

Villages of GlenLakes Villa 1

HOA Board Meeting

Minutes of meeting February 1, 2026

In Attendance

Jeff Worboys, Matt Cieutat, Jim Peterson, John Sim

Quorum:

- 4 Board Members
- 25 Residences
- 24 Proxies
- 49 Total Residences Represented
- 49/151 = 32% Of Residences
- 15% or 23 Residences Required for Quorum
 - Normal annual meeting requires 25% of residences present or represented by proxy
 - Rescheduled annual meeting drops to 15% representation requirement

Agenda

Call to Meeting

Jeff Worboys called the meeting to order at 3:00pm.

Jim Peterson will serve as Secretary for the meeting due to the absence of Sharon Savicki and will exercise all proxies held by the Secretary as required.

Jim verified that a quorum of the board was established. A review of the residence attendance and received proxies indicated that a quorum of the residences was present.

Introduction & Minutes

A motion was presented, by Matt, to waive the reading of the past meeting minutes. The motion was seconded by Jim and unanimously approved.

It was mentioned by the board that the minutes from the previous meeting, December 10, 2025, were available on the **glenhills.net** web site in the documents section.

glenhills.net/documents

Old Business

Statement of Accounts

FSR Controlled

MM12 – Operating – Money Market @ FVC Bank: \$92,879

Paint and Roof Fund: \$274,125 approximately

Villa 1 Controlled

CD03 – Reserve – PNC Bank: \$66,253

Renewed both CD's: 4mo @ 3.8% and 8mo @ 3.6% in Jan 2026

Residential Operating – PNC Bank: \$2,265

Pool Operating – PNC Bank: \$4,911

Pool Reserve – PNC Bank: \$6,046

General Reserve – PNC Bank: \$23,945

Total: \$196,299

The **MM12 - FVC Bank OPR MM Villa 1** account was at \$205,233 in May 2023. The balance at the end of December 2025 is \$92,879. A review of financial data is needed to determine the current value which will occur during the review of the demand letter information.

Matt reviewed issues with the current and past practices of the MHOA/FSR using funds from MM12 FVC Bank account utilizing a comingling process to access funds for multiple entities.

Funds moved to PNC clearly delineate reserve and operating accounts which Villa 1 will utilize them as they are intended.

See below for the **Year to Date** financial report.

New Business

Board of Directors

A brief review of the members of the board and roles along with a statement about others in the community stepping in as candidates and future members of the board. New members can be coached by previous board members in gaining knowledge and skills for each position.

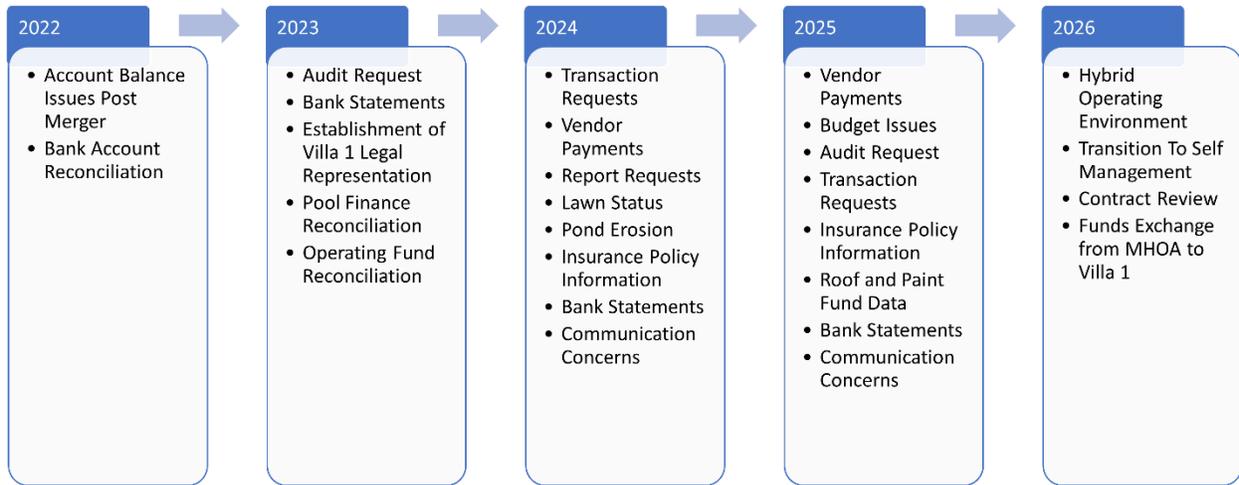
There were no mail-in or floor nominations, so the board stood unopposed and elected unanimously by the membership.

It was mentioned that some board members are looking to cycle off, or change roles, after this term and it is important that our association has broad participation.

MHOA/FSR Relationship

A recap was conducted of the review from December 10, 2025, meeting of the current relationship between Villa 1 HOA and the MHOA/FSR. The review focused on a timeline of issues from 2022 through 2025 and items previously discussed such as MHOA/Villa 1 separation and the issues resulting from communications received. The original review included in the meeting minutes from the December 10th meeting posted on glenhills.net/documents and reflects information provided during this meeting.

See below for the **HOA Responsibility Proposal**.



A recap of the demand letter process was provided specifying the dates submitted, documents received and follow-up resulting in the issuance of a demand mediation notification which was concluded on January 28, 2026, with a signed agreement. Since our site is not restricted to residents with logins at this time, we will not post the full contents of the demand letter or mediation agreement pending review with counsel. If advice is received allowing posting the documents will be added to glenhills.net/documents. The documents can be shared with residents upon request to president@glenhills.net.

2026 Budget - Proposed

A recap of the proposed budget presented on December 10, 2025, for Villa 1 residences and pool was provided stating that the budget held to previous years and specifically outlined all operational needs as known to the board at this time. The board will act on the budget at its discretion.

For the time being all residents were advised to make payments to their accounts as prescribed by the MHOA/FSR to avoid discrepancies. Villa 1 board will address adjustments as the reconciliation process with the MHOA proceeds.

See below for the **2026 - Proposed** budget.

Adjournment

The meeting was adjourned at 3:55pm by motion from Jim Peterson, seconded by John Sim and approved unanimously.

Q&A

Questions were submitted by the residents in an open forum as information without actions taken by the board.

1. Can we add another member-at-large to the board to encourage new membership?
 - a. The board is made up of 3 or 5 members as stated in the by-laws. The discussion was around having shadowing of board members to learn the roles before stepping into the position.
 - b. A board member who has stepped down can provide support to current member to transfer knowledge.
2. How long is the term of board members?
 - a. The term is one year unless removed for some reason.
3. What is the purpose of the mediation process?
 - a. The purpose of the mediation between the MHOA and Villa 1 is to complete the demand request for all documents as prescribed in the demand letter. The information request follows Florida law and is deemed necessary to fulfill the request of the MHOA to separate Villa 1 activities and function as a standalone sub-association.
4. What is the status of a pool heater for the community pool?
 - a. Currently, the pool heater is a lower priority during the activities of the association in its dealing with the MHOA.
 - b. The pool heater can be added to the next general annual meeting of the association by the board or by residents.
 - c. There are many issues to consider with this item and some research has been conducted and that information will be posted to the web site, glenhills.net, to provide background.
5. The MHOA stated that the budget numbers presented at their meeting are inaccurate. When will this be resolved?
 - a. As Villa 1 resolves the financial data received via the demand letter process the discrepancy will be determined and remediated.
6. Hedge trimming between Mississippi Run and New Orleans Drive has been done again. Is this an additional expense to the association?
 - a. The board will review with the vendor but yes this likely is an added expense and it needs to be determined who controls the trimming schedule and authorization.
7. What are the rules about data posting for residents to review?
 - a. The state of Florida has minimum requirements for HOA's consisting of 100+ homes. **See below for general information concerning the guidelines.**
 - b. Villa 1 will strive to meet these guidelines as we move forward with the development of our sub-association.
 - c. Some of the documents for Villa 1 are posted on the FSR web site but many others for our association or the MHOA do not seem to be accessible.
8. Can the annual meeting be moved to January or February?
 - a. No, based upon the bylaws and declaration the annual meeting is determined to be in the last quarter of the year as our fiscal calendar year is based on a Jan-Dec calendar.
 - b. We can hold the meeting from October through December.

- c. The board is looking into methods of holding the annual meeting and regularly scheduled board meetings with external access via voice or other virtual meeting methods.
9. What methods of notification can be sent to residents concerning meetings?
 - a. Currently, we employ USPS mailings, web site posting and mail kiosk postings.
 - b. With all of the updated email addresses recently received we will start providing notifications via email.
 - c. USPS mailings tend to run \$350-\$400 using a mail service. Annual meeting notification which requires proof of mailing runs about \$900 which includes international mailings also.

Document Access Guidelines

In Florida, homeowners associations (HOAs) with **100 or more parcels** are required to maintain a website or mobile application to host official records. This requirement became mandatory on **January 1, 2025**.

Minimum Document Requirements

The association must post digital copies of the following official records for download:

Governing Documents: Articles of Incorporation, Bylaws, Declaration of Covenants, and all amendments.

Current Rules: All active rules and regulations.

Financials: The annual budget, proposed budgets, and financial reports.

Contracts & Bids: All current executory contracts and a list of bids received within the past year (after bidding has closed).

Meeting Notices: Notices and agendas for member and board meetings.

Minutes: Approved meeting minutes from the board and members.

Director Info: Certifications for each director and conflict-of-interest disclosures.

Insurance: All current insurance policies.

Access and Security Requirements

According to [Florida Statute 720.303](#), the website must be secured for resident use:

Login Required: The site **must** contain a subpage or portal that is **inaccessible to the general public**.

Credential Provision: Upon written request, the association must provide a parcel owner with a username and password to access the protected sections.

Restricted Content: Associations are prohibited from posting sensitive information such as social security numbers, medical records, or attorney-client privileged documents on the portal.

Public Access: While the statute emphasizes a protected location for official records, certain items like meeting notices must be "posted in plain view" on the homepage or a linked "Notices" subpage.

Year To Date Financial Report

This data is compiled directly from the MHOA/FSR monthly financial reports.

Income Statement - 2025				
1SN7-GlenLakes MHOA Villa 1		Tear To Date		
Account	Description	Actual	Budget	Variance
	Revenue Total	\$ 158,244	\$ 266,220	▼ \$ (98,978)
	Administrative Total	\$ -	\$ 25,776	▲ \$ 25,776
	Property Insurance Total	\$ 4,012	\$ 1,296	▼ \$ (2,716)
	Utilities Total	\$ 234	\$ 348	▲ \$ 114
	Contracts Total	\$ 94,857	\$ 113,004	▲ \$ 18,147
	R&M Total	\$ 34,066	\$ 60,000	▲ \$ 25,934
	Reserve Transfers Total	\$ 65,796	\$ 65,796	▬ \$ -
	Total Expenses	\$ 198,965	\$ 266,220	▲ \$ 67,255
	Net Income/(Loss)	\$ (40,721)	\$ -	▼ \$ (40,721)

Income Statement - 2025				
PSN7-GlenLakes MHOA Villa 1 Pool		Tear To Date		
Account	Description	Actual	Budget	Variance
	Revenue Total	\$ 35,581	\$ 20,496	▲ \$ 15,085
	Property Insurance Total	\$ 92	\$ 12,504	▲ \$ 12,412
	Utilities Total	\$ 2,833	\$ 3,000	▲ \$ 24,991
	Contracts Total	\$ -	\$ -	▬ \$ -
	R&M Total	\$ -	\$ 5,004	▲ \$ 5,004
	Total Expenses	\$ 2,925	\$ 20,508	▲ \$ 17,583
	Net Income/(Loss)	\$ 32,656	\$ (12)	▲ \$ 32,656

2026 Budget – Proposed

	Budget Yearly	Budget Monthly	Quarterly per Home
Insurance - Property	\$ 1,000	\$ 83	\$ 2
Insurance - Liability	\$ 1,000	\$ 83	\$ 2
Insurance - D&O	\$ 800	\$ 67	\$ 1
Landscaping - Common Areas	\$ 2,700	\$ 225	\$ 4
Landscaping - Tree Trimming	\$ 3,000	\$ 250	\$ 5
Lawn Service - Weed, Feed & Pest	\$ 30,000	\$ 2,500	\$ 50
Lawn Service	\$ 75,597	\$ 6,300	\$ 125
Management Service	\$ 12,000	\$ 1,000	\$ 20
Administrative - Postage, Supplies, etc.	\$ 2,000	\$ 167	\$ 3
Professional Fees	\$ 5,000	\$ 417	\$ 8
R&M - General	\$ 5,000	\$ 417	\$ 8
R&M - Irrigation	\$ -	\$ -	\$ -
Utilities - Electrical	\$ 300	\$ 25	\$ 0
Utilities - Water	\$ -	\$ -	\$ -
Paint - Residence	\$ 9,060	\$ 755	\$ 15
Roof Cleaning - Residence	\$ 6,040	\$ 503	\$ 10
Taxes	\$ 800	\$ 67	\$ 1
SunBiz Fees	\$ 500	\$ 42	\$ 1
General Fund	\$ 3,000	\$ 250	\$ 5
Social Events	\$ 500	\$ 42	\$ 1
Total: Villa 1	\$ 158,297	\$ 13,191	\$ 262

	Budget Yearly	Budget Monthly	Quarterly per Home
Pool Service	\$ 9,000	\$ 750	\$ 18
Utilities - Electrical	\$ 3,000	\$ 250	\$ 6
Utilities - Water	\$ 1,200	\$ 100	\$ 2
Utilities - Internet	\$ -	\$ -	\$ -
Insurance - Property	\$ 1,400	\$ 117	\$ 3
Insurance - Liability	\$ 2,000	\$ 167	\$ 4
R&M - Pool	\$ 5,000	\$ 417	\$ 10
Pool License	\$ 275	\$ 23	\$ 1
Reserve	\$ 10,000	\$ 833	\$ 20
Total	\$ 31,875	\$ 2,656	\$ 65

Dues Information 2023 – 2026

Based on MHOA 2026 Budget presented at November 2025 Annual Meeting. The Villa 1 amounts have been updated based upon proposed 2026 budget which is corrected from the MHOA budget presented.

Description	2023	2024	2025	2026
Maintenance - Villa1 A&B	\$240.00	\$262.00	\$262.00	\$262.00
Irrigation	\$120.00	\$120.00	\$150.00	\$150.00
Pool - Villa1 B	\$65.00	\$65.00	\$70.12	\$65.00
Cable	\$0.00	\$153.00	\$159.00	\$158.58
MHOA	\$283.00	\$310.00	\$428.25	\$462.52
Total – Lakeside	\$643.00	\$845.00	\$999.25	\$1033.10
Total – GlenHills	\$708.00	\$910.00	\$1069.37	\$1098.10

HOA Responsibility Proposal

Master Association Responsibilities	Villas I Association Responsibilities
Maintain Common Area and Common Facilities. §3.03, §4.02(i) and (ii), §6.01(a)	Can require and collect assessments. §4.01(a)
Maintain water levels and drainage for waterways/ponds, but may delegate this to sub-Association. §3.03(j)	Specific rights as enumerated in section 3.03.
Maintain fences or walls erected by Master or Declarant along the property line of the premises. §3.03(l)	Maintain reserve fund for Common Facilities. §4.16
Maintain outdoor parking spaces, golf courses, or swimming pools. §4.03(d) – listed as what Master assessments may be used for	Operate/maintain Common Area and Common Facilities. §6.01(a)
Administration of the Master Association. §6.01(a)	Costs of administering the affairs of the Association. §6.01(a)(ii)
Taxes, assessments, and liens on Common Areas. §6.01(f)	Any other purpose as set forth in §3.30, §4.02, and §6.04.
Management firm for Common Area and other services. §6.01(g)	Taxes, assessments, liens, etc. on Common Area. §6.01(f)
Materials, services, insurance, etc. required by the Declaration for the Master Association. §6.01(h)	Retain management firm and provide personnel. §6.01(g)
Insurance on the Common Area. §6.01(j)	Obtain insurance. §6.01(j)
Establishing an Architectural Control Committee. §8.01	Maintain bank accounts. §6.02(e)
Collecting capital contribution. §4.06 (Amendment 2)	