

**WEDGEWOOD OWNERS' ASSOCIATION, INC. BOARD OF DIRECTORS MEETING**

**April 19, 2021 at 5:30 pm in the Armstrong Room**

**AGENDA**

Call to Order/Attendance

Secretary's Report

President's Report & Member Comments & Concerns

Treasurer's Report

Committee Reports:

Architectural

Hospitality

Social

Website

Old Business

Roads Committee

New Business

Adjournment

## WEDGEWOOD OWNERS' ASSOCIATION, INC. BOARD OF DIRECTORS MEETING

Monday, February 1, 2021, at 5:30 p.m. in the Armstrong Room in the SCC Building

The meeting was called to order at 5:32 p.m. by President Rebecca Scaringe. Present were Rebecca Scaringe, Cindy Vellante (Vice President), Ken Buckel (Secretary), Peter Pullen (Treasurer), Laurie Stevenson (Director) Sharon Buckel (Hospitality Committee), John Bauckman (ACC)

### **Secretary's Report:**

Buckel certified that notice had been posted on the bulletin board by President Rebecca Scaringe and the association's website in accordance with FS 720. Scaringe moved and Pullen seconded that the minutes of the December 4, 2020, meeting be approved. Motion passed unanimously.

Buckel provided the SCCA and Eric Appleton with the information on the new Officers and Directors for 2021. He advised Appleton that he would continue as the liaison for the Board and his office. Appleton agreed to continue as the Registered Agent and advised his office information had changed as noted below:

Eric N. Appleton, Esq.  
**APPLETON REISS**  
215 N. Howard Ave.  
Suite 200  
Tampa, FL 33606  
813-542-8888 [Telephone]  
813-542-5028 [Direct Line]  
813-542-5054 [Facsimile]  
[eappleton@appletonreiss.com](mailto:eappleton@appletonreiss.com)

The Annual Corporation Report was filed on January 18, 2021 and a copy of the receipt was sent to all Board Members. The fee remained the same, \$61.25

Buckel forwarded the SCC notices to our HOA via email regarding the COVID vaccine distribution on January 23<sup>rd</sup> and January 24<sup>th</sup>.

### **President's Report:**

Scaringe confirmed the use of the Sandpiper Room from 8:00 am to 11:30 pm for the 2021 Annual Meeting set for December 2, 2021. This will allow for the ability to have a social hour as this room has a kitchen set up.

Scaringe sent out a water conservation email from Hillsborough County advising of the watering schedule. According to Garrison Beck at Hillsborough County Water Commission, power washing, when necessary, is allowed. Do not use water when sweeping will do the job.

**Treasurer's Report:** Pullen presented the January 31, 2021 Financial Report.

Income:

Assessments 15 (61) of 84	\$1,350.00
Berry Roberts Lake 1(12) of 12	\$ 240.00
Estoppel 2008 Berry Roberts	<u>\$ 100.00</u>
Total	\$1,690.00

Expenses:

Gift Baskets (2008 BR, 603 DL)	\$ 43.42
Alan's Lawn Service	\$ 300.00
Fl Dept of State Annual Fee	<u>\$ 61.25</u>
Total	\$ 404.67

Alan's Law Service (BRL) \$1,100.00

The amount in each fund as of January 31, 2021:

General Fund	\$10,563.75
Share Acct - Contingency Fund	\$20,757.62
Berry Roberts Lake Fund	\$2,466.34
Party Fund (not part of budget)	\$1,306.90

12 HOA assessments remain unpaid.

Scaringe moved and Buckel seconded that the January 2021 Financial Report be accepted. It passed unanimously.

The HOA Tax Return needs to be completed.

**Committee Reports:**

**Architectural:** John Bauckman

Bruce Kershaw resigned and the Board accepted his resignation. Buckel had previously sent to the ACC and Board the ACC updated forms but those will have to be amended after a Chairman is selected.

John Bauckman will meet with the committee members to choose a Chair and propose a new process for Board Approval. It was moved by Stevenson and Seconded by Buckel that that any Applications which require a permit, will be approved pending receipt of a copy of the permit.

**Hospitality:** Sharon Buckel

A Hospitality Basket was presented to Rick and Jennifer Van Fossen (a/k/a Alf and Jenni) (2008 Berry Roberts) who moved here from Texas.

A Sympathy Card was sent to Jayne Holley and Family with the passing of Jim Holley.

**Website:** Jerri Garretson

### PAYMENT

On January 5, 2021, I updated the JustHost account. Payment for hosting and internet domain name registration will now be made to the Wedgewood Debit card, as requested by the board. Specific instructions on how to change billing and contact information on the JustHost.com site was reported to Becky Scaringe and Peter Pullen in the event that someone needs to maintain the account and I am not available. Peter Pullen's name was provided with the debit card information.

### CONTACT

Becky Scaringe remains the official contact person for the JustHost account, with her cell phone number and email address.

The Gmail address associated with the account, [wedgewood1board@gmail.com](mailto:wedgewood1board@gmail.com), has had no new activity. I check it monthly.

### WEBSITE WORDPRESS MAINTENANCE

I deleted over 40 spam comments, three unused plugins and several unused themes. The latter two actions were suggested by Secure Socket Layer (SSL) as providing better site security. There were many unused themes. I kept a few that looked like something a future web "designer" might find useful, but I have no plans to change the look of the site. I believe that when Phil Mickel designed our site, he tried out all those themes to see how he liked them and didn't delete the "rejects."

We are using a free version of SSL (a plugin designed for site security). When it gives recommendations, it also recommends upgrading to a paid version. This occurs in the "dashboard" of the site when an administrator is logged in. I do not see any need for Wedgewood to upgrade as we do not have any data that can't be public and the free version works for normal site operations. SSL is making one recommendation (upgrade not required) that I do not understand and will have to learn more about. I do not think it is critical, however.

Getting the plugin and theme deletions done required a lot of new learning on my part, as I had never learned or ever done such actions. It was a little intimidating the first time. :)

### WEBSITE ACCESS FOR POSTING AND MAINTENANCE

There are different categories of access to maintaining and updating the website:

1. Administrator: This is the top level. An individual with this designation can add, delete, or change the access of anyone else (by access, I mean to the "inner workings" of the site, NOT just looking at the content on the web), update the website itself, update or delete plugins and themes, add or delete content, etc. In other words, this is total access, so care should be taken when designating an individual as an Administrator. Right now, there are only two people who have this designation, Jerri Garretson and Becky Scaringe.

2. Editor: This level can add, change and delete content that the public sees, but cannot update the site itself. There are two people who currently have this designation, Ken Buckel and Bob Vellante. I recommend that

the board discuss whether to continue to have Bob's login current as an Editor and ask him if he wants that designation continued. He has not posted or worked with the website since he served on the board. However, it is a good thing to have someone who knows how to post content if help is needed. If he doesn't want the Editor access any longer, I recommend that we change his designation to "Contributor" so that all the content he provided is maintained.

3. Contributor: This level can post content, but nothing more. Phil Mickel was still listed as an Administrator until January 23, 2021, when I changed his designation to "Contributor." Since Phil is no longer living or associated with the website, it made no sense to continue his Admin account. However, I found that if I deleted him from the access, any content that he had posted either had to be deleted as well, or attributed to someone else....me, Becky, Ken or Bob. So, I just changed him to a Contributor, meaning that if anyone were to hack his access, they couldn't do anything but post something. If the board wants me to delete his access, let me know to whom you want his content (posts) attributed, and I will do that. As of this date, Phil is the only individual listed as a "Contributor."

NOTES: I am fine with continuing in this role, but it concerns me that we have no backup. Although Becky has an Admin login to the site, she is not familiar with how to manage it. I am still learning new things but at least I know the basics. I think it would be a good idea to have a backup Admin who has at least the rudimentary knowledge I have. It's never good to be "one deep," but I do not know anyone who has either WordPress or other website maintenance experience.

### **Old Business:**

Roads Committee – the CAA is working with the County for road improvement.

### **New Business:**

The Board discussed that a newsletter be sent the end of February to the HOA and one of the topics will be to solicit a backup to assist Jerri.

Other issues will be the bird house Dave Gilberg has that eliminates bugs off Lake Wedgewood; COVID-19 successful vaccine distribution in SCC; the importance of signing up for the SCC email updates; Lake Management erosion issues and planting.

Scaringe will provide the SCC roads article for submission into the newsletter.

S. Buckel brought up the Berry Roberts Lake and how much contingency fund is needed and/or can insurance be obtained. Stevenson will be looking into the Berry Roberts Lake issues.

**Adjournment**: There being no further business, Scaringe moved and Stevenson seconded that the meeting be adjourned at 7:03 p.m. Motion passed unanimously.

Respectfully,

Kenneth Buckel, Secretary

### **Board/Annual Meeting Dates:**

NEXT MEETING: April 19, 2021 at 5:30 p.m. in the Armstrong Room

ANNUAL MEETING: December 2, 2021 at 9:00 AM (Social Hour) and Meeting to Commence at 10:00 AM in the Sandpiper Room of the SCC Campus.