

CENTRA FALLS WEST HOMEOWNERS' ASSOCIATION, INC. MINUTES OF THE BOARD OF DIRECTORS MEETING

Date: March 25, 2026

Time: 6:26 PM

Location: Hybrid (In-Person and via Google Meet)

1. Call to Order

The meeting of the Board of Directors of Centra Falls West Homeowners' Association, Inc. was called to order at 6:26 PM by the President. Proper notice of the meeting was confirmed in accordance with Chapter 720, Florida Statutes, and the Association's governing documents.

2. Roll Call

The following Directors were present:

Kirsy Espejo, President; Brent Folks, Director; James Olacio, Vice President (departed early); Patricia Jaquez, Secretary; and Erika O'Bryant, Treasurer.

3. Quorum

A quorum of the Board of Directors was established.

4. Approval of Previous Meeting Minutes

The minutes of the February 18, 2026 Board of Directors meeting were presented. Upon motion duly made and seconded, the reading of the minutes was waived, and the minutes were approved as submitted. The motion carried.

5. Guest Presentation

No guest presentation was conducted. The Board determined that the previously scheduled presentation was unnecessary, as the current PayHOA platform adequately meets the Association's operational needs.

6. Ratification of Actions Taken Between Meetings

Upon motion duly made and seconded, the Board ratified the following actions taken between meetings:

- PCI Stormwater – Drainage Cleaning Services
- Quarterly Gym A/C Preventative Maintenance (\$100 per quarter)

The motion carried.

7. New Business

a. Tenant Application Fee

Upon motion duly made and seconded, the Board approved increasing the tenant application fee from \$125 to \$150, consistent with the maximum permitted by Florida Statutes. The motion carried.

b. Security Deposit Collection Process

The Board approved the use of the PayHOA platform as the standard method for collecting security deposits. Deposits shall be held in escrow and applied toward damages to common areas in accordance with Association policies.

c. Secondary Association Credit Card

Upon motion duly made and seconded, the Board approved obtaining a secondary Association credit card to be issued to the Secretary for Association-related expenses.

Vote as follows:

- In Favor: Kirsy Espejo, Erika O'Bryant, Patricia Jaquez
- Opposed: Brent Folks

The motion carried.

8. President's Report

The President reported assuming responsibility for processing vehicle sticker requests due to vendor limitations and noted ongoing discussions with the vendor regarding interior-mounted stickers to improve durability.

The President also reminded the Board to direct residents to the Association's official communication channels to ensure proper tracking and timely response.

9. Treasurer's Report

The Treasurer presented the financial report, noting total account balances of approximately \$109,225.

Discussion included improving financial processes, including automation of vendor payments and integration of credit card statements into regular financial reporting.

Account Balance

Operating: \$33,872.29

Reserves: \$30,468.96

Security Deposit: \$44,859

2 delinquent with approved payment plan
1 foreclosure
Total \$ Delinquent: \$15,234

10. Committee Reports

Sales and Lease Committee

Updates to the application process were discussed. The Treasurer will work with committee members to further develop and refine the welcome packet.

Security Committee

Discussion included pending estimates for additional camera installations.

Landscape Committee

The Board discussed tree treatment needs and ongoing maintenance planning for the community.

Other Committees

No additional reports were presented.

11. Operations and Maintenance Updates

The Board reviewed ongoing operational matters, including:

- Recommendation for full system replacement of the 124th Way emergency gate due to deteriorated underground wiring
- Ongoing maintenance planning and vendor coordination

12. Budget Planning

The Board agreed to schedule a budget workshop for early June and emphasized prioritizing reserve funding. Non-essential expenditure will be limited in the interim.

13. Old Business

The Board discussed updates on ongoing matters, including insurance research and operational follow-ups. No formal action was taken.

14. Adjournment

There being no further business, the meeting was adjourned at 7:57 PM.