

# Summerstone HOA Board Meeting Minutes

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Status: Approved

Date: August 21, 2025

Time: 1:00PM-3:00 PM

Location: Teams and Zoom Meetings

Attendees:

- Pradeep Kovvuri - President
- Stacey O'Donnell – Vice President
- Cherisse Ratan – Treasurer
- Michelle Reiss – Legal Counsel
- Ky Martin – Vice President of Management Operations, Wise PM
- Todd Parker – Summerstone Property Manager, Wise PM

## 1. Call to Order

The meeting was called to order by President Pradeep Kovvuri at 1 PM.

## 2. Determine a quorum

With all three board members present, a quorum was met.

## 3. Discuss vendors with legal counsel at 1 pm

- a. Gators Landscaping – President Pradeep provided Michelle Reisse, Legal Counsel, with background information on the billing dispute with Gators Landscaping, namely rocks around townhomes were prepaid per contract, but vendor failed to install rocks as promised. Additionally vendor removed rocks installed around the pool area of the Club House and replaced with mulch causing mulch debris to be spread into the pool causing damage to pool equipment. Michelle advised a negotiation with vendor to pay half of what vendor claimed that Summerstone owed them. President Pradeep approved. Michelle Reiss will proceed with the negotiation and advise of results.
- b. Consolidated Pest Control – vendor claimed Summerstone owed \$8497.50. President Pradeep did not agree with this amount. Vendor did not perform a

service in the month of June. Nextgen Pest Control performed pest control service in the month of June.

- c. Michelle Reiss will reach out to legal counsel for Consolidated Pest Control to inquire about the amount they deemed Summerstone owed them and negotiate to pay at a lower amount that would be agreeable to both parties. She will coordinate with Wise PM for payments to these vendors but will wait until after 9/1/25 to do so. She will copy all board members on her email to the two vendors.

#### **4. Meet with Ky Martin and Todd Parker from Wise PM to discuss transition to Wise PM on 9/1/25 at 2 pm**

a. Prepayment of HOA Dues and Homeowners with Credit Balances - President Pradeep asked Wise PM about Summerstone homeowners who prepaid their HOA dues and have credit balances on their accounts. Ky confirmed these credit balances should be brought forward to Wise PM system. Ky advised homeowners should log on to their FIPM account and take a screenshot or print out their account details to compare with the information brought forward to Wise PM and let Wise PM know of any discrepancy.

b. Coupon Books and Payment Methods - The coupon books will be mailed to homeowners in the first week of September. Homeowners who want to pay by check will need to mail it in with the payment coupon from the coupon book. Also, homeowners will be able to set up a direct payment from their bank's Bill Pay system to Wise PM's bank for Summerstone's General Operating account without being charged any fee. If a homeowner wants to set up autopay through Wise PM portal, there is a \$1.95 convenience fee charged by the third party vendor used by Wise PM to process payments. Wise PM will waive late fees in September during the transition to allow homeowners time to switch their payment methods from FIPM to Wise PM.

c. Violations - Todd asked if there were violations of concerns to note. VP Stacey mentioned parking violations and weeds or unkempt driveway/landscaping neglect by homeowners.

d. AP Vendor Payment Approval and Frequency – Wise PM cuts checks daily as soon as invoices have been approved in the AvidXchange system. Todd Parker, property manager, reviews and approves invoices first to ensure appropriateness. Then the system will route these invoices to the two board members on the approval workflow to approve the invoices. Once both board members approve, the fully approved invoices go into the queue ready for AP to cut checks and payments to be released on a daily basis.

e. Election and Annual Meeting – Ky asked when the annual meeting would be. President Pradeep said most likely mid November. Election for VP will be in October. It was concluded that the election and annual meeting would be held together.

f. 2026 Budget – no budget has been prepared yet for 2026. Secretary/Treasurer Cherisse requested assistance from Wise PM.

g. Late Fee Waivers for Residents affected by FIPM system glitch – President Pradeep asked Wise PM for assistance with waiving several months of late fees caused by FIPM system charging \$25 a month late fee plus \$3 a month interest due to homeowners short-paying the monthly HOA dues amount by 37 cents. When the new HOA due amount was changed in January, the homeowners who had autopay set up did not realize the amount had to be changed manually. When they received the late payment notice due to short payment of the old and new rates, they updated the payment amount to \$100 even, but the new amount should be \$100.37. FIPM portal charged \$25 late fee plus \$3 interest (also called late fee in the system even though it was only 37 cents short. The system did not email homeowners the late fee notice. FIPM property manager Karen Rodriguez showed that there were records of emails sent, but homeowners searching their emails did not find any additional emails regarding these late fees and interests. Wise PM agreed to work with the Board to find the best and fairest resolution to this issue.

h. Intro Meeting with Summerstone Residents – Ky Martin will represent Wise PM and join the meeting to be held on 8/27/25 at 6:30 pm to answer any questions from residents.

i. Wise PM assistance with priority projects – Secretary/Treasurer Cherisse put the following projects on the radar for Wise PM: Entrance fountain not working properly, new lighting at Light House at the main entrance, and pond erosion repair.

## **5. Adjournment**

There being no further business, the meeting was adjourned at 3 PM.

Minutes submitted by: Cherisse Ratan

Summerstone HOA Secretary/Treasurer

8/21/2025