

**MINUTES OF THE BOARD OF DIRECTORS MEETING OF BOCA LAKES CONDOMINIUM ASSOCIATION, INC. HELD ON WEDNESDAY, April 10, 2019 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; Lisa Depace, Treasurer; Howard Butler by phone, Secretary. Directors, Vincent (Chancy) Tancredi, Jay Semmel, Joseph Zegarelli, and Elissa Pratt was present via teleconference. Also, present were Ashley Grieco, Property Manager; Emily Spurl, Assistant Property Manager and Gary Palombi, from Residential Management Concepts.

Patricia Chapman called the meeting to order at 7:02 PM and turned the chair over to Howard Butler. Before Howard could begin, Jay insisted that he would like the item “RMC Overpayment” added to the meeting agenda. Following a brief discussion, Gary Palombi stated that this subject would be added.

**APPROVAL OF MINUTES**

Jay Semmel pointed out two (2) corrections that needed to be made under the Standards section, along with the wording used in the selecting of the Grievance committee. Lisa Depace also noted a correction needing to be made in the March 13 minutes, the Aged Owner Balances were now down to \$4000.00, the lowest ever in Boca Lakes history, plus 2 accounts that are at the attorneys for collection. Lisa DePace then moved to approve the corrected minutes from the March 13, 2019 meeting, seconded by Pat Chapman. All in favor. Motion passed.

**APPROVAL OF SPECIAL MEETING MINUTES**

Howard Butler moved to approve the minutes from the April 10, 2019 Special Board meeting as presented, seconded, by Lisa Depace. All in favor. Motion carried.

**FINANCIAL REPORT**

Lisa Depace read the Cash Status Report as of April 10, 2019, stating that there was \$289,281.63 is in the Operating Cash account and \$1,563,717.22 in the Reserve Funds, making an unaudited total of \$1,853,538.85. Following a brief discussion, the Board accepted the financials as presented.

## **COMMITTEE REPORTS**

- **Beautification Committee** – Joe Zegarelli reported that the beautification meeting was held, and they were able to get a head count of how many plants they would need to replace that were damaged from tenting. Joe stated the total cost to replace the damaged plants came to \$1254.00. Joe noted that Neil & himself had originally planned to go and pick up the supplies if the Board approves the bill. Joe stated he would get a bill from the provider & have this bill approved before the check is cut for payment. Following a brief discussion, the Board agreed to hold on this for now.
- **Clubhouse/Pool** – As Elissa Pratt was being teleconferenced in and had nothing to report.
- **Grounds** – Joe Zegarelli asked who had made the decision to remove various plants around the community, and why as ground chairperson, he was not involved. Pat Chapman stated that the landscaping that was removed was because it had died due to irrigation issues, and that there certainly was no underlying reason for why the grounds committee was not informed. However, in the future she will certainly keep Joe aware if any other shrubs need to be removed.
- **Insurance/Legal** – Howard Butler informed the residents that it is the broker's responsibility to explore all avenues to ensure that the Association is getting the best insurance for the best price. Howard confirmed that Damian McFadden from USI, was able to do just that. The cost for insurance between the years 2017-2018 was \$304,733.00. With Damian's assistance we were able to reduce the cost to \$253,078.00 for 2018/2019. Howard also confirmed that Damian only works with admitted companies, which means that the company is guaranteed by the state and provides an extra layer of protection for the Association compared to companies that are not admitted. Howard went on to inform the residents that the insurance also covers the Board of Directors and Officers.
- **Buildings/Maintenance** – Pat Chapman confirmed that all buildings that were originally scheduled for tenting have been rescheduled for May 6<sup>th</sup> & 7<sup>th</sup>.
- **Security** – Chancy Tancredi advised the residents in attendance that the mesh was added to the fence on Lyon's Rd, all the holes have been patched. Chancy reminded all residents that there is no parking on the street allowed

at any time. Any vehicle parked on the street moving forward is at risk of being tagged & towed from the premises.

- Chancy wanted to be clear that parking overnight is not permitted on the property period for the following vehicles: commercial vans, panel trucks, pickup trucks or any vendor labeled vehicle.
- **Sales/Leases** – Lisa Depace reported that there were six (6) lease renewals, and four (4) new leases. Lisa noted that we had one (1) application for purchase, however that was denied due to the buyers being previous renters with several reported violations. Lisa stated that the office is going to start aggressively going after any residents who are illegally renting out their units.
- **Standards** – Jay Semmel did not have anything to report but emphasized that the rules needed to be changed/updated regarding the window measurements permitted on the front door of the units. Jay Semmel suggested that the rules be updated in general. Howard Butler agreed that the documents have not been updated/revised since 1986 and are quite antiquated. Following a brief discussion, Howard proposed that we reach out to the Association’s Attorney to find out how much it would run to revise the Documents. Howard noted that he wouldn’t think that it would be that much to have Attorney Shir review and give them an idea of what needs to be done. Gary Palombi stated that he has worked with many of his communities and from his past experience, the cost will be quite a bit higher than the Board thinks. Following a lengthy discussion, the Board agreed to have Howard collect more information on pricing before any final decision has been made.

## **OLD BUSINESS**

- **Irrigation Pumps** – Technology Engineering has installed the new irrigation pumps and they are up and running at this time.
- **Pool PVC Fence** - The new PVC Pool Fence has been completed.
- **New Street Signs** – The onsite office ordered (8) new traffic signs. After receiving a bid from another vendor for more than \$900.00, RMC was able to find the exact same signs for the more affordable price of a little over \$200.00.
- **Green Mesh for Fence on Lyons** – The mesh has been installed along the entire fence facing Lyon’s Rd.
- **Any Business Necessary** – Nothing discussed at this time.

## **NEW BUSINESS**

- **New Office Assistant** - Pat Chapman introduced the new office assistant Emily Sporn to the community. Welcome Emily!
- **USI Insurance Services LLC** – Howard Butler confirmed that he went over all the insurance information during his committee report. Howard suggested that if any resident has questions regarding the insurance to please direct their questions to the office so they can contact him directly.
- **Stanley Steemer - for May 6, 2019** – Pat moved to have Stanley Steemer clean the carpet in the club house on Monday May 6, 2019 for the price \$100.00; seconded by Mary Ann Biancardi. All in favor. Motion carried.
- **Home Depot Gift Card – Approved for Maintenance Supervisor (Two \$500 cards)** – Pat Chapman informed the Board and residents that there are several repairs that the maintenance men are required to complete, and they are unable to keep up with the repairs due to the lack of supplies on site. Pat stated she has been allowing Jay to use her personal credit card for supplies and then she is reimbursed by our office. Lisa DePace suggested getting gift cards so Jay can buy what the men need, and no Board member will have to use their own credit card. Following a brief discussion, Pat Chapman moved to purchase two (2) \$500 Home Depot gift cards for Jay Ares. The cards can be kept in the office and when supplies are needed, the maintenance supervisor, can sign it out. Joe Zegarelli and Jay Semmel suggested getting a corporate credit card to use instead of gift cards, which could end up being lost and no way of keeping track. Pat Chapman stated that she agreed, however, in order to get a corporate card, a Board member would need to be the guarantor. Joe stated he would consider being the guarantor on the card, under the condition that only Jay Ares is making the purchases. Jay Semmel stated he did not see why Pat could not just continue to use her own personal card. Lisa stated that it is unfair that the burden be confined to Pat, and perhaps he would like to provide his credit card. The Board was unable to come to an agreement and the issue was tabled.
- **Bathroom Update – VPG Construction per/Forensic Engineer** – Gary Palombi stated that Attorney Shir has been aggressively going after the two (2) companies responsible for the bathroom being completed incorrectly. Gary confirmed that one of the insurance companies made an extremely low offer and the other has yet to offer anything.

- Gary confirmed Guy Shir is filing suit, however, it will be a slow-moving process. Gary also stated that in the meantime, the office has collected two bids for the bathroom project; Hartzell & VPG who was recommend by the forensic engineer. The Board will review the contracts and tabled the decision for now.
- **Irrigation Wiring Bid – Technology Engineering Approved** – Technology Engineering was awarded the wiring project in Boca Lakes. Pat Chapman stated they will begin the wiring on Monday April 22, 2019 weather permitting.
- **Tenting Reschedules** – Pat Chapman confirmed that she had already reported the rescheduling of the tenting in her Building/Maintenance report.
- **RMC Discussion of Contract** – Jay Semmel questioned his concerns regarding the overpayment that he perceives was given to Residential Management. Gary Palombi explained to Jay Semmel once again that there was no increase to the management fee and that the additional cost was only for the payroll, as the Board prior to our starting at Boca Lakes had not budgeted correctly for this and Residential was not willing to absorb the additional payroll costs. Jay continued to ask the same question repeatedly. The Board finally agreed that enough was enough and there would be no further discussion on this matter.
- **Resignation of Board Member** – Howard Butler, who was present via teleconference stated that he had received a letter of resignation from Neil Rosen and at a Special Board Meeting held on Monday, April 8, 2019, he read the resignation to the Board members present. Howard Butler moved to accept the resignation; seconded by Pat Chapman. Unfortunately, due to the unprofessional behavior of several Board Members, the meeting was adjourned, and the Board agreed to hold accepting the resignation until the duly posted Board Meeting which will be held on Wednesday, April 10, 2019.
- **Board Vote to Fill Vacant Seat – Board Approval** – Howard Butler announced that the board is voting to fill the vacant Board seat. The following residents volunteered: Michael Berman, Norman Goldstein, Anthony Segreto. A vote was taken and with one vote for Michael Berman, 5 votes for Norman Goldstein, and one vote for Anthony Segreto, Norman Goldstein, was appointed to fill the vacancy. The term will be for two years.

- Norman Goldstein announced that the old pool heater, that has been repaired many times for many years, has died again. Norman made a motion to buy a new pool heater from Crizabella for \$4795.00, along with the bypass valves for \$295.00. Joe Zegarelli argued that this project should be put on hold until Board member Elissa Pratt is back from vacation and can be involved in the decision. The majority of the Board decided this repair was too important to wait on (1) Board member to be present for the vote. The vote was taken, and the motion passed to have the pool heater replaced by the majority of the Board present.
- Norman Goldstein moved to place money aside, approximately \$35K, for the pool recoping and diamond brightening.; seconded by Lisa DePace. With 5 Board Members in favor and 2 against, the motion passed.

Being no further business before the Board, Howard Butler moved to adjourn the meeting; seconded by Lisa Depace at 8:18PM.

A Good & Welfare portion of the meeting was held which included a question and answer session between the membership in attendance and the Board of Directors.

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