



**RIVERWALK HOMEOWNERS  
ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING  
6285 Riverwalk Lane, Jupiter, FL 33458 at Pool #2  
Thursday, August 05, 2021 at 7:00pm**

**MEETING MINUTES**

**Determination of Board Quorum** - Quorum achieved, Board members present at this meeting were President Ron Perholtz, Vice President Dave Huggins, Secretary Chris Abbott and Treasurer Thomas Curry. Property Manager Valerie DeFalco was also in attendance.

**Call to Order** - The meeting was called to order with a quorum present by President Ron Perholtz at 7:03p.m.

**Approval of Agenda** - Item added to the agenda was the Weir Evaluation. Dave Huggins made a motion to approve the August 05, 2021 agenda and Chris Abbott seconded the motion. All in favor.

**Old Business**

- Approval of Previous Board Meeting Minutes: A motion was made by Chris Abbott to approve the July 01, 2021 board meeting minutes, seconded by Dave Huggins. All in favor.
- Board of Directors Meeting Procedures: Thomas Curry reviewed this topic which will ensue as follows: 1. Board opens discussion 2. Board discussion paused for member input on each item up 3 minutes to speak. Residents asked to raise your hand, please wait to be called on by The Board; Board listens. 3. After all residents have had the opportunity to speak then the Board will deliberate and vote. The idea is to reduce crosstalk hence expediting the meeting.
- Community Garden: Update & Water Source: Presentation by members of The Community Garden Committee. What is needed is: 1. we would like to tap into the irrigation system as a water source for the garden with a drip line. 2. Tap into the shower or water fountain water system as a freshwater source using a hose bib. Discussion amongst Board. Roberto will take care of, with whatever fittings needed, and will cut into existing irrigation. When wood (frame for garden beds) is laid out, prior to soil being added we can tap into existing system. The Community Garden Committee plans to begin building on the weekend of August 28<sup>th</sup>; 2 weeks needed to complete. The plan the first week is to remove soil, lay plastic to solarize which will inhibit weed growth. The second week The Community Garden Committee will lay fabric, build beds and mulch around it. Roberto will remove and relocate horseshoes and bushes by August 28<sup>th</sup>, add hose bibs, and a connection cap on the sprinkler system. The Community Garden Committee may ask Roberto directly for the assistance they need; they will also create a waiver for

residents that want to get involved. The sod to be is taken out by The Community Garden Committee in a manner that will be reused in other areas of the community in need of replacement grass. Thomas Curry motioned to approve all of the above discussed items (horseshoe/bush removal & relocation, put a hose bib in, at least one connection capped for sprinkler hook up, communication with Roberto directly, etc.) Seconded by Chris Abbott. All in favor.

- Roofing Project Wrap Up:
  - a) Attic Inspections: Residents notified via quarterly newsletter and email communications that attic inspections are being scheduled to confirm placement of flexible vent pipes and damper/anti-rodent screening on goosenecks. About half of the residents involved in the roofing project scheduled and completed the attic inspection the week of July 26<sup>th</sup>-July 30<sup>th</sup>. There will be only one additional makeup day; residents are encouraged to schedule and complete the inspection as this is for their benefit. Property Manager asked if anyone in audience was involved in 2021 roofing project and not scheduled. No one in audience confirmed.
- Dock Pilings: Last meeting board voted to use black snap jackets instead of gray snap jackets. In the interim the property manager found out that black snap jackets for the pilings only come in one size and may cost us \$150 more in total for the project. Board agreed this is a normal modification; no vote needed. Owner 6271-4 inquired as to timing of Dock 2 repair. Property Manager spoke to owner of company; he is experiencing material shortages but believes he will have material within a few weeks and begin Dock 2 immediately. The other docks will be done as soon as possible. Discussion regarding some dock wood not in good shape although it is marine grade wood. Idea to seal docks is tabled for now; definitely a possibility in the near future.
- Fences: Changes & Updated Quotes: Sports Court Fence: A contract was in place with a contractor; due to permit disagreement and further timing issues Riverwalk is not moving forward with said contractor. Discussion amongst Board about current quotes. Motion was made to proceed with Fence Builders for \$2900 (other quotes much higher) by Chris Abbott, seconded by Dave Huggins. Project will be permitted and an additional cost to Riverwalk. Unfortunately, Town of Jupiter is running very behind (6-8 weeks). Fence Builders will begin repairing the Sports Court within 2 weeks of obtaining the permit from Jupiter. Roberto will remove green screens from sports court as this is lending to damage during high winds, sometimes unexpected (as in this case- April 2021) and repurpose at pools missing green screen. Whatever green screen is left over will be stored in the Maintenance Shed for future use. 6288 Fence: Discussion had around a shadowbox fence or board on board which matches the remaining style of fence nearby. Due to an additional monetary savings and safety concerns Roberto began and finished removing the damaged 6288 fence. After much more board discussion a motion was made by Dave Huggins to approve Fence Crafters to replace wooden fence near 6230, 6288 and repair boatyard fence and motion to modify contract for an additional 30 feet (if additional funds needed up to \$6500) if needed (to replace fencing not seen behind Maintenance

Shed) as it not clear that the quote encompasses the 197 feet in need of replacement near 6288 in the original quote. Seconded by Chris Abbott. All in Favor.

- Building Address Signs: 3 options were mounted onto Building 6287 as samples for viewing. 8" reflective individual black numbers, 8' reflective individual white numbers and one sign with 8" black reflective numbers. {(black mounted across 4 batten strips (wider) & white mounted across 2 batten strips (narrower)} Board Discussion was had as to the pros & cons of the 3 options. The individual numbers will cost \$800 in total more to install than the single sign. If using the single sign, we can mount onto the batten strips and avoiding penetration into the Hardie board. Using individual numbers would require either drilling into the Hardie board OR gluing/caulking which may not have optimal strength when attached to the building. Concern regarding the spacing of the single numbers was expressed. There was thought that the single sign may be easier to remove and re-install when buildings are painted and/or repaired. Opened up for community discussion; lots of comments and discussion from residents. Thomas Curry asked for a show of hands from the residents as to their preference; majority preferred the single sign. Discussed to have the sign pressure washed with gutter cleaning need be. Dave motioned to approve the single sign, one per building, atop of each unit 1, to be placed in height (using building 6287 as an example) just above where the individual white numbers currently are in height and below the z flashing, and accept the total proposal for the single signs made and install, seconded by Chris Abbott. All in favor.
- Boat Yard Space #35 Termination: This boat space has been vacant at minimum since June 7<sup>th</sup>. Owner is present to discuss. The engines needed to be changed out; then the company discovered additional parts were necessary but due to Covid the parts needed were on back order for many weeks. The boat is set to be released on August 9th. Dave Huggins addressed that the office needs to be notified when the boat space is empty more than 14 days. The boat yard is a highly coveted amenity and The Board & HOA would like to ensure that is being used and enjoyed. Board agrees not to terminate; no vote needed.
- Boat Yard Space #4 Termination: Discussion amongst Board; status update provided by property manager. Motion to terminate boat storage space by Chris Abbott, seconded by Dave Huggins. All in Favor.
- Not on agenda: Board asked property manager to investigate a boat in the yard with a hole in the boat. Advised to send notice to terminate and advise owner of boat space to come to next meeting to discuss.
- Not on agenda: Owner 6303-2 asked for clarification regarding where he is on the boat list and concerned that he may have missed his opportunity. Also showed extreme concern that there appear to be a few empty spaces. Board discussed; clarification provided.
- Office Hours: open office hours will remain unchanged. The office now has audio & visual recording and is posted on the office front door. Owner 6183-4, Board and property manager clarified that "Open Office Hours" do not mean that staff is only working 10 hours per week. The staff is in office working however the HOA office door

is closed to visitors and residents unless during “Open Office Hours” which are 8:30-9:30 & 4:30-5:30 Monday to Friday.

- Weir Evaluation (previously referred to as “sinkhole” – NOT accurate): Thomas Curry has a proposal for a professional evaluation be done of the Weir: During low tide they will place sandbags and evac entire run of pipe, snake it with cameras to capture a visual inspection. Based on this visual inspection they will give us recommendations & options which will cost Riverwalk \$5200. A two-part plan: Part 1: Evaluation of the weir & options to repair/replace. Part 2: Riverwalk will bid out the work after specs created. This plan of action mimics the way Riverwalk proceeded prior to re-roofing. Discussion regarding material of storm drain pipe which fluctuates between corrugated metal and concrete as per Town of Jupiter discussions and original permit plans retrieved from South FL Water management district. Positive news that much of the storm drain is concrete. Motion to approve Shenandoah's \$5200 proposal by Dave, seconded by Thomas Curry. All in Favor.

### **New Business**

- Bonus for Roberto: Bonus proposed for Roberto and his hard work in re-screening after the roofing project; Riverwalk saved a lot of money. \$1,000 bonus. Owner 6279-4 agrees that Roberto did an excellent job. Thomas Curry motioned to approve a \$1,000 bonus for Roberto, seconded by Dave Huggins. All in Favor.
- Contract with Hi-Tek Security: James has been here for years as Riverwalk's Code Enforcement; now retired. Board discussion regarding Code Enforcement and his consistent schedule and a ~\$2.00 price increase per hour for our new code enforcement officer. Company says due to required increases in minimum wage. Other approaches discussed regarding wages/hours/responsibilities/30 hours per week/lower hourly wage.
- Replacement/Maintenance of Entrance Sign: Ron Perholtz has researched replacing the LED Riverwalk entrance sign with a TV for several reasons: More costly to replace (LED is ~\$4,000 to replace vs an external TV with parts for ~\$1,000), a TV would provide better images, quality and flexibility when posting communication for Riverwalk. Discussion was had amongst Board regarding a marine TV or external or standard TV. Because the cost to replace a standard TV is much more inexpensive than marine or external, we will begin with a standard TV. Dave Huggins approved Ron Perholtz' suggestion to move forward with a standard TV and parts required for up to \$1,500, seconded by Thomas Curry. All in Favor.
- Delays in Processing Checks Received by the Office: The office will begin Fed-Exing Quarterly Dues checks received in office from residents to our bank's Lockbox twice per month with tracking information via 2-day mail. It has been encouraged for many months that residents please send payment directly (in lieu of dropping it off to the office) via the residents bank's bill pay service OR using the provided envelope and coupon stub that comes with the Quarterly Invoice.

## **Violations**

- 6158-5 Llerena - Defacing of Common Area Property: Discussed a significant oil leak staining the concrete parking space. Motion by Thomas Curry to fine \$100, seconded by Dave Huggins. All in Favor.
- 6207-1 McGinnis - Pets Over Maximum Limit: Board discussed. Other residents, Board members and office have confirmed via photos and numerous reports seven pets. \$100 fine approved per pet over limit (currently maximum of two pets) totaling a \$500 fine motioned by Dave Huggins, seconded by Thomas Curry. All in Favor.
- 6279-7 Lacey - Bulk Garbage Placed in Common Area Too Early: Motion by Dave Huggins to fine \$100, seconded by Chris Abbott. All in Favor.
- 6303-6 Bailey - Notice to Remove Inoperable Motorcycle & Encumbrance onto Adjoining Parking Space: Owner 6303-6 attended to discuss the matter with Board. Owner agreed to park motorcycle properly (parallel in owner's reserved space) and stay within the parking lines of their designated space. Motion to dismiss by Ron Perholtz, seconded by Thomas Curry. All in Favor.
- 6359-1 Hooker - Person Living in Unit Not Approved: Resident at 6359-1 attended to discuss the matter with Board. Motion made to dismiss by Dave Huggins, seconded by Thomas Curry. All in Favor.
- 6359-7 Burrell - Notice of Violation Unresolved: Motion by Thomas Curry to fine \$100, seconded by Dave Huggins. All in Favor.
- 6375-2 Florida Davenport LLC - Notice of Violation - Register Pet at Riverwalk Office: Motion by Thomas Curry to fine \$100, seconded by Dave Huggins. All in Favor.

**Open Discussion** – None presented.

**Adjournment** – Dave Huggins made a motion to adjourn at 9:05 p.m., seconded by Thomas Curry. All were in favor.