

MINUTES OF THE BOARD OF DIRECTORS MEETING OF BOCA LAKES CONDOMINIUM ASSOCIATION, INC. HELD ON WEDNESDAY, MARCH 9, 2020 AT 7:00 PM., AT THE CLUBHOUSE 8768 CHEVY CHASE DRIVE.

ROLL CALL

Those Board members present were Patricia Chapman, President; MaryAnn Biancardi, Vice President; Norman Goldstein, Treasurer; Lisa Depace, Secretary. Directors, Vincent (Chancy) Tancredi, Stephen Panebianco, Joseph Zegarelli, Tina Goebel, and Howard Butler were present. Also present was Ashley Grieco, Property Manager, & Gary Palombi, Owner from Residential Management Concepts.

Pat Chapman called the meeting to order at 7pm & welcomed the guest speaker, Elizabeth, from Comcast. Elizabeth went over the free applications (apps) that are available to all residents. Norman asked Elizabeth how long it takes for Comcast to repair a work order once it is submitted, as he has had the office send in several that have not been repaired yet. Elizabeth advised that she will look into this, and will also start sending the office notifications when the work orders are completed through Comcast. That way the onsite office or Board can go check to confirm.

APPROVAL OF MINUTES

Lisa motioned to approve the minutes from the February 12, 2020 Board Meeting. Maryann seconded the motion. All in favor. Motion carried; minutes approved.

FINANCIAL REPORT

Norman Goldstein read the Cash Status Report as of February 29, 2020 stating that there was \$80,355.57 in the Operating Cash account and \$912,657.62 in the Reserve Funds, making an unaudited total of \$1,005,752.05. Norman advised that the (2) months income for the period ending on February 29, 2020 was \$271,111. The Operating Expenses for this period was \$275,961. The Allocation to Reserves was \$6,417 for a total of \$282,378, resulting in a net loss for the (2) month period of \$11,267. Norman pointed out that other than the election expenses in January, the other expenses included: termite tenting, irrigation breaks, & underground pipe breaks account for the loss. Norman hopes these will not be recurring expenses.

COMMITTEE REPORTS

- Grounds – No Report
- Clubhouse/Pool – Tina advised all residents that she has replaced (4) pool sticks with new ones, and she also got new tips for the remaining sticks. Along with this the pool table was also leveled. Tina also advised all residents that the bathroom renovation project in the clubhouse will be starting on March 16, 2020.

- **Insurance/Legal** – Starting with Insurance, Howard advised all residents that it is required to turn in an updated copy of your unit insurance, so if they have not done so yet, they need to get on top of this as soon as possible so we do not have to send out violation letters. Howard also stated when you are getting your unit insured, check to confirm you are also getting backflow insurance. Howard advised that when you have an underground pipe leak you most likely are going to have the floor ripped up the repair. The Backflow insurance would take care of these floor damages, as the Association is not responsible for repairing your floor, so please make sure this is included in your policy. Going into Legal, Howard advised all residents that the Association is being sued at this time. Howard answered a resident who asked “who is suing the association and why” stating that Board Member Joseph Zegarelli is countersuing the Association for defamation of character.
- **Buildings/Maintenance** – Pat advised all residents that the Association is still tenting and is doing (2) buildings at a time. Pat advised the Association will not be tenting as we get closer to the spring holidays.
- **Security** – Chancy advised all residents that he has approached a few people in the community regarding speeding & told them they needed to slow down. Chancy stated that he did not have any issues doing this and will continue to advise those who speed when he sees them.
- **Sales/Leases** – Lisa stated there have been (5) sales, (1) New lease, and (5) lease renewals, the highest sale being \$158K. Lisa advised all residents that the Association at this time is 13% rentals, the maximum allowed is 20%.
- **Standards** – Steve advised all residents that he has approved a few Alteration Packets that have come into the office and that all packets were for new windows to be installed. Steve stated all the paperwork was complete & the contractors were licensed and insured.

OLD BUSINESS

- **IRRIGATION ALARM SYSTEM - INSTALLED** – Pat advised all residents that Irving from Technology Engineering installed an alarm system on both pump houses. With the alarm system in place when a repair is needed, the president, property manager, and Irving who maintain the pumps, will be made alerted by text.
- **ANY BUSINESS NECESSARY**

NEW BUSINESS

- **BUILDINGS:**
 - A). SCREEN CAGES: NOT INSTALLED PROPERLY**
 - B). LIGHTING, WIRING, ADDRESSES** – Norman advised all residents that during the roofing project, the roofing contractor has discovered that several screen enclosures

on residents back patios are attached to the fascia board, which means the roofer is unable to install the new gutters behind the unit, or replace the rotten fascia board. If this is the case with your unit, the office will send you a letter making you aware. It is then the owner's responsibility to have the screen enclosure reinstalled properly so that the gutters can be installed. Norman also advised that the Association is looking into bids for new light poles for the entrance of units with the addresses included as they have always been. This is a work in progress.

- **ARCHITECTURAL CHANGE FORMS: TINTING OF WINDOWS & IMPACT WINDOWS** – Pat advised all residents that the application for the Alteration Request Forms has been updated. The forms will now reiterate that colored glass is not permitted & will require the owner to sign off acknowledging this. The forms will also require the owner to sign stating they are aware that the grid lines are mandatory, and that the windows will be in violation if not applied.
- **RESIDENT PARKING SPOTS** – Pat made clear to all residents that the conflict surrounding parking needs to stop, and residents need to adhere to the rules put in place: “Each unit is assigned one (1) reserved parking space. Guests and others may park in any other unused space”. There is also parking available at the clubhouse, but you must have a guest pass if you are parking for an extended period.
- **HOLIDAY LIGHT PROPOSALS** – Lisa advised all residents that she has had the office collecting holiday light bids for the next season. Lisa presented (3) bids to the Board to review. A short conversation took place regarding pricing and the Board decided to table the decision for now.
- **ROOFS: GUTTER GUARDS** – Pat advised all residents that Dean from Palm Beach Roofing is currently installing new gutters at all units. Pat was advised by Dean that they are using extended gutters so that the water is traveling as far away from the unit as possible. With the new extended gutters Dean suggested that owners purchase gutter guards from Home Depot (very inexpensive), to ensure moving forward the new extended gutters are not damaged by the landscapers. Pat recommended all owners investigate purchasing a guard for their units.
- **LINE OF CREDIT: LOAN APPROVAL** - Lisa motioned for the Association to take out from the line of credit of \$500,000 from Center State Bank. Seconded by Chancy. All in favor except for Joe Zegarelli, motion carried.
- **STREET SIGN** – This agenda item was not discussed.
- **DRIVEWAYS** – Norman advised all residents that at this time he is having the office collect bids to have all the driveways redone. After a brief discussion, the Board decided to table this topic until a later date.
- **APPLICATION FORMS UPDATED** – Pat advised all residents that the condo questionnaire for Boca Lakes has been updated to include that the special assessment for the roof is required to be paid in full before the unit can be sold/purchased.

- **DOCUMENTS REVIEW** – Howard informed all residents that he is currently working with the Association’s Attorney to update the documents for Boca Lakes.
- **ANY BUSINESS NECESSARY-**

Being no further business before the Board, Patricia Chapman moved to adjourn the meeting; seconded by MaryAnn at 8:32 PM.

Respectfully submitted,
On behalf of the Secretary
Boca Lakes Condominium Association, Inc.