

Winter Haven Christian Center Inc. Board Meeting Minutes August 12, 2025 1:30pm

Attendance: Present in person was Gary Roth. Present by Zoom, Ben Walls, Mari Docusen, Larry Schindel, Larry Hammond and Jim Pickett. Present by phone was Don Smith. Manager Molly B. and 3 stockholders present.

Treasurer's report: Larry Hammond

- Cash and savings balance were \$147,321 (not including \$36,965 in paid ahead dues and \$11,296.35 in designated committee funds).
- Transferred Edward Jones (EJ)\$15,000 CD matured, EJ Money Market \$11,704 and EJ interest cash from investments to pay for Pool Renovation project
- Clayton & McCullough legal balance was reduced by \$4000 after manager negotiation. Balance is now \$5,258 with lease agreement costs still to come

Secretary's report: Minutes from June 2025 reviewed with no changes.

Architectural report: Lot 66 dead tree to be cut down.

Manager's report: detailed report supplied

Committee reports (Fellowship, Men's Pancake/Woodshop, Finance, Long Range Facilities, Beautification, Recreation, Compassion, Rules & Revisions)

- Gary Roth reported a repair is being worked on for the broken table saw in woodshop and Terry Hammond has donated a nice router table to the woodshop

Motion was made by Gary R. to accept all reports as given. Jim P. seconded. All in favor

Unfinished Business:

1. Clayton & McCullogh (legal) revitalization done, \$4000 credit negotiated, leasing docs to come
2. Rental/lease agreements (Assoc to Owner and Owner to Tenant)
3. Lot 98 has followed up with board requests for lot maintenance. Manager will send letter from board.
4. Pool & Patio contract for pool resurfacing project August 18-29 (two weeks closed) \$24,280 + water fill
5. Combined Leave Policy (sick time, bereavement and family medical leave) New policy for full-time employees. Larry S asked for some wording changes. **Larry S. made a motion to accept adoption of the Combined Leave Policy (with wording changes) effective January 1, 2026. Don S seconded. All agreed and motion was approved.** A copy of the changed Combined Leave policy attached to minutes.
6. Insurance general liability policy: An audit was performed for policy 01-C-PK-P20094714-0 for the 2024 year of the general liability policy. Because of increase in dues and paid ahead monies collected, the premium was increased \$1,111.95. Coleman Insurance sent invoice 05239. WHCC will pay the increased premium but will also request a review of the audit.

New Business:

1. Short-term trailer storage request for summer renter. A request was made by short-term renter Rachel Morgan in lot 115 for permission to use the storage area for a 29' travel trailer until her rental time is done in October. **Larry S made a motion that a one-time exception to the rules be granted to Rachel Morgan for her travel trailer to be kept in the storage area for \$30 a month/prorated. This will not be a precedent but is being granted due to summer time availability and short-term need. Gary R seconded the motion. All were in favor. The manager will inform her in writing.**
2. Fall budget committee suggestions/Long Range Facilities update for 2026. The board was asked for suggestions for owners to serve on the budget committee for 2026. Larry H stated that next month the

board will discuss projects and needs for 2026. He will contact David Korhonen for suggestions and pursue any changes or updates to needs for next year and future projects.

3. Website requirements/Florida statutes: The State of Florida now requires a website for all Florida HOAs. The website can be simple and static but must include a place where all the governing documents can be accessed by all owners. Molly shared that Rick Smith has volunteered to prepare a draft of a website for approval by the board to fulfill this requirement. **The board was unanimously in agreement to have a website created that would be simple and provide only the basic information required by the law. They thanked Rick for volunteering to work with the manager to create the website.**
4. AI tools for document prep and communication: Molly would like to experiment with a few free AI trial programs that dictate and prepare meeting minutes and documents to see if they would be more efficient and save time. The board approved looking into free trials and bringing back information.
5. Hiring additional part-time seasonal office assistant: A proposal was made by Molly for consideration by the board for additional office help during the extremely busy Dec-May season (6 months). The position would be for 8 hours per week at minimum wage (currently \$13/hr.) during the season for office and receptionist responsibilities. The board asked Molly to prepare a detailed job description for next board meeting. Larry S asked that a background check and bonding be a requirement due to the handling of payments and funds. **Mari D made a motion that the corporation hire an office assistant for 8 hours per week (Dec-May) with an option for an extra month if needed. Jim P seconded. All were in favor.** All interested applicants will be considered.

Open Forum:

- The question was raised if the pool needs handicapped accessibility to pass inspection. *No*
- An owner questioned why travel trailers, motorhome and utility trailers are not tied down during hurricane season. *Polk County does not have a requirement. WHCC has suggested it to those it applies to for added safety and liability but there are no mandatory requirements.*
- Larry S asked if any gravel had been arranged for the back road. Molly said she is trying to find affordable gravel that does not include a lot of miscellaneous scrap in it but is having trouble.

The next board meeting will be September 9th, 2025 at 1:30pm in the office.

Meeting was adjourned at 3:30pm.

Submitted by Mari Docusen, Secretary

Prepared by Molly Buccafurni, Manager