

MINUTES OF THE BOARD OF DIRECTORS MEETING OF BOCA LAKES CONDOMINIUM ASSOCIATION, INC. HELD ON WEDNESDAY, FEBRUARY 13, 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, Secretary. Directors - Vincent (Chancy) Tancredi, Elissa Pratt, Neil Rosen, Jay Semmel, and Joseph Zegarelli. Also, present was Carol St. Aubin, Property Manager and Gary Palombi owner of Residential Management Concepts.

Patricia Chapman called the meeting to order at 7:03 PM and turned the chair over to Gary Palombi.

Sergeant Greene from the Palm Beach County Sheriff's Office spoke to the membership and asked that if you "see something, say something". The non-emergency phone number is 561.688.3000. There are a lot of scams taking place and if someone solicits you for work, don't hire them. Please do not leave items in your car especially guns. Doing a credit check regularly will help monitor identity theft. PBCSO offers a quarterly safety & security meeting and two representatives from the community are welcome to attend. Please schedule your reservation through the management office.

Steve Alter, owner of Branch Managers Tree service gave an update on the community and the new contract being presented to the Board. There is still a lot of work that needs to be done and the weight lifted off the ends of the branches. Steve also discussed the amount of cleanup that his crew did during the 21 days they were in the community last year. The new contract would also give Boca Lakes top precedence if a hurricane or other disaster was to strike.

- Tree Trimming - approval of the tree trimming contract was tabled.

MINUTES

Chancy Tancredi moved to approve the minutes from December 12, 2018; seconded by Lisa Depace. All in favor. Motion carried.

Howard Butler moved to approve the minutes from January 9, 2019; seconded by Lisa Depace. All in favor. Motion carried.

Howard Butler moved to approve the minutes from January 17, 2019; seconded by MaryAnn Biancardi. All in favor. Motion carried.

FINANCIALS

- Lisa Depace read the Cash Status Report as of January 13, 2019 in which \$237,424.91 is in the Operating Cash account. \$1,616,502.12 is in Reserve Funds for an unaudited total of \$1,853,927.03. Four-unit owners are at the attorney for collections. The Board accepted the financials as presented.

COMMITTEE REPORTS

- Beautification Committee – Neil Rosen spoke about a beautification meeting that was recently held and presented the Board members with the guidelines that the committee will be following. Committee members are Dorothy Pollack, Neil Rosen, Jay Semmel and Joe Zegarelli. The guidelines are attached and made part of these minutes.
- Clubhouse/Pool – Elissa Pratt stated that she will be meeting with Mike from Crizabella Pools to discuss the pool coping proposal. Proposals have been received for monthly cleaning of the clubhouse. A maintenance man has been doing the cleaning but only completes the bare minimum and the bathrooms are not very clean. Elissa also asked if anyone was interested in over-seeing the clubhouse/pool committee while she is residing in Colorado for the summer.
- Grounds – Joe Zegarelli stated that once the pumps are repaired and he knows what is going on, he will be able to give an update. Joe thanked Dottie Pollack for her time on the approved plant list that will be made available to the owners. Joe announced that the grounds committee members are Lou Hernandez, Dottie Pollack, John Zegarelli and Barbara Arovas. A Hurricane Committee is being formed and residents are asked to sign up. Joe asked that a copy of his report be attached and made part of these minutes.
- Insurance/Legal – Howard Butler announced that Damion McFadden, the associations insurance broker, will be at the March meeting. Owners are encouraged to get a wind mitigation done on their unit which could help to lower your insurance premiums. Howard stated that the associations governing documents are outdated and that they need to be revised by an attorney. Howard is looking into the cost associated with doing so.
- Buildings/Maintenance – Pat Chapman stated that eight buildings are under contract to be tented for termites in February. Pat advised everyone that the paving contractor used ‘black beauty’ on the roads which would help prevent marks from turning the tires on the new asphalt.

- Security – Chancy Tancredi asked everyone for a moment of silence in remembrance of the one-year anniversary of the Stoneman Douglas High School shooting that claimed 17 lives. Chancy spoke on behalf of the prior year tree trimming company, Branch Managers, and that testimonials and reputation are more important as price is not the bottom line that should be used when hiring a vendor.
- Sales/Leases – Lisa Depace reported that since December there have been four sales; three new leases; and nine lease renewals. Lisa brought to the attention of the Board that Unit 65 has unapproved occupants residing in the unit. Unit 108 has underaged children residing in the unit. Management sent both owners certified letters and neither owners have replied. Lisa recommended for the Board to send both units to the attorney. Joe Zegarelli approved the motion to send both units to the attorney; seconded by Howard Butler. All in favor. Motion carried.
- Standards – Jay Semmel thanked Carol, the Property Manager, for helping to rid the swales of the ‘black beauty’. Jay stated that he has revised the Application for Alterations and made it more user friendly. The form has also been placed on the association website.
- Bathroom Update – Gary Palombi read an email from Sinsia Kolar, the forensic engineer dated February 8, 2019 detailing his findings and errors of the bathroom remodel. It was also discovered that Red & Blue Contractors does not carry the necessary insurance to collect for these types of damages. A copy of that email is attached and made part of these minutes.
- Property Manager Report – Website is up and running and is bocalakes.org. Owners will have access to a separate section for financial, minutes, contracts and other information. **If you have an email address on file with the office, then the website host, GoDaddy, will send an email to you with information on how to access that section.** Lake & Wetland will be out tomorrow to look at the algae in the lakes. The pool barrier permit should be reissued, and inspections scheduled for next week.

OLD BUSINESS

- Clubhouse Cleaning Proposals - The Board was given proposals for monthly cleaning of the clubhouse from Glow Cleaning, \$185.00; Easy Jammin, \$400.00; Anago Cleaning, \$299.00; R&M Cleaning \$250.00. Elissa Pratt made a motion to approve the proposal from Glow Cleaning \$185.00; seconded by Lisa Depace. All in favor. Motion carried.

NEW BUSINESS

- Additional Assistant Hours - Patricia Chapman discussed the need to have the office assistant available from 10:00-4:00 when the office is open and would increase the position from 20 hours to 30 hours a week. MaryAnn Biancardi made a motion to approve an additional 10 hours per week; seconded by Lisa Depace. All in favor. Motion carried.
- Signatory Rule & Regulations – item was tabled till further notice.
- Painting Two Roofs – Proposals to paint two mansard roofs were reviewed. These two roofs did not come as clean as the other roofs that were pressure cleaned and is made of a different product. Tropic Builders, \$4,475.00 and Coastal Painting, \$2,400.00. Lisa Depace made a motion to approve the contract from Coastal Painting, \$2,400.00; seconded by MaryAnn Biancardi. All in favor. Motion carried.
- Walkway Color Change – item was tabled till further notice.
- Pool Coping Repairs – item was tabled pending additional proposals.
- Pool Heater – item was tabled till further notice.
- Irrigation Pump Repairs – item was tabled pending additional proposals.
- Bob Bader was given the opportunity to speak to the membership addressing the fact that the Board of Directors are volunteers and do not get paid for their time. Bob encouraged owners to volunteer on committees and to get involved in the community. Because of the animosity during meetings, many residents do not attend, and Bob stated that the owners need to show respect to the Board and the other owners in attendance. Bob felt that the roofs are in good condition and only need to be maintained.

Being no further business before the Board, President Patricia Chapman, moved to adjourn the meeting at 9:05 PM.

A brief 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 this was followed by coffee and cookies.

Respectfully submitted,
On behalf of the Secretary