Spring Woods
MOBILE HOME SUBDIVISION
HOME OWNERS ASSOCIATION INC.

Board of Directors Meeting Minutes

September 15th, 2026 Time: 7:37 PM
Location: Springwoods Clubhouse, 2375 Zoysia Lane, North Fort Myers, FL 33917

1. CALL TO ORDER & ROLL CALL

The Regular Meeting of the Board of Directors was called to order at 7:37 PM by President Lee Larner.

Board Members Present:
- Lee Larner, President
- James Hamilton, Vice President & Secretary
- Tommy Senatore, Treasurer

Officers / Directors Absent:
- None

Management / Administrative Staff Present:

- Sharon Williams, Office Administrator (Absent; written reports submitted and presented in absentia)

Establishment of Quorum:
A quorum of the Board of Directors was formally established with all serving directors present.

2. READING & APPROVAL OF PREVIOUS MINUTES

A. Minutes of July 23, 2026 Meeting

The provisional minutes of the Board of Directors meeting held on July 23, 2026, were presented and read.

B. Corrections to May 19, 2026 Minutes

Secretary James Hamilton noted two necessary corrections to the May 19, 2026 meeting record:
1. Under Clubhouse Facilities, the reference to "shed" was corrected to "bathroom".
2. Under Security Concerns, the record was amended to specify that the compound fence and basketball court were damaged, not the pool fence.

Motion: James Hamilton moved to approve the minutes of the May 19, 2026 and July 23, 2026 meetings as corrected.

Second: Lee Larner.

Vote: Motion passed unanimously (3-0). All provisional actions from the May 19, 2026 meeting and July 23, 2026 meeting were formally ratified.

3. TREASURER'S REPORT

Treasurer Tommy Senatore presented the financial statements for the period ending August 30, 2026:

- **Wells Fargo Operating Account:** $21,718.92 (down from $29,505.90)
- **Hurricane Claims Reserve Balance:** $29,088.76 remaining (from initial $117,000.00 claim balance)
- **Comcast Agreement Account:** $945.09 (down from $22,250.00)
- **Wells Fargo Money Market:** $12,369.07
- **Social Activities Account:** $6,769.52 ($6,669.52 operating / $100.00 petty cash)
- **Total Bank Assets:** $40.957 (down from $49,611.47 at end of June)
- **Uncleared Checks / Liabilities:** $5,304.35
- **Net Available Funds:** $35,653.16

Board Discussion:

Treasurer Tommy Senatore reviewed operational cash flow and discussed major recurring expenses, specifically waste management ($3,600.00/month) and ongoing legal fees. Questions were raised regarding an apparent -$8,000 entry in the operating line item; the Board agreed to review the detailed ledger entries with Sharon Williams upon her return.
Motion: James Hamilton moved to accept the Treasurer's Report as read.

Second: Tommy Senatore.

Vote: Motion passed unanimously (3-0).

4. DELINQUENT ACCOUNTS & LEGAL STATUS

The written report on delinquent accounts and legal status submitted by Sharon Williams was presented in absentia:

- **Payment Agreements:**
  - One owner entered into a legal payment plan requiring an initial down payment plus $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 assessment status

    to current as of late July 2026.
    - Lot 176 has two remaining payments under an existing agreement prior to 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.
- **Legal Fee Credits:**
    - President Larner reported resolving an overcharge issue with legal counsel regarding interest calculations on delinquent accounts, securing a fee credit for the Association.

5. PRESIDENT'S REPORT

A. Amenity Privileges & Revocations

In accordance with Association policy, common area and amenity privileges (including pool access) remain suspended for accounts 90+ days delinquent: Lots 29, 43, 54, 55, 74, 76, 101, 106, 108, 131, 136, 145, and 151.

B. Rules & Facility Operations

- **Incident Reporting:** Residents reporting common area incidents are instructed to provide specific timeframes for security camera footage review rather than engaging directly in disputes or taking photographs.
- **Pool Area Rules:** Designated ashtrays were relocated outside the immediate pool enclosure. Signage was installed prohibiting glass containers, coolers at the pool edge, 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 notices and phone communications were dispatched to responsible lot owners.
- **Clubhouse Access & Safety:** Emergency exit doors housing fire extinguishers must remain completely unblocked at all times during clubhouse rentals and community events.
- **Livestock & Code Enforcement:** The Board addressed complaints regarding unauthorized livestock (chickens, roosters, and ducks). Lee County Code Enforcement and Animal Control require formal complaints and access permissions from adjacent homeowners, as county inspectors cannot inspect private rear yards from the street.
- **Neighborhood Property Maintenance:** President Larner commended overall neighborhood maintenance while noting lawn and landscaping overgrowth concerns on specific individual lots.

C. Call for Board Nominations

President Larner announced the upcoming annual election for five (5) open positions on the Board of Directors. Nominations must be submitted no later than October 31, 2026, via email to springwoodshoa2375@gmail.com or delivered to 2375 Zoysia Lane. Nominees must be property owners in good standing pursuant to Florida Statute §720.306 (not >90 days delinquent; no felony convictions without civil rights restored for at least 5 years).

6. OLD & UNFINISHED BUSINESS

A. Background Check Implementation & Policy Review

Following the Board's previous vote adopting background screening (ApplyCheck Basic Plus package at $27.95 per applicant at zero direct cost to the Association), the Board discussed implementation procedures and evaluation criteria.

Board Discussion:

The Board discussed screening criteria, lookback limits, privacy, and compliance with Fair Housing and HUD regulations. Treasurer Tommy Senatore noted that the Association had previously paid for a comprehensive legal opinion from counsel regarding background check evaluation criteria and urged reviewing those established guidelines to govern implementation.

B. Website Domain Acquisition Update & Portal Hosting

Following the Board's previous authorization to acquire a shortened web domain, Vice President & Secretary James Hamilton reported that the domain swmhs.org had been successfully secured ($10.00 purchase / $20.00 annual renewal), with official email routing configured to info@swmhs.org.

Board Discussion:

James Hamilton demonstrated the resident portal's ticketing system for tracking work orders and board responses. He also reviewed plans to migrate hosting to dedicated WordPress hosting ($20.00/month plus $350.00/year for plugin module licenses) to satisfy statutory digital record storage requirements.

7. NEW BUSINESS

A. Clubhouse Audio/Visual Upgrade Proposal

Vice President James Hamilton presented a proposal to purchase an 85-inch smart television, heavy-duty wall mount, and 5-year warranty for approximately $1,140.00 using Social Activities Committee funds to support virtual meeting broadcasts, presentations, and community events.

Board Discussion:
President Larner confirmed that liability insurance coverage for clubhouse equipment and rentals was verified with agent Don Marshall.
Motion: James Hamilton moved to approve the purchase of the 85-inch smart television, heavy-duty wall mount, and 5-year warranty using Social Activities Committee funds.
Second: Tommy Senatore.

Vote: Motion passed unanimously (3-0).

B. Common Area Smoking & Vaping Policy Proposal

Treasurer Tommy Senatore introduced a motion to prohibit smoking and vaping across all common areas, including the outdoor pool deck enclosure.

Board Discussion:

The Board discussed Association authority versus individual owner rights regarding open-air common elements. President Larner noted that state regulations distinguish enclosed community buildings from outdoor common areas.
Motion: Tommy Senatore moved to prohibit smoking and vaping in all common areas and the pool enclosure.

Second: James Hamilton.

Vote: Motion failed (1 in favor: Tommy Senatore; 2 opposed: Lee Larner, James Hamilton).

C. 2027 Budget Meeting Scheduling

President Larner announced that the dedicated 2027 Budget Meeting will be held on October 20, 2026, to address vendor rates, utility increases, and county sewer/waste fees.

8. COMMITTEE REPORTS

A. Activities Committee Report

The Activities Committee report submitted by Sharon Williams was presented and read in absentia by President Lee Larner:

- **Bingo:** Successfully resumed on September 13, 2026, organized by Helen Atwood, Debbie Cook, Nancy Hacht, Sharon Williams, and David. Nancy Hacht served as caller. Ten outside guests attended. Weekly Bingo will continue recurring.

- **Upcoming Events:** Fall Fest scheduled for October 25, 2026, featuring a Trunk-or-Treat. Vehicle sign-up list available at the office.

- **Clubhouse TV Funding:** The Activities Committee voted to assist in funding the clubhouse television upgrade.

Motion: James Hamilton moved to accept the Activities Committee Report as read.
Second: Lee Larner.
Vote: Motion passed unanimously (3-0).

9. ADJOURNMENT

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

Minutes Approved By:
James Hamilton, Secretary & Vice President
Springwoods Mobile Home Subdivision HOA, Inc.

James Hamilton

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

09/18/2026