

**MINUTES OF THE BOARD OF DIRECTORS MEETING OF BOCA LAKES CONDOMINIUM ASSOCIATION, INC. HELD ON WEDNESDAY, MARCH 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 Ashley Grieco, Property Manager along with Gary Palombi, owner of Residential Management Concepts.

Patricia Chapman called the meeting to order at 7:01 PM and turned the chair over to Gary Palombi.

Gary Palombi introduced Attorney Guy Shir from the Shir Law Group and stated that he was present to provide the residents with a brief update on where the association currently stands with the bathroom project. Attorney Shir stated that this is being done in two (2) phases: the first phase was having the forensic engineer provide the Board with a report on what needs to be corrected and the second phase was finding the most cost affective way to go after the contractors that did not properly do the work the first time. Attorney Shir confirmed that there have been two 5-58 letters sent to both of the contractors involved; Red & Blue Construction & AKA. Guy Shir remarked that the association is not currently involved in a law suit, but we are in the negotiation process. Attorney Shir closed the conversation stating the next big project to tackle would be the associations out dated documents. Following a brief discussion, the Board thanked Attorney Shir for taking the time to attend the meeting.

**APPROVAL OF MINUTES**

Lisa Depace moved to approve the minutes from the February 13, 2019 meeting as presented. Seconded by Maryann Biancardi. All in favor. Motion carried.

## **FINANCIALS**

- Lisa Depace read the Cash Status Report as of March 13, 2019, stating that there was \$319,678.25 is in the Operating Cash account and \$1,571,045.03 in the Reserve Funds, making an unaudited total of \$1,890,723.28. Following a brief discussion, the Board accepted the financials as presented.

## **COMMITTEE REPORTS**

- **Beautification Committee** – Neil Rosen went over the flyers he handed out before the meeting for the Botanical Committee’s work shop, which will take place on March 20, 2019 in the clubhouse between 7:00 and 7:30 PM. Neil discussed the plans for replacement, and that they are working with the budget they have to see how much they can spend on plantings, along with how many plants there would be per unit based on the budget. Neil urged the residents to attend this workshop.
- **Clubhouse/Pool** – Elissa Pratt stated that currently the pool heater is running good and that she has been looking into various options to replace the pool coping, however this project would not be done until the summer. Elissa also brought to the attention of the Board that residents have requested lights around the grill area. Elissa ended her report with advising all of the residents of the AC repairs that needed to be made over the weekend in the club house.
- **Grounds** – Joe Zegarelli reported that he has been taking notes on the areas in the community where landscaping needs to be addressed, along with taking comments from residents. Joe stated that until the new Irrigation Pumps are installed on March 25, 2019, there is not much to report. Joe remarked that once the irrigation pumps are in and running, they will start to plant were needed.
- **Insurance/Legal** – Howard Butler summarized Attorney Guy Shir’s opening comments in regards to the documents and how they are extremely outdated. Howard confirmed this is a long process, and it will involve all of the residents input along the way. Howard also advised that he has been looking into insurance for the association and through that, learned that the current circuit boxes that came with the units are very dangerous. Howard advised that he would like all residents who have not yet updated their circuit boxes, to sign up to receive information from him. There is a signup sheet in the back of the room. Howard stated that he wanted to make sure all residents are aware that the current circuit boxes have actually been outlawed in NJ, so this is something to take seriously.

- Howard Butler also noted that it is beneficial for all residents to have a Wind Mitigation report done, which will help lower their insurance costs. He advised that he found a company that provides this report for the low cost of \$75.00. There is also a sign up sheet for residents requesting more information on this topic.
- **Buildings/Maintenance** – Pat Chapman stated that seven (7) buildings are scheduled to be tented in March and April of 2019. Pat confirmed they have had great success from tenting, and assured all residents that this was a step in the right direction.
- **Security** – Chancy Tancredi advised all residents that the biggest safety concern at this time is the fence on Lyons Rd. Chancy reported that the Board has placed an order for a heavy green mesh to cover the fence, along with any existing holes in the fence.
- **Sales/Leases** – Lisa Depace reported that February had been a very busy month with eleven (11) lease renewals, eight (8) new leases and two (2) sale applications received.
- **Standards** – Jay Semmel discussed that he has updated the Alteration Request Forms to make them more user friendly. Jay advised all residents to please read over the forms entirely, and make sure all information being asked for is completed. Failure to do so will not lead to the disapproval of your Alteration Request, it will only prolong the process.
- Lisa brought to the attention of all residents the need for a Grievance Committee. The Grievance Committee is responsible for making the final decision on an open violation. Lisa opened to the floor for (3) volunteers: Barbara Brandi, Bunny Feller, and Diane Perry all volunteered.

## **OLD BUSINESS**

- **Irrigation Pumps** – Technology Engineering was awarded the contract to install new irrigation pumps onsite for the cost of \$16,290.00. They will start to install the new pumps on Monday, March 25<sup>th</sup>, 2019.
- **Annual Tree Trimming Contract** – Pat Chapman stated that the Board renegotiated the proposal they received from Branch Managers & the new proposal was approved for \$47,900. Through the negotiation process, Boca Lakes will now be a top priority after a major disaster, meaning that Branch Managers will be at Boca Lakes first thing to clear all roads for emergency vehicles after a storm. Branch Managers also took down a palm tree that was leaning over the fence on Lyons Rd also as part of the negotiation at no cost to the Association.

- **Pool Coping Repairs** – Gary Palombi stated that we have received three (3) bids for this project, and that the Board will be looking at the contracts and will make a decision at a later date.
- **Painting Roofs** – Lisa DePace confirmed that Coastal Painting will be coming back to apply a 3<sup>rd</sup> coat to the building on Boca Drive.
- **Any Business Necessary** – Lisa Depace informed all residents that with the help of management, the Associations delinquencies have dropped by \$4,000.

## **NEW BUSINESS**

- **Pool PVC Fence** – Gary Palombi confirmed that the permit for the PVC fencing at the pool was officially closed this week. Alpha Fencing will begin the installation of the fence on Friday March 15, 2019.
- **Replacement of Circuit Boxes** – Howard briefly summarized what he stated in his Committee report in regards to the circuit boxes being dangerous & that homeowners should consider replacing.
- **Updating Street Signs** – Gary Palombi reported that we have two (2) estimates to replace the traffic signs.
- **Computer Software Back Up** – Gary Palombi stated that presently the office computers are only being protected by a software back up in the office. Gary remarked that he highly recommended that the Board protect the Association's information further by placing it in the Cloud. Gary stated that there would be an initial \$100 installation fee, and after that the monthly fee would be \$50.00. This would include both computers. Jay Semmel questioned why the office cannot use alternatives such as a hard drive. Neil Rosen disagreed stating that the records needed to be protected and moved to approve the Bid from Visibility One to move forward with the additional back up; seconded by Lisa Depace. All in favor, motion carried.
- **Updating Windows & Door Rules** – Jay Semmel discussed that since taking on director of Standards, he has noticed several residents currently have doors that are against the rules. Jay remarked that he did not know how to approve new Alteration Forms requesting to do the same as their neighbors have if it is against what is in the rules and regulations. Following a lengthy discussion, Jay Semmel moved to update the rules for new doors to allow more window options, seconded by Lisa DePace with the clarification that the front doors may NOT be fully glass. All in favor. Motion carried.

- **Any New Business Necessary** – Joe Zegarelli stated that the roofs in the association have not been coated in over 10 year and he felt that it was time to consider having the roofs recoated once again. Joe noted that he would recommend using the same company that performed the work the last time it was done. Lisa DePace pointed out that the roofs are currently not up to hurricane standards per the inspector she met with and that the Board should be focusing on repairing the roofs properly before doing any cosmetic work. Howard Butler suggested having a forensic engineer come out to look at the roofs and once his findings are brought back to the Board, if needed a special meeting would be held to discuss the next step. Following a lengthy discussion, the Board agreed. Jay Semmel brought to the attention of the Board that the community is very messy, and that the maintenance men needed to be keeping a closer eye on such things. Gary Palombi stated that the office is communicating this with your maintenance men, but will speak with them again, on what they are expected to do.

Being no further business before the Board, Howard Butler moved to adjourn the meeting; seconded by Lisa Depace at 7:56 PM.

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. This was followed by coffee and cookies.

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