Spring Woods
MOBILE HOME SUBDIVISION
HOME OWNERS ASSOCIATION INC.

Board of Directors Meeting Minutes

July 23, 2026

Location: Clubhouse, 2375 Zoysia Lane, North Fort Myers, FL 33917

1. CALL TO ORDER & ROLL CALL

President Lee Larner called the meeting to order at 7:35 PM.

- Lee Larner, President – Present
- James Hamilton, Vice President & Secretary – Present
- Thomas Senatore, Treasurer – Present
- Sharon Williams, Administrative Support – Present

A quorum of the Board of Directors was formally established.

2. READING & APPROVAL OF PREVIOUS MINUTES (MAY 19, 2026)

The provisional minutes from the Board of Directors meeting held on May 19, 2026, were read and reviewed.

- Corrections: Vice President Hamilton noted two necessary corrections to the May 19, 2026 record:
- Under "Clubhouse and Facilities," the reference to "shed" was corrected to "bathrooms".
- Under "Security Concerns," the record was amended to specify that the compound fence at the basketball court was damaged, not the pool fence.
- Motion: James Hamilton moved to approve the minutes of the May 19, 2026 meeting as corrected.
- Second: Lee Larner.
- Vote: Motion passed unanimously (3-0). All provisional actions from the May 19, 2026 meeting were formally ratified.

3. TREASURER'S REPORT

Sharon Williams and Treasurer Thomas Senatore presented the audited financial statement for the period ending June 30, 2026:

- Wells Fargo Business Account Total: $29,505.90 (Operating: -$527.95; Hurricane Claim: $29,088.76; Comcast Agreement: $945.09)
- Office Petty Cash: $100.00

- Wells Fargo Money Market Account: $12,368.86
- Social Activities Account Total: $7,636.71 (Operating: $7,536.71; Petty Cash: $100.00)
- Total Bank Assets: $49,611.47
- Liabilities / Items Due & Owing (Uncleared Checks): -$7,072.26
- Net Total Funds Available: $42,539.21
- Monthly Cash Flow Summary: Expenses for the preceding month totaled $13,987.00 against income of $11,719.00, resulting in an actual net operating account depletion of $2,268.00.
- Motion: Lee Larner moved to accept the Treasurer's Report as read and verified.
- Second: James Hamilton.
- Vote: Motion passed unanimously (3-0).

4. DELINQUENT ACCOUNTS & LEGAL STATUS

Sharon Williams provided an update regarding delinquent accounts and legal payment arrangements:

- Payment Agreements:
- One owner entered into a legal payment plan requiring an initial down payment and $500.00 monthly installments in addition to regular assessments, targeted for full payoff by August 2027.
- A second owner completed a two-year legal payment plan, restoring the assessment balance to current status at the end of July 2026.
- Lot 176 has two remaining payments under an existing agreement before curing delinquency.
- Legal Escalations: Four delinquent accounts reaching the 90-day threshold without repayment agreements are scheduled for immediate transfer to Association legal counsel for collection proceedings.

5. PRESIDENT'S REPORT & AMENITY PRIVILEGE REVOCATIONS

- Privilege Revocations: Per Association policy, common area and amenity privileges (including pool access) were confirmed suspended for accounts 90+ days delinquent: Lots 29, 43, 54, 55, 74, 76, 101, 106, 108, 131, 136, 145, and 151.
- Rules & Facility Operations:
- Incident Reporting: Residents reporting common area incidents are instructed to provide specific timeframes to facilitate security camera footage review rather than engaging directly in disputes or taking photographs.
- Pool Area Rules: Designated ashtrays were repositioned outside the immediate pool enclosure. Warning signage was installed prohibiting glass containers/coolers at poolside, and smoking/vaping near the pool.
- Unaccompanied Minors: Unaccompanied non-resident minors involved in property misuse (stacking pool furniture as diving boards) were formally banned from the property. Written notice and phone communication were dispatched to the responsible

resident lot owner.

6. NEW BUSINESS

A. Background Check Service Proposal (Apply Check)

- Vice President Hamilton introduced a proposal to adopt "Apply Check" to perform standardized screening (Basic Plus package at $27.95 per applicant) for prospective new buyers and tenants. The service is applicant-funded with zero direct cost or administrative fee to the Association.
- Motion: James Hamilton moved to adopt Apply Check (Basic Plus Package at $27.95) for screening prospective members and tenants.
- Second: Thomas Senatore.
- Board Discussion: The Board evaluated the scope of background checks (nationwide/statewide criminal, eviction, sex offender, and watchlist databases), applicant privacy, and non-discrimination compliance. Evaluation criteria and look-back period limits will be drafted in consultation with historical legal opinions prior to operational rollout.
- Vote: Motion passed (2 in favor: Larner, Senatore; 1 abstaining: Hamilton).

B. Website Domain Acquisition & Hosting Upgrade

- Domain Motion: James Hamilton moved to authorize $10.00 to purchase the short-form domain name SWMHOA.com ($20.00 annual renewal thereafter) and point it to the primary community website.
- Second: Lee Larner.
- Vote: Motion passed unanimously (3-0).
- Hosting Briefing: Vice President Hamilton reported plans to migrate the portal to dedicated WordPress hosting (~$20.00/month plus ~$350.00/year for plugin module licenses) to ensure statutory compliance with state requirements for digital record storage. Informational briefing only; formal vote deferred.

C. Clubhouse Audio/Visual Upgrade Proposal

- Vice President Hamilton presented a proposal to purchase an 85-inch smart television, heavy-duty wall mount, and 5-year warranty (total cost approximately $1,140.00) using Activities funding for virtual meeting broadcasts, presentations, and community events.
- Board Action: President Larner directed that the motion be tabled pending insurance review regarding liability coverage for community room rentals.

7. COMMITTEE REPORTS & GENERAL ANNOUNCEMENTS

- Activities Committee: Sharon Williams reported that initial organizational meetings for Sunday night Bingo have commenced, with a target launch projected for September 2026.

8. ADJOURNMENT

- Motion: Lee Larner moved to adjourn the meeting.
- Second: James Hamilton.
- Vote: Motion passed unanimously (3-0).
- Adjournment Time: The formal Board of Directors meeting adjourned at 8:46 PM.

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

07/23/2026