [15:00 to 24:17]**

James reported that several homeowners on Peyraud Drive had observed surveyor stakes along the Baker Canal. He explained that these were part of an active survey intended to assess the remaining repair and clearing needs of the canal. He also noted that the Department of Transportation was conducting its own survey to evaluate the feasibility of installing an access road along the canal to improve future maintenance and debris removal.

Lee Larner stated that there had originally been eight to twelve feet of property on the canal side of the Spring Woods fence. He suggested that much of this land had been lost over the years due to DOT trenching activities which caused continual bank erosion. Lee stated that this may give the Association legal standing to request repairs.

James noted that phone and cable service lines are buried along that section of the canal and that several demarcation markers had been placed along the shoreline as part of those utilities.

James thanked Lee for grinding down several raised sections of sidewalk to remove trip hazards. He explained that the Association had been red flagged by its liability insurance carrier for those risks and hiring a contractor to correct them would have been cost prohibitive. He expressed appreciation for Lee's work.

**Spring Woods Mobile Home Subdivision HOA, Inc.**  
**Board of Directors**  
**Meeting Minutes – September 18, 2025**

Lee added that the state requires all parking bumpers and sidewalk edges to be painted in a high visibility yellow. He explained that he may end up completing that work as well because the bids received so far have not been reasonable.

James then discussed a bid from a fence contractor to repair a section of fence on the southeast corner of Spring Woods. Lee noted that the section was less than two hundred feet. The bid amount was \$5,500.00. James clarified that the Association did not yet have precise measurements for that section and that it would benefit the community to evaluate all damaged fencing at once in order to obtain a comprehensive bid. The goal is to complete as many repairs as possible using the insurance reimbursement, which does not cover all needed work.

James stated that the fence behind the storage area is also in significant need of repair and affects more residents. He recommended that this section be considered a higher priority than the Peyraud Drive fencing because it also protects property stored within that area.

## **6. President's Report – Lee Larner II [24:18-40:15]**

Oh yeah it was about toLee addressed several matters related to pool and clubhouse use.

### **Pool Area and Clubhouse Use**

- He requested that ladies using the women's restroom in the pool area ensure that the door is unlocked upon leaving. Several recent incidents involved residents inadvertently locking others out of the empty restroom.
- He reminded all residents that if they turn on the lights inside the clubhouse, they must turn them off upon leaving.
- He reiterated that bicycles are not permitted inside the pool enclosure as per the HOA bylaws.
- Lee noted that homeowners may question another homeowner if their actions appear to violate the bylaws. However, residents should not attempt to discipline one another. Concerns should be brought directly to the Board.
- He reported observing individuals jumping into the pool, which is prohibited. He pointed those individuals to the posted pool rules.

### **Small Claims Case – Bradley Cornelison**

- Lee informed the membership that he appeared in Small Claims Court regarding the case against Bradley Cornelison.
- The judge awarded the Association four thousand dollars of the five thousand dollars lost.
- If Mr. Cornelison defaults on any payment, the judge ruled that he will then be responsible for all court fees, legal fees, and the full five thousand dollar amount.
- The court ordered restitution payments of one thousand dollars per month for four months, with the first payment due in mid-November.

**Spring Woods Mobile Home Subdivision HOA, Inc.**  
**Board of Directors**  
**Meeting Minutes – September 18, 2025**

**Maintenance and Repairs**

- Lee reported that two of the Association's white ducks were killed by a homeowner's dog. The matter is being addressed.
- He provided an update on the lawsuit involving Lot 176. The Association's attorney is pursuing the matter because the original owner, Joseph Kathawa, executed a quitclaim deed without an estoppel in an attempt to transfer the property and avoid accumulating assessments and legal fees.

**Pool Resurfacing and Tile Concerns**

- Lee discussed pool resurfacing and stated that he had been waiting for the owner of Tract B to contact him with a referral for a pool repair company.
- He reviewed the bid received from Blue Tropics, noting the contractual clause requiring a paid leak test. Without the test, the company would not assume liability for future issues.
- James added that Blue Tropics quoted an additional five to seven thousand dollars to replace the waterline tile. He noted the visible cracks, caulking patches, and loose tiles currently present, and stated that resurfacing alone would not address underlying water intrusion risks. James recommended that the Association consider replacing the tile to ensure proper long-term repair rather than continuing temporary fixes.
- Lee agreed fully with that recommendation.

**Pump House and Skimmer Functionality**

- Lee reported that the pool pumphouse had been completely redone.
- James expressed a concern that the skimmers might not be drawing as much water as they should.
- Lee explained that he believes they are functioning correctly and operating on an equalization basis.

**7. Revocation of Privileges [40:20-42:20]**

The Board reviewed the lots currently subject to suspension of member privileges. The following lots were identified: **2, 54, 55, 131, 136A, 142, 143, 145, and 176.**

Lee Larner asked Treasurer Sharon Williams how many of the listed properties were late on their assessments. Sharon consulted with Treasurer Tom Senatore, and they confirmed that **eight (8)** of the identified properties were delinquent.

**Spring Woods Mobile Home Subdivision HOA, Inc.**  
**Board of Directors**  
**Meeting Minutes – September 18, 2025**

Lee noted the improvement from the same period last year, when the number of properties in arrears was nearly double.

**8. Office Managers Report - Sharon Williams [42:55- 44:06]**

Sharon reported that a new cleaning person has been hired for the clubhouse. Her name is Terri Small and she has already completed her first cleaning, leaving the facility in excellent condition.

Sharon also introduced Tara Dunn, who has volunteered to assume leadership of the Activities Committee.

**9. Activities Committee Report - Tara Dunn [ 44:10 - 54:12]**

Tara introduced herself and outlined her plans for community activities through the remainder of the 2025 season. She shared that she is a musician with experience in event coordination and intends to organize a Trunk-or-Treat event on October 26, a Fall Festival in November, and a Christmas Polar Express Party for children in December.

Tara also discussed ideas for future events including dances, karaoke, and additional gatherings designed to appeal to residents of all ages. She provided a volunteer signup sheet, which was left in the office with Sharon for anyone interested in assisting with upcoming activities.

Tara emphasized that she welcomes ideas and suggestions from residents and encouraged community members to contact her with questions or recommendations. She concluded by taking questions from the floor and received appreciation from the members for stepping into the Activities Committee role.

**10. Lee Larner [ 54:36 - 59:40 ]**

**Violations Committee Report**

Lee provided an update on the Violations Committee. He noted that one individual had expressed interest in serving, but he did not provide details, explaining that he needed to speak with the person privately to determine whether the appointment would be appropriate.

Sharon reported that two additional individuals, Kim King and a resident named Cindy (last name unavailable), had also expressed interest in joining the committee. Sharon stated that Kim has served on the committee multiple times in the past and has the experience and capability to perform the responsibilities effectively.

**Spring Woods Mobile Home Subdivision HOA, Inc.**  
**Board of Directors**  
**Meeting Minutes – September 18, 2025**

Lee also discussed the recent statutory changes that limit the types of issues HOAs may cite for violations. He added that he is not opposed to offering assistance to residents experiencing hardship and shared past instances where he had been able to help community members in need.

**Budget discussions Thomas Senatore [ 59:31 - 01:18:00 ]**

Tom recounted his recent discussion with Sharon regarding the current state of the association's finances and accounts receivable. As of the end of August, the Association had collected **\$155,972.00**. The amount currently in collection with the Association's attorneys was **\$37,819.00**.

Tom noted that additional owners are expected to pay, representing approximately **\$25,000.00** in further receivables. When added to the funds already collected, this would bring the total anticipated recovery to **\$181,104.00** [sic].

Extensive discussion followed regarding the proper allocation of recovered funds, including the responsibility to fund the reserve account with any remaining year end surplus, as well as the obligation to restore the value of depreciated assets that were damaged during the storm and later compensated through insurance.

Lee reminded the Board that the annual budget will be discussed at the November meeting, and all members expressed that they were looking forward to that review.

**11. Adjournment [ 01:18:00 - 01:18:16 ]**

A motion to adjourn the meeting at 8:51 p.m. was made by Lee Larner and seconded by James Hamilton. The motion was carried unanimously.

**12. Open Discussion**

Following adjournment, the floor was opened for general discussion.



**Submitted by:**

James Hamilton, Vice President / Secretary  
Spring Woods Mobile Home Subdivision HOA, Inc.

11/17/2025

\*Filename: (SW: HOA: Meeting Minutes 09-18-25)

\*Audio File: (2025\_09\_16\_20\_55\_23.m4a)