



**RIVERWALK
HOMEOWNERS'
ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
6285 Riverwalk Lane, Jupiter, FL 33458 at Pool #2
Thursday, October 05, 2023 at 7:00p.m.**

MEETING MINUTES

- I. Determination of Board Quorum (motion to approve 7:00):** Quorum achieved. Board members present at this meeting were President Ron Perholtz, Vice President Dave Huggins, Treasurer Thomas Curry, Director Sharon Orsini, and Secretary Chris Abbott. Office Manager Ed Muquit was also present.
- II. Call to Order:** The meeting was called to order with a quorum by President Ron Perholtz at 7:00 p.m.
- III. Approval of Agenda:** Sharon Orsini made a motion to approve the agenda and Chris Abbott seconded. All in favor.
- IV. Board of Directors Meeting Procedures:** Rules and overview reviewed by Thomas Curry.
- V. Approval of Previous Board Meeting Minutes:** Sharon Orsini made a motion to approve the minutes; Dave Huggins seconded the motion. All in favor.
- VI. Old Business**
 - a. Playground
 - i. Fence construction has finished. Playground equipment was not picked up by the freight company and should be delivered in the next two weeks. They will keep Dave Huggins notified of its status. Merry go around will arrive tomorrow. Fence and gate have been put up and Sixberry will install locks Monday. The board has decided to take down the jungle jim unit and replace it due to new issues. Replacement of jungle jim unit will be below original budget of \$79,000 (est: 12-13k), and will be voted on by the board. Because of security, a camera will be installed on the gate. The gate itself is not self-closing and will be lit up at night.
 - b. Gutter Cleaning
 - i. Brothers Gutters will determine buildings that don't need a lot of gutter attention and will change the bid next year to reflect that.
 - ii. They identified gutters that are in disrepair, and it is up to the homeowners to repair them. President Ron Perholtz suggested that homeowners may want to chip in together to cover shared costs.
 - iii. Possibly 2-3 weeks left on gutter cleaning.
 - c. Office Management Software Upgrade
 - i. Tops software is dropping support. Conversion glitches from prior software. Keeping old system for historical data.
 - ii. Market share for Buildium is 3% (in danger of going out of business); but overall, it is a better product compared to its competitors and support is a lot better.

- iii. To access the software, an email address must be provided. Account information, communication, and ability to pay balances accessible to Homeowners through an app on their smartphone.
- iv. Priority tracker given to Ed Muquit as part of the plan.
- d. New Open Office Hours
 - i. Open office hours will be 4:30pm-5:30pm, or by appointment.
 - ii. Ed Muquit is pursuing his cam license and in the interim the office is going to be run by the board.
 - iii. More staff will be added in the near future. In the meantime, Ed must learn the system and improve upon it and implement a new system.

VII. New Business

VIII. Violations

- a. 6175-3 Bradley – Vehicle Violation
 - i. Called in and wanted to defer to the next meeting due to a procedure. Chris Abbot made a motion to defer – Thomas Curry seconded - all in favor.
- b. 6183-3 Waddell – Unleashed Dog
 - i. The dog was off leash near the river and went up to another homeowner and scared them multiple times. Since the incident the owner has kept his dog on a leash and has stated it will not happen again. Sharon Orsini made a motion to waive the violation – Dave Huggins seconded – all in favor.
- c. 6239-3 Lyon - Estoppel Violation(s) Unresolved – Referral to Board
 - i. Lyons was not able to make it tonight, but the light has been ordered and is on its way. Proof of receipt was given to the office through email. Defer to next month. Thomas Curry made a motion to defer – Dave Huggins seconded - all in favor.

IX. Open Discussion

- i. Roy asked a question why is there black mold on the ground of the pool? Is there a maintenance program in place to address these various issues?
- ii. Dave Huggins explained to Roy the procedures that are in place. Landscaping companies take care of the grass, hedges, and do the trimming. Sports courts are currently being redone and painted. Trip and fall hazards take priority when it comes to these projects being completed, but all his concerns will eventually be addressed.
- iii. Roy pressed for a maintenance program ex: a list of priorities that get done on a recurring basis. Dave Huggins told him that isn't feasible with our current staff, and it would be more costly to implement.
- iv. Thomas Curry assured Roy that the maintenance team are busy at work. They are constantly cleaning and fixing problems and are always engaged in projects. They have a maintenance program that they individually follow but some projects take priorities compared to others.
- v. George asked if the board has a plan, and is preventative maintenance included in it?
- vi. Sharon explained to George that the process of getting work completed sometimes involves the board voting on quotes taken from specialized contractors. In terms of projects being completed the board has a list of priorities that need to be completed at any given time which they address. Many projects have been undertaken and completed by doing this. In terms of giving homeowners an exact schedule or a list that isn't feasible.

- vii. Claudia suggested seasonal tasks such as seasonal tasks can be implemented.
- viii. The board thanked Claudia for her input.
- ix. Pressure cleaning scheduled for tomorrow.
- x. Tina asked since pressure cleaning is time intensive can they do a quick spray with a mixed bleach solution?
- xi. Dave explained that you can't just spray solution and leave it unattended.
- xii. Peggy asked if Roberto could use a specialized disc to clean in conjunction with his pressure washing equipment.
- xiii. Thomas explained that he usually does use it.

X. Adjournment

- i. Thomas Curry made a motion to adjourn – Dave Huggins seconded – All in favor.

10/5/23 APPROVED BY CHRIS ABBOTT



RIVER WALK HOA SECRETARY