

Willow Wood Village Homeowners' Association, Inc.

Special Board of Directors Meeting – February 20, 2024

As a quorum was established and notice was properly posted, the Willow Wood Village Homeowner's Association Special Board of Directors Meeting was called to order at 5:00 PM by the Board President Patricia Belcher in the Pool Cabana area – Dunedin, FL 34698.

Directors Present: Patricia Belcher, Lois Marotta, Bob Mudra, Randy Wiles,
Steve Hartofilis and Katherine d'Entremont
Director Present on Zoom: Sharon LaPointe

Purpose of the Special Meeting was to Interview 2 Property Management Companies

First to present was Louis DeSantis of DeSantis Community Management. Mr. DeSantis has been in business for 15 years, with an office in Largo , managing 11 properties. All Board members had an opportunity to ask questions specific to their area in which they are responsible for.

Communication with homeowners and Board members: Members may call in, email or use the online software to communicate directly with their office. After hours answering service goes directly to Mr. DeSantis' cell phone in an emergency.

Treasurer Accessibility: The Treasurer will have access to the financials and homeowner accounts whenever it is necessary.

ARC Process: Mr. DeSantis will follow our ARC procedures.

Leasing Procedures: Mr. DeSantis will follow our leasing procedures.

Maintenance Payment Methods: Coupon books will be mailed out once per year to all homeowners through Truist Bank. Checks can be mailed to a lockbox. Auto-pay (ACH) is available at no charge.

Community Inspections: Once per month. Violations will be noted and sent to the Board for approval before a letter is sent out. He will follow our established Violation Procedures.

Transition from Monarch: During the transition process, no late fees will be applied to accounts that are late. Letters will be sent to all homeowners from his office informing them of the transition and instructions regarding payments.

Interview concluded at 5:30pm

Next to present was Ben Commons from Leading Edge C.A.M. Mr. Commons runs the company with his wife, Heather and 16 Staff. His Father heads the accounting part of the business. They have an office in Clearwater.

Communication with homeowners and Board members: Homeowners and Board members may communicate directly to company through email or phone. Phone calls usually are responded to the same day. Email responses 48 hours or less.

Treasurer Accessibility: Mr. Commons explained that all invoices are emailed to the Treasurer for approval before paying. Financial reports are available monthly.

ARC Process: Mr. Commons explained he would follow our ARC procedures.

Leasing Procedures: Mr. Commons explained he would follow our Leasing procedures. One contact person on the Board to deal with.

Maintenance Payment Methods: Bill payment through Truist Bank. Direct Debit (ACH) on 3rd of the month. Coupon books available.

Community Inspections: Monthly inspections with a Board member. Violations letters will be sent following our Violation Policy.

Transition from Monarch: Needs to be done asap, as contract with Monarch expires on March 31, 2024. No late fees during transition period.

Interview concluded at 6:05 pm

Board vote on Management Company: After the Board discussed the merits of each company, Bob Mudra made a motion to accept DeSantis Community Management's proposal. Steve Hartofilis seconded the motion. All in favor.

Meeting adjourned at 6:21 pm

Respectfully submitted by:
Steve Hartofilis and Lois Marotta

MINUTES APPROVED APRIL 9, 2024