

**Sparkling Waters Homeowners Association (SWHA)
Board of Directors (BOD) Meeting
July 30, 2023**

Participants:

Barry Graham, President
John Totty, Vice President
Alicia Graham, Secretary/Treasurer
Michael Manion, Director-at-Large
Jose Quinones, Member

1. Meeting conducted via Zoom video conference and commenced at 7:06 PM CT.
2. BOD approved the May 8, 2023 minutes without any stipulations.
3. Meeting was properly noticed with notices posted on website July 19, 2023 and on the mailboxes on July 24, 2023.
4. Jose Quinones briefed an outline for a Continuity of Operations plan in the event the HOA loses both Grahams or another other board member. He proposed a Software as a Service (SaaS) based system that could support record-keeping, day-to-day operations, finances, communications/announcements, and e-voting/virtual meetings, as well as provide an owner portal and allow online payments all in a very secure environment. Next step is to quantify data needs and look at options and pricing and perform a cost benefit analysis. Jose acknowledged that some functionality may need to be scaled back due to cost concerns. The directors each took an action to provide Jose with written feedback within a week. Jose estimated he could have a first draft of a continuity plan in 60 days, then after a 2-week comment period, issue a second draft in 30 additional days. Alicia offered to give Jose a tour of the HOA files (electronic and paper) in mid-late August.
5. Barry explained that the HOA has been giving credit (\$100) towards individuals' assessments in exchange for agreeing to take care of the corner flowerbed adjacent to their house throughout the year. However, the beds are not being maintained all year long, so Barry proposed to eliminate the credit for corner garden maintenance. All directors voted in favor.
6. Alicia briefed that the plan to have common beach users maintain beach hasn't been working well. If brush is allowed to grow tall, it attracts snakes, isn't attractive and makes beach unusable. Some families have stated if they had access to an electric mower, they would take turns mowing the brush. Hiring a lawn service could cost \$400-640 annually. Alicia proposed that the HOA purchase an electric mower and establish a rotation for the March-October growing season amongst the families who have already volunteered to take turns mowing the common beach. John Totty voiced concern about the commitment of the volunteers to keep it going the entire year. Michael Manion proposed that we try the mower option as it will be much cheaper and if it doesn't work out, we can always choose the lawn service option later. All directors voted in favor.
7. HOA picnic is scheduled for Sunday, September 17 at 4:30pm at the common beach. There have been no objections to keep the Oktoberfest theme. Gazebo lighting has been upgraded to ensure we won't have to eat in the dark. Need to emphasize that we need folks to bring chairs as the beach doesn't have enough seating.
8. New Business:
 - a. Alicia provided feedback from BOD certification course. The attorneys recommended that the BOD establish rules for speaking at meetings, records inspection, and election procedures to protect small HOAs like Sparkling Waters from abuse. Alicia took an action to draft rules for review at the next BOD meeting.
 - b. FL statute 720.3033(5) requires a Fidelity bond to protect the HOA from loss of funds due to embezzlement and other criminal activities. The HOA members can vote to exempt the association by a majority vote, but since they did not vote on this topic in 2023, the BOD agreed that we should pay for the bond for coverage until the April 2024 annual meeting and then ask the membership to vote to exempt us from this requirement.

- c. Harris Insurance, our broker, also recommended Director liability insurance. Barry took an action to ask the HOA attorney if our governing documents adequately protect the directors from charges of gross negligence.
9. BOD meeting adjourned at 8:10PM CT.

Minutes as recorded by:

Alicia Graham, SWHA Secretary/Treasurer

Approved by:

Barry Graham, SWHA President

Attachment: BoDMeetingCharts20230730v5.pdf

BOARD OF DIRECTORS MEETING

JULY 30, 2023

Sparkling Waters Homeowner's Association

AGENDA

- Meeting notice
- Outline for Continuity of Operations/Transition Plan (Jose Quinones)
- Schedule for Continuity of Operations/Transition Plan (Jose Quinones)
- Flower bed HOA credit discussion
- Maintenance of community beach
- Community picnic
- Next BoD meeting

REVIEW OF MINUTES TO MAY 8 BOD MTG

- Comments
- Approval

MEETING NOTICE

- Meeting properly noticed
 - At least forty-eight hours notice to all members required
 - Posted on webpage July 19, 2023
 - Signs posted on mailboxes and entrance sign (prominent places) on July 24, 2023
- No objections to notice

CONTINUITY OF OPS / TRANSITION PLAN OUTLINE

When looking for HOA management software solutions like SaaS (Software as a Service), consider factors like practicality, support, scalability, and customization, and prioritize features that improve communications, record-keeping, day-to-day operations, finances, online payments, owner portal, communications/announcements, e-voting/virtual meetings, and the ability to integrate with other software; adopting such software can lead to increased efficiency, happier homeowners, simplified accounting, and anticipation of future needs through valuable functionalities and data-driven decision-making.

CONTINUITY OF OPS / TRANSITION PLAN OUTLINE

- **I. Introduction**
 - A. Overview of the homeowners association (HOA) and its data management needs
 - B. Importance of transitioning from physical data storage to Software-as-a-Service (SaaS)
 - C. Objectives of the transition process
- **II. Assess Current Data Storage System**
 - A. Evaluate the existing physical data storage infrastructure
 - B. Identify the challenges and limitations of the current system
 - C. Determine the types of data being stored and their criticality

CONTINUITY OF OPS / TRANSITION PLAN OUTLINE (CONT)

- **III. Research and Select Suitable SaaS Solution**
 - A. Conduct market research to identify potential SaaS providers catering to HOA management
 - B. Evaluate the features and functionalities of each SaaS platform
 - C. Consider factors like data security, scalability, user-friendliness, and customer support
 - D. Get feedback from HOA stakeholders and involve them in the decision-making process
 - E. Select the most suitable SaaS solution based on the evaluation

CONTINUITY OF OPS / TRANSITION PLAN OUTLINE (CONT)

- **IV. Plan and Prepare for Migration**
 - A. Create a detailed migration plan with a clear timeline and milestones
 - B. Assign responsibilities to designated team members for a smooth transition
 - C. Establish a data backup plan to ensure data integrity during the migration process
 - D. Prepare the data for migration, including cleaning and organizing the existing data
- **V. Data Migration**
 - A. Work with the selected SaaS provider to initiate the data migration process
 - B. Test the migration process with a small subset of data to identify and resolve any issues
 - C. Perform a full data migration, ensuring all data is accurately transferred to the SaaS platform
 - D. Verify the data integrity and completeness on the SaaS platform

CONTINUITY OF OPS / TRANSITION PLAN OUTLINE (CONT)

- **VI. Implement Training and Onboarding**
 - A. Provide comprehensive training to HOA staff on using the new SaaS platform
 - B. Offer additional training sessions or resources for users to become proficient with the new system
 - C. Set up a support system to address any questions or issues during the onboarding process
- **VII. Data Security and Privacy**
 - A. Ensure that the SaaS provider adheres to industry-standard security measures
 - B. Set up role-based access controls to restrict data access to authorized personnel only
 - C. Implement data encryption and regular backups to protect against data loss or breaches

CONTINUITY OF OPS / TRANSITION PLAN OUTLINE (CONT)

- **VIII. Communication and Transparency**
 - A. Communicate the transition plan to all HOA members and stakeholders
 - B. Address any concerns or questions related to the transition process
 - C. Keep the community informed about the benefits of the SaaS system and how it will improve data management
- **IX. Monitor and Evaluate**
 - A. Monitor the performance of the SaaS system and gather feedback from users
 - B. Address any issues or areas of improvement that arise during the initial implementation
 - C. Continuously assess the effectiveness of the SaaS platform in meeting the HOA's data management needs

CONTINUITY OF OPS / TRANSITION PLAN OUTLINE (CONT)

- **X. Conclusion**
 - A. Recap the successful transition from physical data storage to SaaS
 - B. Emphasize the advantages and improvements achieved through the SaaS system
 - C. Highlight the importance of adapting to modern technology for efficient data management.

CONTINUITY OF OPS / TRANSITION PLAN SCHEDULE

- First draft complete: Month Day Year
- First draft comments due: Month Day Year
- Second draft complete: Month Day Year
- Second draft comments due: Month Day Year
- Signature ready copy due: Month Day Year
- Pre-approval review complete: Month Day Year
- Document approved and signed: Month Day Year

FLOWERBED HOA CREDIT

- We have been giving credit (\$100) for people agreeing to take care of flowerbed adjacent to their house
 - Was based on the owners taking care of the bed several times during the year
 - However, beds have not been being taken care of in this manner
- Several of the owners have demanded their credit despite an insufficient effort
- Need to consider eliminating the credit for adopting a flowerbed

FLOWERBED 1



FLOWERBED 2



FLOWERBED 3



MAINTENANCE OF COMMUNITY BEACH

- Plan to have common beach users maintain beach hasn't been working well. If brush is allowed to grow tall, it attracts snakes, isn't attractive and makes beach unusable.
- Some families have stated if they had access to an electric mower, they would take turns mowing the brush. An electric mower is lightweight and floats over the sand (vs sinks like a heavier gas mower).
- Hiring a [lawn service would cost \\$50-80 a visit](#) x 8 growing months = \$400-640 annually
- [A Cordless, heavy duty \(40 V\) electric mower costs \\$399.00](#)
- Have confirmation from Le, Quinones, Posada, and Haberkorn families that they would participate.
- Recommend the BOD approve the purchase of a heavy duty, cordless electric mower and coordinate a monthly beach maintenance rotation (March to October) amongst the families who have volunteered.

COMMUNITY PICNIC 2023

- Scheduled for Sunday, September 17 at 4:30pm
- RSVP by September 15th
- Oktoberfest Theme?
- Potluck. HOA supplies meat, buns, condiments, plates and utensils.
- Grahams supply drinks.
- Need attendees to bring folding chairs. HOA doesn't have enough seating at the common beach.

NEW BUSINESS

- New business from the Directors
 - BOD needs to establish rules for speaking at meetings, records inspection, and election procedures.
 - Fidelity bond insurance requirements FL statute 720.3033(5)
- Report on Home sales, new owners
- New business from the Members

BACKUP SLIDES
