

BARKLEY MASTER ASSOCIATION, Inc.

2605 Barkley Drive, West Palm Beach, Florida, 33415

MINUTES OF BARKLEY MASTER ASSOCIATION ANNUAL MEETING

January 20, 2021

The meeting was called to order at 9:15 AM by President Michelle Page. Other board members present: Vice-President & Villa 10 Director John Naccari; Secretary Michael Swope; Treasurer David Hextell; Villa 8 Director Denise Bourgeois; Villa 9 Director Chris Telegadas; Villa 11 Director Kevin OBryan; Villa 12 Director Roger Collin; Villa 13 Director Paul Flynn; Alternates - Joanne Grecco (11) & Ron Shane (13).

Pledge of Allegiance and a moment of silence observed.

President M. Page acknowledged meeting notice and quorum satisfied.

**Motion to approve the January 22, 2020, annual meeting minutes by J. Naccari.
Second by K. OBryan. Motion passed unanimously.**

Election supervised by Secretary Pro-Tem J. Grecco – Villas 11, 12. &13 directorships were open for election in 2021.

Villa 11, Candidate was Kevin OBryan (unopposed) Villa
13, Candidate was Paul Flynn (unopposed)
Villa 12, Candidates were Roger Collin and Michael Swope Ballot

results: In Villa 12, Roger Collin was re-elected.

Old Business:

None

New Business:

None

**Motion to adjourn the meeting at 10:45 a.m. by R. Collin. Second by D. Bourgeoise.
Motion passed unanimously.**

Respectfully submitted, Michael

Swope, Secretary

BARKLEY MASTER ASSOCIATION, INC.

2605 Barkley Drive, West Palm Beach, Florida 33415

BOARD of DIRECTORS MEETING MINUTES

January 20, 2021

Board Members Present

**Indicates presence via electronic communication.*

President & Director: Kevin O'Bryan (Villa 11); Vice President Cathy Zuback; Treasurer: David Hextell; Secretary: Joanne Grecco (Villa 11 Alt.); Directors: Denise Bourgeois (Villa 8); Chris Telegadas (Villa 9); John Naccari (Villa 10); Roger Collin (Villa 12); Paul Flynn (Villa 13); Ronald Shane (Villa 13 Alt.) and, Secretary Pro Tem: Michael Swope. Absent – Judy Sobocinski (Villa 9 Alt.).

Proof of Service Yes

Quorum Yes

President M. Page called the meeting to order at 10:02 a.m.

Elections were held and newly elected President, Vice President and Secretary were seated to continue the meeting.

Approval of April 2 & November 30, 2020 Meeting Minutes

Motion by R. Collin to accept the minutes as circulated. Second by J. Naccari. Motion passed unanimously.

Committee Reports

Dave Hextell updated the residents on the monthly TQM Meetings being held with Seacrest. More information will be forthcoming regarding these meetings.

Denise Bourgeois gave an update on behalf of the Women's & Men's Club that events/activities continue to be suspended until further notice due to Covid-19. Remaining Bingo funds (\$2,500) will be used to purchase additional plants/trees to enhance the look of the community. Residents who play Pickle Ball must sign in at the office.

Treasurer's Report

D. Hextell's report noted Savings/Checking balances as of Jan. 8, 2021 and addressed the low interest rates currently offered for CD's as a result of Covid-19. Full report posted on the Association's website.

Motion by R. Collin and Second by P. Flynn to accept Treasurer's report. Motion passed unanimously.

Manager's Report

Luis Molina reported on activities up to Jan. 20, 2021. Residents were updated on the following items: ongoing check for violations; parking stickers; landscaping; irrigation; roof maintenance; electrical issues; work orders; golf carts; nighttime inspections; and, pest control. Violation notices continue to be mailed to residents where applicable. Full report posted on the Association's website.

Legal Update

C. Zuback provided an update on litigation involving Barkley. Full Legal Update posted on the Association's website.

Old Business

Original contracts for Lawnworks and Swim-N-Fun were ratified by the board.

Motion to accept by P. Flynn and Second by J. Naccari. Motion passed unanimously.

New Business

Kevin O'Bryan gave an update on the recent proposals from Atlantic Broadband, OpticalTel and Comcast regarding several plans and pricing options in anticipation of reaching a decision before our current contract with Comcast expires in February 2022. The board will review and report findings as soon as possible.

Open Forum/Members Comments

Questions and comments were primarily about rodent control; laundry machines in need of repair, rust on buildings and sidewalks; fruit trees that need to be removed as they are a violation; roofs; palm trees; irrigation; fire ants; pool problem and woodshop protocol. A request was made to review the Covid-19 pool rules. Gloria Catalonotto volunteered to join the Fining Committee. Volunteers are needed for the Landscaping Committee and the Roofing Committee.

Michelle Page reported that she is working on obtaining a Covid-19 Vaccine Clinic for the community here at Barkley for persons 65 and older. More information to come.

Adjournment

Motion by J. Naccari and Second by D. Bourgeois to adjourn. Motion passed unanimously. Meeting adjourned at 11:37 a.m.

Respectfully submitted,
Joanne Grecco, Secretary

BARKLEY MASTER ASSOCIATION, INC.

2605 Barkley Drive, West Palm Beach, Florida 33415

HOME OWNERS ASSOCIATION MEETING MINUTES

February 17, 2021

Board Members Present

**Indicates presence via electronic communication.*

President & Director: Kevin O'Bryan (Villa 11); Vice President Cathy Zuback; Treasurer: David Hextell; Secretary: Joanne Grecco (Villa 11 Alt.); Directors: Chris Telegadas (Villa 9); John Naccari (Villa 10); Roger Collin (Villa 12); Paul Flynn (Villa 13); Judy Sobocinski (Villa 9 Alt.) Absent: Denise Bourgeois (Villa 8); Michelle Page (Villa 8 Alt.); Anthony Medina (Villa 10 Alt.); Michael Swope (Villa 12 Alt. & Secretary Pro Tem); Ronald Shane (Villa 13 Alt.).

Proof of Service Yes

Quorum Yes

President K. O'Bryan called the meeting to order at 6:05 p.m.

Approval of January 20, 2021 Meeting Minutes

Motion by K. O'Bryan to accept the minutes as circulated. Second by J. Naccari. Motion passed unanimously.

A presentation was given by Turnkey Roofing regarding roof replacement and cost. After discussion and Q & A from owners, Turnkey Roofing suggested that they prepare a contingency plan, at no cost or commitment to the Association, regarding a potential insurance claim from Tropical Storm Ada, which may be of benefit to the Association.

Motion by K. O'Bryan for Turnkey Roofing to prepare the contingency plan. Second by R. Collin. Motion passed unanimously.

Treasurer's Report

D. Hextell updated the Association on the current financial report as of February 17, 2021 He noted that he was alerted that our property insurance rate would increase. Full report posted on the Association's website.

Motion by R. Collin and Second by J. Naccari to accept Treasurers report. Motion passed unanimously.

Manager's Report

Luis Molina reported on activities up to February 12, 2021. Residents were updated on the following items: ongoing check for violations; rain gutters; repairs of doors in laundry and trash rooms; landscaping; irrigation; lighting issues; termite and rodent issues. Violation notices

continue to be mailed to residents where applicable. Full report posted on the Association's website.

Legal Update

President O'Bryan provided an update on litigation involving Barkley.

Old Business

It was agreed Luis Molina would send the current estimates to Villa Directors for approval.

New Business

President O'Bryan gave an update on the following items. Volunteers are needed for several Committees (Horticulture, Fining/Violation, CDC Compliance and Barkley Doc's Update). Sign in sheets will be available in the office. A Community Vaccination Program is being initiated over at Crosley for anyone interested in getting the Covid-19 vaccine. Handicap Compliance - the board will investigate, on a case-by-case basis, to accommodate where applicable as per information from our attorney.

After discussion it was agreed that the pool would be closed for repair of leaks.

**Motion by R. Collin and Second by C. Telegadas to close the pool at the end of April.
Motion passed unanimously.**

The Pool Reservation Form was ratified with the exception of Director P. Flynn (Villa 13) and Director D. Bourgeois (Villa 8).

Open Forum/Members Comments

Questions and comments were primarily about fire ants; rust on sidewalks; lawn fertilization; trash room pails need cleaning on a regular basis; blacktop needs sealing; continuity/conformity of landscaping issues as per Association rules. It was recommended that a separate service for lawn fertilization would be explored and estimates requested by Luis Molina. It was noted that the monthly meetings are taking too much time and need to be shorter in the future.

Replacement of Director for Villa 8 was tabled until the next meeting.

Date of next meeting will be March 24, 2021 at 10 am.

Adjournment

Motion by K. O'Bryan and Second by C. Telegadas to adjourn. Motion passed unanimously.

Meeting adjourned at 8:10 pm

Respectfully submitted,
Joanne Grecco, Secretary

BARKLEY MASTER ASSOCIATION, INC.

2605 Barkley Drive, West Palm Beach, Florida 33415

CONDO OWNERS ASSOCIATION UPDATE MEETING MINUTES

March 17, 2021

Board Members Present

**Indicates presence via electronic communication.*

President & Director: Kevin O'Bryan (Villa 11); Vice President Cathy Zuback; Treasurer: David Hextell; Secretary: Joanne Grecco (Villa 11 Alt.); Directors: Chris Telegadas (Villa 9); John Naccari (Villa 10); Roger Collin (Villa 12); Paul Flynn (Villa 13); Michelle Page (Villa 8 Alt.); Judy Sobocinski (Villa 9 Alt.); Michael Swope (Villa 12 Alt. & Secretary Pro Tem); Ronald Shane (Villa 13 Alt.) Absent: Anthony Medina (Villa 10 Alt.).

Proof of Service Yes

Quorum Yes

President K. O'Bryan called the meeting to order at 1:04 p.m.

2021 Objectives

Treasurer Hextell provided an update regarding the Barkley 2021 Objectives which was given to Seacrest for implementation and subsequent resolution. The results will be reflected on future Managers Reports. A year end report will be provided by the Seacrest manager.

Update on Current Bids

President O'Bryan informed all that current bids were supplied to Directors for review.

Update on Lawn Contract

President O'Bryan provided an update regarding our landscaping contract with Lawn Works. He has not been satisfied with the quality of the work and the pricing. A request for new landscaper estimates will go out soon.

Vice President Zuback gave an update regarding the hedges and shrubbery around Barkley. To help with our beautification program she created a binder of before and after photos which was passed around to the meeting attendees. The goal is to beautify Barkley by removing and replacing dead shrubbery or treating whatever can be saved. Cathy is compiling a list of acceptable shrubs, plants for Barkley owners. Please see Cathy Zuback with any questions.

Fire ants are a problem throughout the community. It was recommended that we contact a vendor that was used in the past (Safari) to treat the fire ants. More information to come as the officers look into this.

Update on Cable Contract

President O'Bryan provided an update regarding the upcoming expiration of our cable contract with Comcast (February of 2022). Three bids were received from the following companies: Atlantic Broadband; OpticalTel; and Comcast. More information will be forthcoming. Please see President O'Bryan for more detailed information on pricing and timing.

Respectfully submitted,
Joanne Grecco, Secretary

BARKLEY MASTER ASSOCIATION, INC.

2605 Barkley Drive, West Palm Beach, Florida 33415

BOARD OF DIRECTORS MEETING MINUTES

March 24, 2021

Board Members Present

**Indicates presence via electronic communication.*

President & Director: Kevin O'Bryan (Villa 11); Treasurer: David Hextell; Secretary: Joanne Grecco (Villa 11 Alt.); Directors: Chris Telegadas (Villa 9); John Naccari (Villa 10); Roger Collin (Villa 12); Paul Flynn (Villa 13); Michelle Page (Villa 8 Alt.); Judy Sobocinski (Villa 9 Alt.) Michael Swope (Villa 12 Alt. & Secretary Pro Tem); Ronald Shane (Villa 13 Alt.) Absent: Vice President Cathy Zuback; Anthony Medina (Villa 10 Alt.).

Proof of Service Yes

Quorum Yes

President K. O'Bryan called the meeting to order at 10:00 am

Approval of February 17, 2021 Meeting Minutes

Motion by John Naccari to accept the minutes as circulated. Second by Paul Flynn. Motion passed unanimously.

Treasurer's Report

D. Hextell updated the Association on the current financial report as of March 24, 2021. Full report posted on the Association's website.

Motion by John Naccari and Second by Roger Collin to accept Treasurer's report. Motion passed unanimously.

Manager's Report

Luis Molina reported on activities up to March 21, 2021. Full report to be posted on the Association's website.

Legal Update

Secretary Grecco provided an update on litigation involving Barkley.

Old Business

Election for Villa 8 Director was held. Nominations were accepted from the floor for Gloria Catalonotto and Michelle Page. Gloria Catalonotto received a majority vote by the Board.

Motion by John Naccari to accept new Villa 8 Director. Second by Roger Collin. Motion passed with a majority vote.

New Business

In preparation for our upcoming expiring cable contract, the Board voted not to consider using new cable companies (Atlantic Broadband & OpticalTel) for future cable/internet needs. The board will continue to do their best to explore and negotiate for better options, terms for pricing, and length of contract with Comcast. Updates will be provided to the community.

Motion by John Naccari to not use new companies for expiring cable contract. Second by Paul Flynn. Motion passed unanimously.

Routine hedge maintenance regarding the work being done by Green Cactus was discussed. The board has not been satisfied with the quality of the work and the high cost involved in providing regular clean-up after hedge maintenance. The board has requested the manager to obtain new bids from vendors.

Open Forum/Members Comments

Questions and comments were primarily around the expiring cable contract.

Date of next meeting will be April 21, 2021 at 6 pm.

Adjournment

**Motion by John Naccari and Second by Chris Telegadas to adjourn.
Motion passed unanimously.**

Meeting adjourned at 11:24 am

Respectfully submitted,
Joanne Grecco, Secretary

BARKLEY MASTER ASSOCIATION, INC.
2605 Barkley Drive, West Palm Beach, Florida 33415
BOARD OF DIRECTORS DISCUSSION MEETING MINUTES
April 2, 2021

Board Members Present

**Indicates presence via electronic communication.*

President & Director: Kevin O'Bryan (Villa 11); Vice President Cathy Zuback; Treasurer: David Hextell; Secretary: Joanne Grecco (Villa 11 Alt.); Directors: Gloria Catalanotto (Villa 8); Chris Telegadas (Villa 9); John Naccari (Villa 10); Roger Collin (Villa 12); Paul Flynn (Villa 13); Judy Sobocinski (Villa 9 Alt.); Michael Swope (Villa 12 Alt. & Secretary Pro Tem); Ronald Shane (Villa 13 Alt.) Absent: Anthony Medina (Villa 10 Alt.).

Proof of Service Yes

Quorum Yes

President K. O'Bryan called the meeting to order at 1:00 p.m.

2021 Barkley Objectives

Treasurer Hextell and President O'Bryan went through the list of 2021 Barkley Objectives we hope to achieve for the community this year. The list has been presented and embraced by our new Seacrest Manager, Andy DeSousa. The list of objectives will be posted to the website with these meeting minutes.

Reserves

Treasurer Hextell reviewed the current reserves timetable with the board.

Budget

Treasurer Hextell announced that we have recovered \$6,000 from Seacrest to offset employee absences' due to Covid-19 illness. This was applied to our March monthly bill. He also reviewed the current 2021 budget and encouraged the board to keep this budget top of mind and continue to be as cost effective as possible with expenditures this year.

Surveys

President O'Bryan created a survey for the community to give their feedback regarding which Comcast services they would prefer to receive as part of the monthly maintenance fee. The Directors will be handing out the survey and requesting that responses are given back to them in a timely manner. Once we have an idea of which service the majority of the community desires, we will continue to negotiate with Comcast for the best pricing possible.

Other Items discussed included several forms that have been created for the property manager to keep track of the following items: Irrigation Data Form Summary; Irrigation Checklist; Water Inspection Plan; Summary of Termite Tenting; Termite Tenting Log; Pest Control Log; Violation Inspection Plan; Tool Inventory. Job descriptions are being created and/or updated for all positions needed to service the community. Directors were asked to decide if we should continue purchasing warranties when tenting for termites as well as at what percentage (60%, 50%, etc.) should we determine, the whole building should be tented instead of individual units.

Treasurer Hextell also informed the board that filing of important records/documents has been haphazard and he has been working with our property manager, Andy to adopt a better process. Vendor contracts were not current and up-to-date so Treasurer Hextell provided a summary form for Andy to use to keep track of vendor contracts. Also, important roofing records, which had been missing, have been located and can be utilized for reference if necessary.

Respectfully submitted,
Joanne Grecco, Secretary

BARKLEY MASTER ASSOCIATION, INC.

2605 Barkley Drive, West Palm Beach, Florida 33415

BOARD OF DIRECTORS MEETING MINUTES

April 21, 2021

Board Members Present

**Indicates presence via electronic communication.*

President & Director: Kevin O'Bryan (Villa 11); Vice President Cathy Zuback; Treasurer: David Hextell; Secretary: Joanne Grecco (Villa 11 Alt.); Directors: Gloria Catalonotto (Villa 8); Chris Telegadas (Villa 9); John Naccari (Villa 10); Roger Collin (Villa 12); Paul Flynn (Villa 13); Judy Sobocinski (Villa 9 Alt.) Michael Swope (Villa 12 Alt. & Secretary Pro Tem); Ronald Shane (Villa 13 Alt.) Absent: Anthony Medina (Villa 10 Alt.).

Proof of Service Yes

Quorum Yes

President K. O'Bryan called the meeting to order at 6:00 pm

Approval of March 24, 2021 Meeting Minutes

Motion by Paul Flynn to accept the minutes as circulated. Second by Chris Telegadas. Motion passed unanimously.

Treasurer's Report

Treasurer Hextell updated the Association on the current financial report as of April 21, 2021. Full report posted on the Association's website. Treasurer Hextell also updated the board regarding delinquency of fees, as reported by LM Funding, which has improved from 41 to 33 delinquencies over last month.

Motion by John Naccari and Second by Paul Flynn to accept Treasurer's report. Motion passed unanimously.

Manager's Report

Andy DeSousa reported on activities up to April 18, 2021. Full report to be posted on the Association's website.

Legal Update

No updates at this time.

Old Business

President O'Bryan updated the community on the following issues:

- Irrigation issues are being addressed and we are making progress in fixing the system. Work is ongoing and the community will be updated at the next meeting.
- President O'Bryan, Treasure Hextell and Property Manager Andy are working with SWA to address constructing a new bulk trash enclosure for normal household trash. Construction material trash from remodeling of any units is the responsibility of the unit owner. They can haul the trash off the premises themselves or rent a dumpster.

- President O'Bryan requested a motion to ratify the email vote previously taken for 3 roofs and 1 soffit repair by KLR.

**Motion by John Naccari to ratify email vote and Second by Paul Flynn.
Motion passed unanimously.**

New Business

Insurance Summary: Treasurer Hextell informed the community that our liability insurance has increased by \$24,000 per year. Property insurance has also increased and 2 cost options were provided, which were discussed with the board and the meeting attendees. As the insurance invoice needs to be paid by May 1st, 2021, a vote was taken by the board to accept Option 1. The insurance summary will be posted to the website.

Motion by Roger Collin to accept Option 1 as noted in the insurance summary. Second by John Naccari. Motion passed unanimously.

Termite tenting and treatments: Treasurer Hextell provided a cost summary for termite tenting and treatments. The board will take this into consideration as we move forward.

Propane Tank Violation: The board reminded the attendees that 20 pound gas cylinders are prohibited and not permitted in owner units throughout the community. As per our rules and regulations, propane tanks that do not exceed 5.4 pounds are permitted.

Hedge Repair: President O'Bryan updated the attendees that hedge repair is in progress behind a unit owner's property.

Property Sale Criteria: It was recommended that we raise the minimum FICO score from 700 to 725 and the minimum income requirements from \$25,000 to \$35,000 for property sales in the community. This is tabled for the next meeting.

Open Forum/Members Comments

Questions and comments covered: parking violations; parking permits and temporary parking stickers for guests. An owner expressed concern over the many iguanas by the canal and what is being done to eliminate them. Property Manager Andy will obtain proposals for the Directors to review.

Date of next meeting will be May 19, 2021 at 6 pm.

Adjournment

**Motion by Gloria Catalonotto and Second by Roger Collin to adjourn.
Motion passed unanimously.**

Meeting adjourned at 7:32 pm

Respectfully submitted,
Joanne Grecco, Secretary

BARKLEY MASTER ASSOCIATION, INC.
2605 Barkley Drive, West Palm Beach, Florida 33415

BOARD OF DIRECTORS DISCUSSION MEETING MINUTES
May 12, 2021

Board Members Present

**Indicates presence via electronic communication.*

President & Director: Kevin O'Bryan (Villa 11); Secretary: Joanne Grecco (Villa 11 Alt.); Directors: Gloria Catalonotto (Villa 8); Chris Telegadas* (Villa 9); John Naccari; (Villa 10); Roger Collin; (Villa 12); Paul Flynn* (Villa 13); Violet Forbes (Villa 8 Alt.); Ronald Shane (Villa 13 Alt.) Absent: Vice President Cathy Zuback; Treasurer: David Hextell; Judy Sobocinski* (Villa 9 Alt.); Lorraine Nasta (Villa 10 Alt); Michael Swope* (Villa 12 Alt.)

Proof of Service Yes

Quorum Yes

President K. O'Bryan called the meeting to order at 1:00 p.m.

Tenting Warranties

President O'Bryan noted that we need a consensus on whether or not to purchase warranties when we tent buildings. Directors to review Tenting log and Nordic log prepared by Treasurer Hextell (sent via email to all Directors on March 19th) in anticipation of a formal vote at the BOD May 19th Meeting.

Violations

President O'Bryan handed out the violation/fining process which was prepared by Manager Andy for review and noted that any comments or questions will be addressed at the BOD May 19th Meeting.

Open Bids

Manager Andy reminded the Directors of the following open bids regarding irrigation, landscaping, fertilization and roofing. Please see Manager Andy's detailed report for more information (emailed to the BOD on May 12th).

Formal Vote to accept new Attorney

President O'Bryan requested a formal vote to ratify and accept the new Attorney – Chelle Konyk.

Directors voted by a majority to accept Chelle Konyk as the Association's new legal counsel.

Villa 8 – Gloria Catalonotto – Yes
Villa 9 – Chris Telegadas – Yes
Villa 10 – John Naccari – Yes
Villa 11 – Kevin O'Bryan – Yes
Villa 12 – Roger Collin – Yes
Villa 13 – Paul Flynn – Yes

Vote to extend “Officers” term to 2 years

President O’Bryan requested that a formal vote be taken at the BOD May 19th Meeting to extend the term from 1 year to 2 years for Board Officers. With so many high priority projects in progress it would be beneficial for the community if the current Officers were extended in order to bring these projects to completion.

Elimination of Covid-19 restrictions for pool access

President O’Bryan noted further discussion and a vote by the Directors for the elimination of Covid-19 restrictions for access to the pool will take place at the BOD May 19th Meeting.

Upgrade current sales criteria

President O’Bryan explained that it would be beneficial to the community to increase the sales criteria for new applicants to a FICO score of 725 and minimum income requirements to \$35,000 for property sales in the Barkley community. The Directors will be asked to vote on this increase at the BOD May 19th Meeting.

Update language/fees for the Facility Recreational Use Form

President O’Bryan, Director Collin and Secretary Grecco discussed the importance of updating the Recreational Use Form for people requesting rental of the auditorium. It was noted that we should stay aligned with our adjoining Associations (Ashley, Crosley and Dudley) who are charging much higher rental fees. The Directors were in agreement and also discussed the elimination of the TV, and any other electronic equipment, from the Facility Recreational Use Form. An updated form will be sent out to the Directors to review in lieu of a vote to accept the new language and fees at the BOD May 19th Meeting.

New Committee to be formed to update owner/resident contact information

President O’Bryan asked for volunteers to form a committee to update owner/resident contact information. Vice President Zuback will be the point person for this committee. All potential volunteers were asked to see Vice President Zuback if they would like to be on the committee.

Other Items discussed: upgrading the Video/Library Room when possible; a master list of owners (Barkley Directory) was requested; and Keith Shepard from Ten-Seven Iguana Removal was in attendance and requested that owners include location and time of day when putting in a work order for iguana removal. This would be a huge help in capturing the iguanas. In the past few weeks, it was noted that 40-50 iguanas have been captured.

Meeting adjourned at 2:30 pm

Respectfully submitted,
Joanne Grecco, Secretary

BARKLEY MASTER ASSOCIATION, INC.

2605 Barkley Drive, West Palm Beach, Florida 33415

BOARD OF DIRECTORS MEETING MINUTES

May 19, 2021

Board Members Present

**Indicates presence via electronic communication.*

President & Director: Kevin O'Bryan (Villa 11); Vice President Cathy Zuback; Treasurer: David Hextell*; Secretary: Joanne Grecco (Villa 11 Alt.); Directors: Gloria Catalonotto (Villa 8); Chris Telegadas* (Villa 9); John Naccari (Villa 10); Roger Collin (Villa 12); Violet Forbes (Villa 8 Alt.); Judy Sobocinski* (Villa 9 Alt.); Lorraine Nasta (Villa 10 Alt.); Ronald Shane (Villa 13 Alt.) Absent: Paul Flynn (Villa 13); Michael Swope (Villa 12 Alt.)

Proof of Service Yes

Quorum Yes

President K. O'Bryan called the meeting to order at 6:01 pm

Approval of April 21, 2021 Meeting Minutes

Motion by John Naccari to accept the minutes as circulated. Second by Roger Collin.

Motion passed unanimously.

Treasurer's Report

Treasurer Hextell updated the Association on the current financial report as of May 19, 2021. Full report posted on the Association's website. Treasurer Hextell also requested that the board use the Reserves Definition document for reference when necessary. Transferring money from the Interest Account to the Infrastructure Account to use for emergency soffit repairs was discussed and a request was made by President O'Bryan to the Board to move \$25,000 from the Interest Account to the Infrastructure Account.

Motion by John Naccari to move \$25,000 for emergency soffit repairs. Second by Gloria Catalonotto.

Motion passed by majority.

Vote:

Villa 8 – Gloria Catalonotto – Yes

Villa 9 – Chris Telegadas – Yes

Villa 10 – John Naccari – Yes

Villa 11 – Kevin O'Bryan – Yes

Villa 12 – Roger Collin – Yes

Villa 13* – Paul Flynn – No vote (Absent)

*Note: As Ron Shane is currently a Rec. Attendant, hired by Seacrest for the Barkley community, he is ineligible to vote as the alternate for Villa 13. As a result, a No Vote was recorded. Director Flynn was not able to join the meeting due to technical difficulties.

A Motion to accept the Treasurer's report was overlooked and will be addressed at the next meeting.

Manager's Report

Andy DeSousa reported on activities up to May 19, 2021.
Full report to be posted on the Association's website.

Manager DeSousa updated the Board and community that Owner Unit Inspections were to begin but not before President O'Bryan contacts our attorney, Chelle Konyk, to get her opinion on the legality of entering Units for sole purpose of inspecting for water leaks, illegal washer/dryers; and illegal 20-gallon propane tanks.

Legal Update

Secretary Grecco updated the Board and community that BLG informed us of a payoff for Unit # 5043C which will be reflected on next month's reports. Disbursement check is due the first week of June. Treasurer Hextell commented that this check would not be a significant amount of money but was pleased with the outcome.

Secretary Grecco also updated the Board and community on the current Delinquency Report as of 5/19/21.

The report shows 22 owners with a total balance due of \$77,579.29. 70% of the total balance is due to 2 owners and the remaining 30% is due to the remaining 20 owners. Treasurer Hextell commented that 22 delinquent owners was the smallest quantity of people in years. Treasurer Hextell noted that we are going to have our Attorney review the 2 largest cases to see what has and has not been done by BLG in order to see if we can make quicker progress. President O'Bryan noted that one of the cases is already on a payment plan.

Old Business

President O'Bryan reminded Directors of the following Bids to be approved:

- Irrigation; Landscaping; Fertilization and Roofing

New Business

New Attorney

Although a formal vote was taken at the May 12th, 2021 BOD Discussion Meeting, President O'Bryan requested that the Board ratify the vote to accept Chelle Konyk as the new attorney for the Association.

Vote Ratified:

Villa 8 – Gloria Catalanotto – Yes
Villa 9 – Chris Telegadas – Yes
Villa 10 – John Naccari – Yes
Villa 11 – Kevin O'Bryan – Yes
Villa 12 – Roger Collin – Yes
Villa 13 – Paul Flynn – No Vote (Absent)

Tenting Warranties Vote: As a result of further discussion among the Board and the community President O'Bryan requested that the formal vote to purchase or not to purchase tenting warranties be tabled until additional information is gathered.

Upgrading Sales Criteria Vote: President O'Bryan made a motion for a formal vote to raise the FICO score and minimum income requirements for property sales in the Barkley community. It was recommended that we raise the minimum FICO score from 700 to 725 and the minimum income requirements from \$20,000 to \$35,000* (See addendum below)

Vote:

Villa 8 – Gloria Catalonotto – Yes
Villa 9 – Chris Telegadas – Yes
Villa 10 – John Naccari – Yes
Villa 11 – Kevin O'Bryan – Yes
Villa 12 – Roger Collin – Yes
Villa 13 – Paul Flynn – No Vote (Absent)

Motion by John Naccari to raise the FICO & minimum income requirements. Second by Gloria Catalonotto. Motion passed by majority.

Vote to extend "Officers" term to 2 years*

President O'Bryan discussed, with the Board and the community audience, the idea of extending the term from 1 to 2 years for Board Officers. The community owners present at the meeting were particularly pleased and in total agreement with this idea. The community audience commented that extending the term would benefit the community, as well as, ensure continuity, which they felt was important to completing the many high priority projects that are currently in progress at Barkley. The community audience also agreed that since the Officers do not have a vote there is no conflict of interest. This would take affect at the January 2022 election. President O'Bryan will reach out to Attorney Konyk for her opinion and next steps to proceed and revise the Bylaws.

President O'Bryan made a motion for a formal vote to be taken to extend the term from 1 year to 2 years for Board Officers.

Vote:

Villa 8 – Gloria Catalonotto – Yes
Villa 9 – Chris Telegadas – No
Villa 10 – John Naccari – Yes
Villa 11 – Kevin O'Bryan – Yes
Villa 12 – Roger Collin – Yes
Villa 13 – Paul Flynn – No Vote (Absent)

Motion by John Naccari and Second by Gloria Catalonotto to extend the term from 1 to 2 years for Board Officers. Motion passed by majority.

Elimination of Covid-19 restrictions for pool access: President O'Bryan made a motion for the elimination of Covid-19 restrictions for access to the pool.

Vote:

Villa 8 – Gloria Catalonotto – Yes
Villa 9 – Chris Telegadas – Yes
Villa 10 – John Naccari – Yes
Villa 11 – Kevin O'Bryan – Yes
Villa 12 – Roger Collin – Yes
Villa 13 – Paul Flynn – No Vote (Absent)

Motion by Gloria Catalonotto and Second by John Naccari to eliminate Covid-19 restrictions for access to the pool. Motion passed by majority.

*Note: Per the attorney, this will not go into effect until the Association's bylaws have been updated.

Updated language/fees for the Recreational Facility Use Form:

Secretary Grecco updated the Board on the findings regarding Owner/Resident fees for use of the Clubhouse Auditorium. At our BOD Discussion Mtg on 5/12/21 there was a difference of opinion regarding whether or not owner/residents paid a fee for use of the auditorium.

Secretary Grecco researched the meeting minutes documents from Nov. 7, 2018 and Feb. 19, 2020, which were cited on the current and previous Recreational Facility Use Forms. There was no mention of updating the Recreational Facility Use Form in either of those documents. Upon review of the Associations current Rules & Regulations, dated Feb.19, 2020, and the Associations Declarations regarding Use of the Clubhouse (Section 12.11) it was discovered that the RFU form and the Rules & Regulations were not aligned with the Associations Declarations. These documents will be updated and a draft will be presented to the BOD for discussion and approval whereby the Board will be able to proceed to next steps.

Open Forum/Members Comments

Questions and comments covered: An owner asked how do we handle Open House Realtor signage on Barkley property as the Association has a No Solicitation rule. Manager DeSousa requested that the signage be removed from the property and dropped by the office so he could contact the realtor to return the signage.

An owner asked for an update on the Comcast poll. President O'Bryan replied that the poll is still in progress and he will have an update for the community shortly. He also noted that the rate has gone down a bit. As our contract with Comcast does not expire until February of 2022, we still have the summer months to finalize the data and negotiate with Comcast for the best pricing possible. We will also speak with our Attorney who has experience negotiating with this vendor.

An owner asked if it was still mandatory to wear a mask. It was noted that Masks are no longer required if you are properly vaccinated by the CDC. The Association is letting the individual make their own choice regarding wearing a mask.

Many owners commented on how pleased they were with the way the Board was moving forward addressing the needs of the community. The work that Vice President Cathy Zuback is doing regarding the beautification of the grounds and President Kevin O'Bryan and the rest of the Board is doing is especially appreciated.

Date of next meeting will be June 23, 2021 at 6 pm.

Adjournment

Motion by John Naccari and Second by Roger Collin to adjourn. Motion passed by majority.

Meeting adjourned at 7:53 pm

Respectfully submitted,
Joanne Grecco, Secretary

Addendum added September 24, 2021: Per a 9/22/21 email from M. Page the numbers used below were corrected since previous documentation on file was incorrect.

It was recommended that we raise the minimum FICO score from 675 (not 700) to 725 and the minimum income requirements from \$25,000 (not \$20,000) to \$35,000

BARKLEY MASTER ASSOCIATION, INC.
2605 Barkley Drive, West Palm Beach, Florida 33415
BOARD OF DIRECTORS DISCUSSION MEETING MINUTES
June 16, 2021

Board Members Present **Indicates presence via electronic communication.*

President & Director: Kevin O'Bryan (Villa 11); Treasurer: David Hextell*; Directors: Chris Telegadas* (Villa 9); John Naccari; (Villa 10); Paul Flynn* (Villa 13); Violet Forbes (Villa 8 Alt.); Judy Sobocinski* (Villa 9 Alt.); Ronald Shane (Villa 13 Alt.) Absent: Vice President Cathy Zuback; Secretary: Joanne Grecco (Villa 11 Alt.); Directors: Gloria Catalonotto (Villa 8); Roger Collin; (Villa 12); Lorraine Nasta (Villa 10 Alt).

Proof of Service Yes

Quorum Yes

President K. O'Bryan called the meeting to order at 1:06 p.m.

Tenting Warranties

Treasurer Hextell updated the Association on the current tenting cost summary review, which was sent to the Directors on June, 11th. The Directors are being asked if they want to purchase warranties every year after tenting and is there a way to reduce our cost by having Nordic, or other companies, do termite treatments and not tenting.

Motion to decide at what percentage (50% or 60%) of the building has been affected within the last year was tabled and will be determined in the next BOD Meeting.

Loan or line of credit

Treasurer Hextell explained the costs associated with procuring a \$250,00 line of credit that he received from 2 different banks. He explained that the application process is difficult and we may or may not be eligible for a line of credit. Treasurer Hextell needs the Directors to vote on whether or not they want to pursue the line of credit before he can proceed with the banks.

Wage increase discussion

This discussion was held with the Board of Directors in a private session.

Pruning trees for hurricane season

Kevin O'Bryan has stated the pruning of the trees will take place as budgeted and proposed to delay pruning as much as possible. Agreed on pruning inside the villas. Violet Forbes agreed.

Consider revising the Sales Criteria to be in line with condo size and maintenance fees

The Board of Directors decided to not change/amend the recently approved Sales Criteria document.

Violation Process

President Kevin O'Bryan stated the violation template was sent to the lawyer to be reviewed, an update will be provided in next BOD meeting.

A discussion on what happened on the May 19 board meeting

Paul Flynn elaborated on what happened and reason why he had been put on hold during the last BOD meeting. President Kevin O'Bryan stated the number for the conference call was available therefore an alternate method was available to access the BOD meeting.

A discussion on Barkley properties 2591 B & 2591 C and any other owner that's not paying

Treasurer David Hextell spoke about the summary sent by the Business Law Group from May 20th. It shows progress and proposed to have the attorney look into it for advice. Late fees look good. President Kevin O'Bryan updated Paul Flynn on the status of unit 2591C & B, unit C is owned by the bank and they will execute the eviction and unit B is in bankruptcy and is slow moving.

Open Bids (if any)

Kevin O'Bryan informed residents that Andres DeSousa is in the process of getting new bids for Termite Pest Control in order to replace Nordic. Irrigation will need to be postponed until a new budget is created as bids are high. Treasurer David Hextell pointed out that over \$100,000 to date has been spent with Nordic. President Kevin O'Bryan updated the residents on the status of the irrigation repairs and systemic issues being faced at this time. Treatment is planned one villa at a time to reduce the rust. Recreational Facilities fees need to be voted on in the next BOD meeting.

Other Items discussed:

Legal: Chelle Konyk discussed issues regarding: weighted vote by Villa and modifications of the Bylaws. To modify the Bylaws, she outlined the following steps: Get the Bylaws typed into a word document, (the approximate cost for this is \$300); Review the Bylaws, (3 or 4 hours of Chelle's time, approx. \$1,000); Present changes to the BOD for approval. This will bring the Bylaws current to the law. The Declaration will also be checked for conflicts, during this revision process. Treasurer Hextell confirmed that "No more than \$2,000 at most will be the cost."

Cathy Zuback: Director John Naccari made a motion second by Director Paul Flynn to remove Cathy Zuback as Vice President due to not reporting an additional occupant living at her house.

Violet Forbes for Gloria Catalonotto: Yes

Chris Telegadas: Yes

Paul Flynn: Yes

John Naccari: Yes

Kevin O'Bryan: No

Roger Collin: Absent – No Vote

Based on a resident's request for Cathy Zuback to defend herself in a future BOD Meeting since she was not present at this meeting. President O'Bryan called for this vote to be a straw poll vote until such time as Cathy Zuback can present her evidence in front of the residents. President Kevin O'Bryan stated that he was in possession of the file and the additional occupant is registered and the paperwork can be found in her file. Director John Naccari stated that at the time he reviewed the file he did not find any evidence of the additional occupant paperwork. Property Manager DeSousa clarified his statements. He stated that Cathy came into his office and said that she wanted to hire someone to help her around the house, Andy said he could give her a 15 days guest pass and later another 15 days pass, a total of 4 weeks max. President O'Bryan disagreed stating the term is 30 days not 15 days. Note for the record that the Owner Registration Form stipulates that a guest pass is valid for 30 days and can be renewed for an additional 30 days. See Declaration Amendments Section 3.16 amended on 11/7/19. When he made that recommendation to Cathy, she stated she was thinking of holding off on processing the application because Shannon had not yet passed the CNA test. When Andy made that recommendation, he was the administrator's assistant and not the Property Manager, and he said he didn't see any trouble in Cathy waiting. He was of the understanding that waiting meant to be no more than 2 weeks to a month. He also said that as an administrator of the office he would like to clarify that Cathy Zuback's file was never missing and when John Naccari went in the office to look at her file, he found there was not a registration application that had been processed for Cathy Zuback's guest, Shannon Liccari, and till this day whether or not Andy or anyone in the office advised Cathy to wait or not, several months have gone by. The application for occupancy of her guest has still not been processed by Seacrest's corporate department.

Meeting adjourned at 3:26 pm

Respectfully submitted,
Yeanette Marchese

BARKLEY MASTER ASSOCIATION, INC.
2605 Barkley Drive, West Palm Beach, Florida 33415

BOARD OF DIRECTORS MEETING MINUTES
July 30, 2021

Board Members Present

**Indicates presence via electronic communication.*

President & Director: John Naccari (Villa 10); Vice President Cathy Zuback*; Treasurer: David Hextell*; Secretary: Joanne Grecco (Villa 11 Alt.); Directors: Gloria Catalonotto (Villa 8); Chris Telegadas* (Villa 9); Paul Flynn* (Villa 13); Violet Forbes (Villa 8 Alt.); Judy Sobocinski* (Villa 9 Alt.); Lorraine Nasta (Villa 10 Alt.); Mike Torre (Villa 12 Alt.); Ronald Shane (Villa 13 Alt.) Absent: Kevin O'Bryan (Villa 11); Roger Collin* (Villa 12)

Proof of Service Yes

Quorum Yes

President J. Naccari called the meeting to order at 1:02 pm

Approval of May 19, 2021 Meeting Minutes

Motion by Gloria Catalonotto to accept the May 19th meeting minutes as circulated. Second by John Naccari. Motion passed by majority vote.

Vote:

Villa 8/Director G. Catalonotto – Y

Villa 9/Director C. Telegadas – Y

Villa 10/President & Director J. Naccari – Y

Villa 11/Sec. & Villa 11 Alternate J. Grecco for Director K. O'Bryan – Y

Villa 12/Alternate M. Torre for Director R. Collin – Y

Villa 13/Director P. Flynn - N

Approval of May 19, 2021 Treasurers Report

Motion by Gloria Catalonotto to accept the May 19th Treasurers report as circulated. Second by John Naccari. Motion passed unanimously.

Treasurer's Report

Treasurer Hextell updated the Association on the current financial report as of July 30, 2021. Full report to be posted on the Association's website.

Motion by Gloria Catalonotto to accept the Treasurers Report. Second by John Naccari. Motion passed unanimously.

Manager's Report

Andy DeSousa reported on activities up to August 1, 2021. Full report to be posted on the Association's website.

Manager DeSousa updated the Board and community on tree trimming; sales applications; ficus hedge on Haverhill; new parking decals; roofing, etc.

Old Business

Treasurer Hextell and President Naccari spoke about the need to obtain a line of credit for various

Emergency repairs, such as, soffit repairs; irrigation; Ficus hedge; termite infestation; tree trimming.

It was stated and agreed that the total line of credit to be secured for the Association would be in the amount of \$250,000 to be repaid over a 3-year period. A total of \$150,000 would be used for the most urgent needs. The remaining \$100,000 would be held for hurricane preparation and cash flow. At the present time the fees to access the line of credit were estimated at approximately \$2,500. At the present time the interest rate on funds used would be 3.25% and subject to change. Repayment for the \$150,000 would be by special assessment starting on September 1, 2023 for 12 months. Payment plan options would be as follows: 1 payment for total amount; semi-monthly (2) payments or quarterly (4) payments.

Treasurer Hextell reminded the BOD and community that at the present time \$40,000 is available in our budget to be used for urgent needs.

Below is the breakdown of current estimates, for urgent needs, as reported by Treasurer Hextell and Property Manager DeSousa.

Soffits - \$75,000

Irrigation - \$45,000

Ficus hedge - \$18,500

Termite treatments - \$40,000

Tree trimming - \$8,500

Motion by Gloria Catalanotto for the Board to vote for Treasurer Hextell to move forward and pursue a line of credit in the amount of \$250,000 from Truist Bank. Second by John Naccari. Motion passed unanimously.

Vote:

Villa 8/Director G. Catalanotto – Y

Villa 9/Director C. Telegadas – Y

Villa 10/President & Director J. Naccari – Y

Villa 11/Sec. & Villa 11 Alternate J. Grecco for Director K. O'Bryan – Y

Villa 12/Alternate M. Torre for Director R. Collin – Y

Villa 13/Director P. Flynn - Y

Open Forum/Members Comments

Questions and comments covered: an owner inquired about using CD funds for emergency repairs and was reminded by Treasurer Hextell that our CD funds are allocated for our reserve items and cannot be used for any other items. An owner cautioned that tree trimming should not be done at this late date in the year. It should be done in the months of March/April. Complaints from owners regarding our landscapers not picking up palm fronds and other landscaping debris. President Naccari will speak to our landscaper (The Green Shape), as well as, our maintenance crew to check for debris twice a day. An owner asked for the outcome of the Villa 12 alternate issue and was informed that our attorney advised us that an owner cannot run for director or alternate in any villa in which they do not reside.

Date of next BOD Discussion Meeting – August 11th, 2021 at 1 pm.

Adjournment

Motion by Gloria Catalonotto to adjourn meeting. Second by John Naccari to adjourn. Motion passed unanimously.

Meeting adjourned at 2:48 pm.

Respectfully submitted,
Joanne Grecco, Secretary

BARKLEY MASTER ASSOCIATION, INC.
2605 Barkley Drive, West Palm Beach, Florida 33415

BOARD OF DIRECTORS DISCUSSION MEETING MINUTES
August 11, 2021

Board Members Present

**Indicates presence via electronic communication.*

President & Director: John Naccari (Villa 10); Treasurer: David Hextell*; Secretary & Director: Joanne Grecco (Villa 11); Directors: Chris Telegadas* (Villa 9); Paul Flynn* (Villa 13); Violet Forbes (Villa 8 Alt.); Judy Sobocinski* (Villa 9 Alt.); Mike Torre (Villa 12 Alt.); Ronald Shane (Villa 13 Alt.) Absent: Vice President Cathy Zuback*; Gloria Catalanotto (Villa 8); Roger Collin* (Villa 12); Lorraine Nasta (Villa 10 Alt).

Proof of Service Yes

Quorum Yes

President J. Naccari called the meeting to order at 1:02 pm

Update on line of Credit (Dave)

Treasurer Hextell advised that we are finalizing the final forms requested by the bank. He hopes to hear from the bank in about 3 weeks to a month or possibly sooner.

Update on process to replace Villa 11 Director (Mike)

Since our last meeting on July 30th, Villa 11 Director O'Bryan resigned. Per our attorney, the current alternate, who was previously approved by the Board, can step up and take the Director position. Secretary Grecco was the current alternate and accepted the position of Villa 11 Director. She will present a new alternate to the Board for approval in the near future.

Discuss soffit repairs (Andy)

The Board agreed that the first priority to address in the community are the soffit repairs for Villa 11. As this is a design flaw in the structure it needs immediate attention so as not to cause injury to anyone. Property Manager Andy discussed the two bids he received from KLR and Solis. The immediate need is to address 29 units, which are in dire need of repair. KLR submitted an estimate showing a repair cost of approximately \$1,500 per unit (at an initial total estimated cost of \$42,000); Solis submitted an estimate showing a repair cost of approximately \$4,500 per unit (at an initial total estimated cost of \$130,500). After an extended discussion the Board requested that Property Manager Andy speak with Solis regarding the high unit cost, and both vendors regarding stucco vs plywood and the need for support beams and how these items will factor into the current estimates. Since this meeting, Treasurer Hextell discovered several discrepancies with the vendor soffit estimates, which Property Manager Andy will research and report back to the Board at the August 25th BOD Meeting. At that time the Board will consider an action plan to proceed with this project. The Board was reminded that we have already set aside \$25,000 to start this project while we wait to hear from the bank on the line of credit.

Discuss Ficus hedge removal, replacement and barrier options (Andy)

The Board agreed that the second priority to address in the community is the ficus hedge removal, barrier option and hedge replacement on Cresthaven and Haverhill where there have been numerous car accidents. Property Manager Andy explained that this project would be done in 4 phases.

Phase 1: Ficus removal – Estimates range from \$3,800 to \$9,000

Phase 2: Barricade installation – estimate \$25,211 (PM Andy to send photo of the barricade to the Board)

Phase 3: Irrigation evaluation of Villa's 8 and 9 (specifically for hedges)

Phase 4: Replacement of hedges (using Clusia to replace the hedges)

The total estimated cost is approximately \$40,000 + irrigation evaluation

It was noted by a Board member and also an owner that before we start this project we must check with the county and city regarding any necessary permits, as well as review the current site plan with the county.

It was also requested by an owner that the Board completes all the necessary preparation work involved before the project begins so as to not hold up any one phase to the detriment of the Villa owners in that area.

Property Manager Andy will update the Board at the August 25th BOD Meeting. At that time the Board will consider an action plan to proceed with this project.

We are still awaiting information from our insurance company regarding the most recent car accident in early July. Any money received from our claim can go toward the cost of this project.

Discuss fertilization and landscape pest control costs (Andy)

Discuss bids for landscape mowing (Andy)

The Board agreed that the third priority to address in the community is lawn fertilization and pest control costs along with landscape mowing. Property Manager Andy explained that he had received estimates from four vendors but they were not similar as to what they included. He will create a new request for our landscaping needs and ask the vendors to bid again so we can better understand the costs involved.

The new request should include mowing; lawn, hedge and tree fertilization; lawn, hedge and tree pest control.

Discuss post-covid BOD approval process (Joanne & Dave)

Secretary Grecco reminded the Board that since the emergency covid rules have expired all proposals, bids and estimates will be discussed at the monthly BOD Discussion Meeting and then voted on at the regular monthly BOD Meeting when applicable.

Discuss "paper bid packets" for all meetings (Dave)

Treasurer Hextell requested, and the Board agreed, that "paper bid packets" from Property Manager Andy will be helpful for discussion regarding vendor bids, proposals and estimates.

The following agenda items were not discussed and will be carried forward to our next BOD Discussion Meeting.

Discuss termite treatment options (Andy)

Discuss Maintenance and Rec Attendant staffing (Dave)

Update on Violation Process (John & Andy)

Discuss next steps for Comcast proposal/review of old Comcast contract/expiration date (John & Mike)

Update on 2022 budget process (Dave)

Meeting adjourned at 2:44 pm

Respectfully submitted,
Joanne Grecco

BARKLEY MASTER ASSOCIATION, INC.
2605 Barkley Drive, West Palm Beach, Florida 33415

BOARD OF DIRECTORS MEETING MINUTES
August 25, 2021

Board Members Present

**Indicates presence via electronic communication.*

President & Director: John Naccari (Villa 10); Treasurer: David Hextell*; Secretary & Director: Joanne Grecco (Villa 11); Directors: Gloria Catalanotto* (Villa 8); Chris Telegadas* (Villa 9); Paul Flynn* (Villa 13); Judy Sobocinski* (Villa 9 Alt.); Mike Torre (Villa 12 Alt.); Ronald Shane (Villa 13 Alt.) Absent: Vice President Cathy Zuback; Roger Collin (Villa 12); Violet Forbes (Villa 8 Alt.); Lorraine Nasta (Villa 10 Alt.)

Proof of Service Yes

Quorum Yes

President J. Naccari called the meeting to order at 6:00 pm

Approval of July 30th, 2021 Meeting Minutes

Motion by Mike Torre to accept the July 30th meeting minutes as circulated. Second by John Naccari. Motion passed unanimously.

Vote:

Villa 8/Director G. Catalanotto – Y
Villa 9/Director C. Telegadas – Y
Villa 10/President & Director J. Naccari – Y
Villa 11/Secretary & Director J. Grecco – Y
Villa 12/Alternate M. Torre for Director R. Collin – Y
Villa 13/Director P. Flynn – Y

Treasurer's Report

Treasurer Hextell updated the Association on the current financial report as of August 25, 2021. Full report to be posted on the Association's website.

Motion by Mike Torre to accept the Treasurers Report. Second by Chris Telegadas. Motion passed unanimously.

Vote:

Villa 8/Director G. Catalanotto – Y
Villa 9/Director C. Telegadas – Y
Villa 10/President & Director J. Naccari – Y
Villa 11/Sec. & Director J. Grecco – Y
Villa 12/Alternate M. Torre for Director R. Collin – Y
Villa 13/Director P. Flynn – Y

Manager's Report

Property Manager Andy DeSousa reported on activities up to August 22, 2021. Full report to be posted on the Association's website.

Legal Update

Villa 11 Alt. Mike Torre, our legal liaison, gave an update to the Board and the community on legal matters regarding unit bankruptcies and delinquencies. An owner requested that Mike reach out to our attorney to explore what actions the Board might take to prohibit owners, who are not meeting their financial obligations, from using the community amenities. Mike also updated everyone that a non-renewal letter was sent to Comcast today informing them that we would not renew our current contract. Our attorney will be working with us in our continuing negotiations with Comcast. We will keep the community advised as we get information. Mike informed everyone that he and President Naccari would be meeting on Thursday, Aug. 26th with CSC our laundry vendor regarding our concerns with their overall servicing of the washers and dryers. More information to come.

Old Business

Update on Line of Credit: Treasurer Hextell advised the Board and the community that it appears we will be approved for the \$250,000 line of credit. The bank has informed us of a closing on September 1, 2021. More information will be forthcoming at the September BOD Meeting.

Update and plan of action on soffit repair bids: Property Manager Andy updated everyone on a new estimate for soffit repairs for Villa 11. As the cost was negotiated down from the previous estimate in August the Board made a motion to approve Solis Roofing to begin soffit repair on unit #2501 J at a cost of \$3,800. The work will be supervised and monitored by Property Manager Andy and President Naccari. Property Manager Andy will create a plan of action for the remaining 28 units. He will recommend the next 5 units based on the most urgent need for repair and the total cost for the Board to approve. He will also prepare a summary of action taken for the 29 units in Villa 11 for submission to the Board.

Motion by Paul Flynn to approve Solis Roofing to being soffit repair. Second by Chris Telegadas. Motion passed unanimously.

Vote:

Villa 8/Director G. Catalanotto – Y

Villa 9/Director C. Telegadas – Y

Villa 10/President & Director J. Naccari – Y

Villa 11/Sec. & Director J. Grecco – Y

Villa 12/Alternate M. Torre for Director R. Collin – Y

Villa 13/Director P. Flynn – Y

Property Manager Andy also updated the Board and community regarding repair of a leaking roof and asked for Board approval as this is an urgent need.

Motion by John Naccari to approve Solis Roofing to repair leaking roof of unit #5243 C at a total cost of \$1,250. Second by Paul Flynn. Motion passed unanimously.

Vote:

Villa 8/Director G. Catalanotto – Y

Villa 9/Director C. Telegadas – Y

Villa 10/President & Director J. Naccari – Y

Villa 11/Sec. & Director J. Grecco – Y

Villa 12/Alternate M. Torre for Director R. Collin – Y

Villa 13/Director P. Flynn – Y

Update and plan of action on ficus removal, barricade options, hedge replacement on Haverhill & Cresthaven: Property Manager Andy and Villa 13 Alt Ronald Shane updated the Board and community on the latest information regarding their communication with several county departments pertaining to permits, site plans, applications and plan reviews, in reference to what would be necessary in order to

start this project. An alternative option was proposed using Ballards. It was agreed that Ronald Shane would explore costs, utilizing this option, for submission to the Board. It was also noted that it would be necessary to check for underground utilities in the areas that would be under construction. The Board requested that Property Manager Andy create a plan of action as to how this project would be implemented. Plan of action to include prep work, timing and cost for all phases (ficus removal; barrier installation; evaluation and hedge replacement) of the project for submission to the Board.

Update and plan of action on landscape mowing, fertilization and pest control bids: Property Manager Andy updated the Board and the community in reference to an additional estimate for landscaping, fertilization and tree trimming maintenance. After much discussion with the community, it was agreed that as our landscaping is in dire need of proper fertilization/maintenance and the Board needed to make a decision to move forward with a new landscaping vendor.

Motion by Paul Flynn to accept Green Cactus as the Associations new landscaping vendor effective September 1, 2021. Second by Chris Telegadas. Motion passed unanimously.

Vote:

Villa 8/Director G. Catalanotto – Y

Villa 9/Director C. Telegadas – Y

Villa 10/President & Director J. Naccari – Y

Villa 11/Sec. & Director J. Grecco – Y

Villa 12/Alternate M. Torre for Director R. Collin – Y

Villa 13/Director P. Flynn – Y

As this annual contract is a significant investment of funds (approximately \$114,000), Treasurer Hextell requested that our attorney review the proposal from Green Cactus. The Board was in agreement. Due to the current timing, if Green Cactus could not implement the proposal on September 1, 2021 it was suggested that they at least start with fertilization and the proposal would commence on October, 2021.

Open Forum/Members Comments: There was much discussion and interaction with the Board and the owners regarding all the agenda items. The owners were concerned that the community continues to go downhill because repairs and upkeep have not been done on a timely basis. The owners wanted the Board to take action and move forward with a new landscaping vendor as is noted above. The owners are aware that, due to budget restraints, a special assessment and a maintenance increase is inevitable.

Date of next BOD Discussion Meeting – September 29, 2021 at 6 pm.

Adjournment

Motion by Mike Torre to adjourn meeting. Second by John Naccari to adjourn.

Meeting adjourned at 7:45 pm

Respectfully submitted,
Joanne Grecco, Secretary

BARKLEY MASTER ASSOCIATION, INC.

2605 Barkley Drive, West Palm Beach, Florida 33415

BOARD OF DIRECTORS MEETING MINUTES

September 29, 2021

Board Members Present

**Indicates presence via electronic communication.*

President & Director: John Naccari (Villa 10); Treasurer: David Hextell*; Secretary & Director: Joanne Grecco* (Villa 11); Directors: Chris Telegadas* (Villa 9); Paul Flynn* (Villa 13); Violet Forbes (Villa 8 Alt.); Lorraine Nasta (Villa 10 Alt.); Mike Torre (Villa 12 Alt.); Ronald Shane (Villa 13 Alt.) Absent: Vice President Cathy Zuback; Gloria Catalonotto* (Villa 8); Roger Collin (Villa 12); Judy Sobocinski* (Villa 9 Alt.)

Proof of Service Yes

Quorum Yes

President J. Naccari called the meeting to order at 6:00 pm

Approval of August 25th, 2021 Meeting Minutes

Motion by Violet Forbes to accept the August 25th meeting minutes as circulated. Second by Mike Torre. Motion passed unanimously.

Vote:

Villa 8/Alternate V. Forbes for Director G. Catalonotto – Y

Villa 9/Director C. Telegadas – Y

Villa 10/President & Director J. Naccari – Y

Villa 11/Secretary & Director J. Grecco – Y

Villa 12/Alternate M. Torre for Director R. Collin – Y

Villa 13/Director P. Flynn – Y

Treasurer's Report

Treasurer Hextell updated the Association on the current financial report as of September 29, 2021. Full report to be posted on the Association's website.

Motion by Paul Flynn to accept the Treasurers Report. Second by Chris Telegadas.

Motion passed unanimously.

Vote:

Villa 8/Alternate V. Forbes for Director G. Catalonotto – Y

Villa 9/Director C. Telegadas – Y

Villa 10/President & Director J. Naccari – Y

Villa 11/Sec. & Director J. Grecco – Y

Villa 12/Alternate M. Torre for Director R. Collin – Y

Villa 13/Director P. Flynn – Y

Manager's Report

Property Manager Andy DeSousa reported on activities up to September 26, 2021. Full report to be posted on the Association's website.

Legal Update

See Comcast contract information below.

Old Business

Update next phase of soffit repairs by Solis – Property Mgr. Andy updated the Board and the community on the following owner units which need immediate attention. Soffit stretch fractures: 2591 C & D; 2601 C; Shingle repairs: 2501 D & 2570 J; Stucco repairs: 2601 H; 2670 E & 2670 C. The Board made a motion to repair the soffits, shingles and stucco issues upon receiving a cost proposal from Solis for this work. After the cost proposal is reviewed and discussed the Board will vote to approve and proceed.

Motion made by President J. Naccari. Second by Paul Flynn. Motion passed unanimously.

Vote:

Villa 8/Alternate V. Forbes for Director G. Catalonotto – Y

Villa 9/Director C. Telegadas – Y

Villa 10/President & Director J. Naccari – Y

Villa 11/Sec. & Director J. Grecco – Y

Villa 12/Alternate M. Torre for Director R. Collin – Y

Villa 13/Director P. Flynn – Y

Update on Haverhill Project: Property Mgr. Andy updated the Board and community on 2 options, which cost in the area of \$50,000 – 100,000. Several Board members requested that we explore a temporary solution to ensure safety and privacy while we can continue to explore a more feasible and cost-effective option. Owners prefer that we do not remove the existing hedges but confirm that our landscaping company, Green Cactus, will provide the appropriate attention to keeping the hedges trimmed and healthy going forward. Property Mgr. Andy will follow up with Green Cactus and update the Board on his findings.

Update on Comcast contract: Mike Torre updated the Board and community that we will be renewing cable TV with Comcast, our current cable provider. We are awaiting a cost proposal from Comcast, which is due by next week.

New Business

Discuss Recreational Attendants Staffing – areas of concern include not having rec attendants during the week and only on the weekend; keeping the rec attendants and reducing the pool hours in the evenings; explore putting locks on all the gates to prevent non-community people from accessing the pool; using an FOB or magnetic key card system.

The Recreational Attendants Staffing issue was tabled until the next meeting.

Motion by Director Flynn to request that Property Mgr. Andy conduct water checks throughout the community as to explore possible leaks and water issues contributing to the Associations high water bill.

Motion by Director Flynn. Second by Chris Telegadas. Motion passed unanimously.

Vote:

Villa 8/Alternate V. Forbes for Director G. Catalonotto – Y

Villa 9/Director C. Telegadas – Y

Villa 10/President & Director J. Naccari – Y

Villa 11/Sec. & Director J. Grecco – Y

Villa 12/Alternate M. Torre for Director R. Collin – Y

Villa 13/Director P. Flynn – Y

Treasurer Hextell made a motion for the Board to approve Gerstle, Rosen & Goldenberg as the Associations auditors for the next two years (2021 & 2022).

Motion by Treasure Hextell. Second by Mike Torre. Motion passed unanimously.

Vote:

Villa 8/Alternate V. Forbes for Director G. Catalonotto – Y

Villa 9/Director C. Telegadas – Y

Villa 10/President & Director J. Naccari – Y

Villa 11/Sec. & Director J. Grecco – Y

Villa 12/Alternate M. Torre for Director R. Collin – Y

Villa 13/Director P. Flynn – Y

Date of next BOD Discussion Meeting – October 15, 2021 at 1 pm.

Adjournment

Motion by President Naccari to adjourn meeting. Second by Chris Telegadas to adjourn.

Meeting adjourned at 7:19 pm

Respectfully submitted,
Joanne Grecco

BARKLEY MASTER ASSOCIATION, INC.
2605 Barkley Drive, West Palm Beach, Florida 33415

BOARD OF DIRECTORS DISCUSSION MEETING MINUTES
October 15, 2021

Board Members Present

**Indicates presence via electronic communication.*

President & Director: John Naccari (Villa 10); Treasurer: David Hextell; Secretary & Director: Joanne Grecco (Villa 11); Directors: Gloria Catalonotto (Villa 8); Chris Telegadas* (Villa 9); Paul Flynn (Villa 13); Violet Forbes (Villa 8 Alt.); Judy Sobocinski (Villa 9 Alt.); Lorraine Nasta (Villa 10 Alt.); Mike Torre (Villa 12 Alt.); Ronald Shane (Villa 13 Alt.) Absent: Vice President Cathy Zuback; Director: Roger Collin (Villa 12).

Proof of Service Yes

Quorum Yes

President J. Naccari called the meeting to order at 1:03 pm

Update on soffit repairs & cost proposal for 8 units from Solis (Andy)

Manager Andy to send Solis Roofing cost proposal to Directors for review. Currently, the cost proposal is approximately \$13,900 to repair/replace soffits for 3 units and shingles for 2 units. A revised cost is being sent from Solis Roofing for stucco repairs for 3 units as the original cost was very high. After proposal is reviewed a vote to proceed with the work will take place at the October 27th BOD meeting.

Discuss Haverhill project options (Andy)

Several options for this project have been discussed over several meetings. A major concern is the very high cost for these options; therefore, the Manager and Board have continued to search for other possibilities.

After hearing from Joan Workman, who represented the owners that are affected by this project, it was decided that Manager Andy will procure new estimates for the areas impacted by the car accidents. The owners were clear that they did not want the existing ficus hedges removed. They prefer that we fill in the empty areas with additional ficus hedges and insist that Green Cactus trim and maintain the hedges correctly. For the sake of safety and privacy the owners would be satisfied for the Board to address the main areas of concern as soon as possible. New estimates to be sent and reviewed by the Directors as soon as possible and a vote to proceed will take place at the October 27th BOD meeting.

New estimates for the following items to be procured and sent to the Directors for review:

- Removal of existing debris where car accident took place
- Ficus hedge replacement in empty areas where car accident took place
- Replacement of Chain link fence damaged by the car accident
- Plastic barriers (filled with sand or water) for 250 linear feet

A request was made to keep the owners informed as to the progress of this issue. Going forward, Manager Andy will post his weekly Managers report in the laundry rooms to keep everyone up to date.

Discuss Rec Attendant staffing (Dave)

Treasurer Hextell inquired if there had been any issues in the past 6 weeks since we no longer have Rec Attendants on premises 3 nights a week. No issues have been reported. The Association is saving between \$25-30,000 by eliminating the attendants. It was noted that a keycode system would be a possible alternative in lieu of attendants going forward. Manager Andy will look into the cost for procuring approximately 10 keypads to secure the following areas at night and on the weekends. Owners will be able to gain access by inputting the assigned code into the keypad. Discussions to continue as we move forward. President Naccari and Manager Andy to reach out to Seacrest to ensure we receive the appropriate credit for partial elimination of this cost.

Areas to be locked:

- Pool (2) East gate and front gate
- Billiard room
- Exercise room
- Card room
- Coffee room
- Library/video room
- Bathrooms (2)

Update on Water checks (Andy)

On Thursday, Oct. 14th Andy and Director Flynn inspected units in Villa 13 for water leaks and washers/dryers.

No violations were found. Water checks will continue in all Villa's with Andy and the appropriate Villa Director.

Manager Andy will also call in the Palm Springs water department to inspect for a possible lead in the main water line. More information to come as water checks continue.

Update on Comcast proposal (Mike)

Mike Torre updated the community that he received a proposal from Comcast and will be meeting with them next week to clarify questions. Our attorney will be involved in further negotiations. More information to come at the October 27th BOD meeting.

Meeting adjourned at 2:11 pm

Next BOD Meeting: October 27, 2021 at 6 pm

BARKLEY MASTER ASSOCIATION, INC.
2605 Barkley Drive, West Palm Beach, Florida 33415

BOARD OF DIRECTORS MEETING MINUTES
October 27, 2021

Board Members Present **Indicates presence via electronic communication.*

Vice President: Cathy Zuback*; **Treasurer: David Hextell**; **Secretary & Director: Joanne Grecco (Villa 11)**; **Directors: Gloria Catalonotto (Villa 8)**; **Chris Telegadas* (Villa 9)**; **Paul Flynn (Villa 13)**; **Violet Forbes (Villa 8 Alt.)**; **Lorraine Nasta (Villa 10 Alt.)**; **Mike Torre (Villa 12 Alt.)**; **Ronald Shane (Villa 13 Alt.)** **Absent: Roger Collin (Villa 12)**; **Judy Sobocinski (Villa 9 Alt.)**

Proof of Service Yes

Quorum Yes

Immediately before the start of the meeting, Secretary Grecco announced to the community that John Naccari had resigned as President and Director of Villa 10. As Vice President, Cathy Zuback will assume the role as President for the remainder of 2021 as elections for Officers will be held in January, 2022. As Villa 10 Alternate Lorraine Nasta will represent Villa 10 for the remainder of 2021 as elections for Villa 10 Director will be held in January, 2022.

Secretary J. Grecco called the meeting to order at 6:10 pm

Since Vice President Zuback wasn't physically present to run the meeting, a motion was made for the Board to appoint a member to run this meeting.

A motion was made by Director G. Catalonotto nominated Villa 12 Alternate Michael Torre to run the meeting. Second by Treasurer D. Hextell.

Vote:

Villa 8/Director G. Catalonotto – Y
Villa 9/Director C. Telegadas – Y
Villa 10/Alternate L. Nasta – Y
Villa 11/Secretary & Director J. Grecco – Y
Villa 12/Alternate M. Torre for Director R. Collin – Y
Villa 13/Director P. Flynn – Y

Approval of September 29th, 2021 Meeting Minutes

Motion by Paul Flynn to accept the September 29th meeting minutes as circulated. Second by Lorraine Nasta. Motion passed unanimously.

Vote:

Villa 8/Director G. Catalonotto – Y
Villa 9/Director C. Telegadas – Y
Villa 10/Alternate L. Nasta – Y
Villa 11/Secretary & Director J. Grecco – Y
Villa 12/Alternate M. Torre for Director R. Collin – Y
Villa 13/Director P. Flynn – Y

Treasurer's Report

Treasurer Hextell updated the Association on the current financial report as of October 27, 2021. Full report to be posted on the Association's website.

**Motion by Gloria Catalonotto to accept the Treasurers Report. Second by Paul Flynn.
Motion passed unanimously.**

Vote:

Villa 8/Director G. Catalonotto – Y

Villa 9/Director C. Telegadas – Y

Villa 10/Alternate L. Nasta – Y

Villa 11/Secretary & Director J. Grecco – Y

Villa 12/Alternate M. Torre for Director R. Collin – Y

Villa 13/Director P. Flynn – Y

Manager's Report

Property Manager Andy DeSousa reported on activities up to October 24, 2021. Full report to be posted on the Association's website.

Legal Update: See below regarding Comcast contract

Old Business

Update on Soffit repairs:

Property Mgr. Andy updated the community that he was still waiting for revised estimates from Solis Roofing for the 3 units needing stucco repair. Treasurer Hextell, Director Flynn and owner J. McCormick updated everyone on their evaluations of the units that we have received estimates on from Solis Roofing as they have discovered discrepancies that they feel should be resolved before the Board votes for Solis Roofing to move forward with the repair. Property Mgr. Andy to contact the county regarding permits needed for these repairs. The Board made a request for volunteers (contact Dave Hextell) to help with the this effort. The community implored the Board to please have a plan and timeline ready to present to owners at the Nov. 17th BOD Meeting. The Board agreed to do their best to comply with this request.

A motion was made by Dave Hextell to move forward with the roof repair by Affinity Roofing at a cost of \$1,150 for unit 2570 K. Second by Gloria Catalonotto. Motion passed unanimously.

Vote:

Villa 8/Director G. Catalonotto – Y

Villa 9/Director C. Telegadas – Y

Villa 10/Alternate L. Nasta – Y

Villa 11/Secretary & Director J. Grecco – Y

Villa 12/Alternate M. Torre for Director R. Collin – Y

Villa 13/Director P. Flynn – Y

Update on Haverhill Project: Property Mgr. Andy procured new estimates for the following.

- Green Cactus will remove the existing debris and replace the Ficus in areas where the car accident took place at a cost of \$2,520.
- Fences Done Right will replace the chain link fence damaged by the car accident at a cost of \$1,200.
- Total cost of repair: \$3,720.

The Sheriff's Dept. will monitor activity on Haverhill for the next 30 days. Once we receive the findings from that exercise, we will move to Phase 2 (barricades) and determine next steps.

A motion was made by Paul Flynn to move forward with the repair of the chain link fence and replacement of ficus trees on Haverhill by Fences Done Right (\$1,200) and Green Cactus (\$2,520) at a total cost of \$3,720. Second by Gloria Catalanotto. Motion passed unanimously.

Vote:

Villa 8/Director G. Catalanotto – Y

Villa 9/Director C. Telegadas – Y

Villa 10/Alternate L. Nasta – Y

Villa 11/Secretary & Director J. Grecco – Y

Villa 12/Alternate M. Torre for Director R. Collin – Y

Villa 13/Director P. Flynn – Y

Update on Comcast contract: Mike Torre updated the Board and community that the contract renewal for TV only (no internet) is with our attorney for further negotiations with Comcast.

New Business

Recreational Attendants Staffing/Keycode System: Property Mgr. Andy is awaiting an estimate from A1 Locksmith for the keypad/lock for the main Pool gate. Additional information was discussed regarding the remaining 9 keypads. Property Mgr. Andy is gathering costs for keypads and any additional equipment necessary for our maintenance team to install the remaining locks.

Open Forum:

An owner from Villa 9 is concerned about the rat infestation in the attics of owners in Villa 9. The Board advised that owners should be filling out work orders so our Property Mgr. can contact the pest control company for further action. Fertilization and pesticides were also mentioned as being needed in the community. Property Mgr. Andy explained that only palm tree and turf was covered for fertilization and pesticide treatments in our contract with Green Cactus. He will look into costs for fertilization and pesticide treatments for shrubs and plants.

Date of next BOD Discussion Meeting – November 3, 2021 at 1 pm.

Adjournment

Motion by Gloria Catalanotto to adjourn meeting. Second by Michael Torre.

Meeting adjourned at 7:55 pm

Respectfully submitted,
Joanne Grecco

BARKLEY MASTER ASSOCIATION, INC.
2605 Barkley Drive, West Palm Beach, Florida 33415

BOARD OF DIRECTORS DISCUSSION MEETING MINUTES
November 3, 2021

Board Members Present

**Indicates presence via electronic communication.*

President: Cathy Zuback; Treasurer: David Hextell; Secretary & Director: Joanne Grecco (Villa 11); Directors: Gloria Catalonotto (Villa 8); Chris Telegadas* (Villa 9); Paul Flynn (Villa 13); Violet Forbes (Villa 8 Alt.); Lorraine Nasta (Villa 10 Alt); Mike Torre (Villa 12 Alt.); Ronald Shane (Villa 13 Alt.) Absent: Director: Roger Collin (Villa 12); Judy Sobocinski* (Villa 9 Alt.).

Proof of Service Yes

Quorum Yes

Michael Torre called the meeting to order at 1:05 pm

Treasurer D. Hextell introduced Chris Zeller, our insurance agent.

Chris presented information and answered questions from the community regarding the Barkley Master Association Insurance policy.

Items discussed included: 2022 premium increases will increase by approximately 20 to 40%; Chris reminded us that we need to have the property appraised in 2022; the Board will check on whether or not we are paying for terrorism coverage; Chris will schedule the automatic yearly property & liability inspection; we do have equipment breakdown coverage; the General Liability premium is due in April & the Property premium is due in May; deductibles for these premiums vary.

Update on soffit repairs: Treasurer Hextell and his committee (Paul Flynn & John McCormick) presented recommendations to the Board proposing how we might go forward with the Villa 11 soffit repair. Secretary Grecco asked for the Board to consider that the first action should be to bring in an expert (structural engineer) to evaluate the soffit issue in Villa 11. The best way to address this issue is to get the facts and an evaluation from people who have expertise in this area. It was agreed that Property Mgr. Andy would procure 3 bids for the Board to review. The Board is aware that this is a very urgent matter and will move as swiftly as possible to reach a decision regarding next steps.

Meeting adjourned at 2:11 pm

Next BOD Meeting: November 12, 2021 at 1 pm

Joanne Grecco, Secretary
Barkley Master Association, Inc

BARKLEY MASTER ASSOCIATION, INC.

2605 Barkley Drive, West Palm Beach, Florida 33415

BOARD OF DIRECTORS DISCUSSION MEETING MINUTES November 12, 2021

Board Members Present

** Indicates presence via electronic communication.*

Directors: Gloria Catalonotto (Villa 8); Chris Telegadas (Villa 9); Lorraine Nasta (Villa 10); Joanne Grecco (Villa 11); Roger Collin (Villa 12); **Alternates:** Violet Forbes (Villa 8); Judy Sobocinski* (Villa 9); Mike Torre (Villa 12); Ronald Shane (Villa 13) **Officers:** **President:** Cathy Zuback; **Treasurer:** David Hextell; **Secretary:** Joanne Grecco.
Absent: Director Paul Flynn (Villa 13).

Proof of Service Yes

Quorum Yes

Michael Torre called the meeting to order at 1:04 pm

Review of the 2022 Proposed Budget: Treasurer Hextell gave a breakdown of the 2022 proposed budget. Questions were taken from the community. Treasurer Hextell will follow-up with Seacrest's financial area regarding whether or not to include the Bad Debt expense in our budget even though our auditors requested that we show it. Per an owner's request, Treasurer Hextell will explore the possibility of establishing a reserve fund for our high insurance deductibles.

-Treasurer Hextell reached out to Seacrest's financial advisors and they agree with our auditors to include the Bad Debt expense in our budget.

-Treasurer Hextell doesn't feel a need to establish a reserve category for deductibles as it just ties up more dollars in a separate account. We have the line of credit to help with this issue as he stated in the meeting. The Directors will take this under advisement as we move forward in planning next year's budget.

Review of outstanding bids: Property Mgr. Andy updated the Directors regarding several outstanding bids which will require a vote at the Nov.17th Board Meeting. Secretary Grecco will include these items in the upcoming meeting so work can proceed. Bids to be approved include, roof leaks, drainage issue, Ficus treatment, tenting and pool repairs.

Update on Haverhill project: Property Mgr. Andy updated the Directors and community that Green Cactus will be removing the debris and replacing the Ficus hedges on the Haverhill side of the community on Wednesday, Nov. 17-18. Once this is completed Fences Done Right will be on the premises the following week to replace that portion of the fence that was destroyed by the car accident. We are awaiting a report regarding the 30-day monitoring of the area by the Sheriff's Department. The community has noted that they have not seen any evidence of the proposed monitoring so Michael Torre, our legal liaison, will follow up with the Sheriff's office. Monitoring should be taking place the month of November.

Update on soffit repairs: Property Mgr. Andy advised the community that Matt from the Jezerinac Group, a structural engineering firm, was on premises to inspect the soffits in Villa 11. We are awaiting his final report which is due by the end of the month or sooner. He has agreed to send us a draft of his report in time for our Nov. 17th BOD meeting. The Directors will consider repairing Villa 11 roofs and soffits simultaneously after review and evaluation of the structural engineer's report.

Other Items discussed included: The importance of submitting work orders in order to have the requested work acknowledged, tracked and completed on a timely basis.

Property Mgr. Andy requested that the Directors allow him to proceed with repairing the serious drainage problem in Villa 8-1 at a cost of \$2,500 by Green Cactus. The Directors acknowledged this had to be addressed, took a straw poll and agreed that Green Cactus should begin the repair. The Directors will ratify this vote at the Nov. 17th BOD meeting.

As we no longer have rec attendants, Property Mgr. Andy will proceed with replacing the door locks in the clubhouse with key code locks. At this time the pool area will remain locked by key as we are still researching a proper locking device for the main pool gate.

Property Mgr. Andy has been experiencing issues with the inconsistency of our weekly trash pickup, as well as the frequent oil leaks on our roads, and has reached out to Waste Management several times with no response. He has now reached out to his Seacrest management team to explore additional remedies.

Meeting adjourned at 2:54 pm
Next BOD Meeting: November 17, 2021 at 6 pm

Joanne Grecco, Secretary
Barkley Master Association, Inc

BARKLEY MASTER ASSOCIATION, INC.
2605 Barkley Drive, West Palm Beach, Florida 33415
BOARD OF DIRECTORS MEETING MINUTES
November 17, 2021

Board Members Present

**Indicates presence via electronic communication.*

Directors: Gloria Catalonotto (Villa 8); Chris Telegadas (Villa 9); Lorraine Nasta (Villa 10); Joanne Grecco (Villa 11); Roger Collin (Villa 12); Paul Flynn* (Villa 13); Violet Forbes (Villa 8 Alt.); Judy Sobocinski* (Villa 9 Alt.); Mike Torre (Villa 12 Alt.); Ronald Shane (Villa 13 Alt.).
Officers: President: Cathy Zuback; Treasurer: David Hextell; Secretary: Joanne Grecco.

Proof of Service Yes

Quorum Yes

Villa 12 Alt Michael Torre, previously approved by the Directors to chair the meeting, requested permission from Villa 12 Director Roger Collin for Michael Torre to chair the meeting. Permission was granted.

Villa 12 Alt. Michael Torre called the meeting to order at 6:05 pm

Approval of October 27th, 2021 Meeting Minutes

Motion by Director C. Telegadas to accept the October 27th meeting minutes as circulated. Second by Director G. Catalonotto. Motion passed unanimously.

Vote:

Villa 8/Director G. Catalonotto – Y
Villa 9/Director C. Telegadas – Y
Villa 10/Director L. Nasta – Y
Villa 11/Director J. Grecco – Y
Villa 12/Director R. Collin – Y
Villa 13/Director P. Flynn – Y

Treasurer's Report

Treasurer Hextell updated the Association on the current financial report as of November 17, 2021. Full report to be posted on the Association's website.

Motion by Director G. Catalonotto to accept the Treasurers Report. Second by Director C. Telegadas. Motion passed unanimously.

Vote:

Villa 8/Director G. Catalonotto – Y
Villa 9/Director C. Telegadas – Y
Villa 10/Director L. Nasta – Y
Villa 11/Director J. Grecco – Y
Villa 12/ Director R. Collin – Y
Villa 13/Director P. Flynn – Y

Manager's Report

Property Manager Andy DeSousa reported on activities up to November 14, 2021. Full report to be posted on the Association's website.

Legal Update: A few contracts are pending but nothing specific going on at this time.

Old Business

Update on Haverhill Project: Green Cactus has finished the debris removal and ficus hedge replacement. Fences Done Right will update us on when they will be able to schedule the chain link fence replacement. Property Mgr. Andy to advise.

Update on any outstanding bids requiring a vote. All costs over \$1,000 will require the necessary permits.

- Approval of Comcast contract for bulk TV only, for 6 years at \$40.00 per unit w/4% yearly escalator

Motion by Director G. Catalonotto to approve the Comcast contract for the next 6 years. Second by Director L. Nasta. Motion passed by majority vote.

Vote:

Villa 8/Director G. Catalonotto – Y
Villa 9/Director C. Telegadas – Y
Villa 10/Director L. Nasta – Y
Villa 11/Director J. Grecco – Y
Villa 12/Director R. Collin – Y
Villa 13/Director P. Flynn – N

- Approve \$3,000 for the Jezerinac Group (structural engineers) to inspect and evaluate Villa 11 soffit issues

Motion by Director P. Flynn to approve the cost of \$3,000 for the Jezerinac Group to inspect and evaluate Villa 11 soffit issues. Second by Director R. Collin. Motion passed unanimously.

Vote:

Villa 8/Director G. Catalonotto – Y
Villa 9/Director C. Telegadas – Y
Villa 10/Director L. Nasta – Y
Villa 11/Director J. Grecco – Y
Villa 12/Director R. Collin – Y
Villa 13/Director P. Flynn – Y

- Approve the updated, attorney approved, Recreational Facilities Use Form

Motion by Director G. Catalonotto to approve the attorney approved Recreational Facilities Use form for Clubhouse auditorium rentals. Second by Director R. Collin. Motion passed by majority vote.

Vote:

Villa 8/Director G. Catalonotto – Y
Villa 9/Director C. Telegadas – N
Villa 10/Director L. Nasta – Y
Villa 11/Director J. Grecco – Y
Villa 12/Director R. Collin – Y
Villa 13/Director P. Flynn – N

- Drainage issue Villa 8-2 2660 G & H, bid is for \$2,500 by Green Cactus

Motion by Director P. Flynn to approve the bid of \$2,500 by Green Cactus to proceed with drainage work in Villa 8-2. Second by Director C. Telegadas. Motion passed unanimously.

Vote:

Villa 8/Director G. Catalonotto – Y
Villa 9/Director C. Telegadas – Y
Villa 10/Director L. Nasta – Y
Villa 11/Director J. Grecco – Y
Villa 12/Director R. Collin – Y
Villa 13/Director P. Flynn – Y

- Ficus hedge maintenance treatments for weeds and poison ivy at \$2,400 by Green Cactus

Motion by Director C. Telegadas to approve the bid of \$2,400 by Green Cactus for Ficus hedge maintenance treatments. Second by Director G. Catalonotto. Motion passed unanimously.

Vote:

Villa 8/Director G. Catalonotto – Y
Villa 9/Director C. Telegadas – Y
Villa 10/Director L. Nasta – Y
Villa 11/Director J. Grecco – Y
Villa 12/Director R. Collin – Y
Villa 13/Director P. Flynn – Y

- Ficus hedge white fly treatment of \$1,700 per treatment (at 4x per year) by Green Cactus

Motion by Director C. Telegadas to approve the bid of \$1,700 by Green Cactus for the first white fly treatment. Second by Director L. Nasta. Motion passed unanimously.

Vote:

Villa 8/Director G. Catalonotto – Y
Villa 9/Director C. Telegadas – Y
Villa 10/Director L. Nasta – Y
Villa 11/Director J. Grecco – Y
Villa 12/Director R. Collin – Y
Villa 13/Director P. Flynn – Y

- Pool repairs -autofill, replumb, flow meter & 2-way valves for \$1,800 by ABA Pool Service

Motion by Director P. Flynn to approve the bid of \$1,800 by ABA Pool Services. Second by Director C. Telegadas. Motion passed unanimously.

Vote:

Villa 8/Director G. Catalonotto – Y
Villa 9/Director C. Telegadas – Y
Villa 10/Director L. Nasta – Y
Villa 11/Director J. Grecco – Y
Villa 12/Director R. Collin – Y
Villa 13/Director P. Flynn – Y

- Pool monthly maintenance service for \$600 by ABA Pool Service (annual total: \$7,200)

Motion by Director G. Catalonotto to approve the bid of \$600 for monthly pool maintenance by ABA Pool Services. Second by Director P. Flynn. Motion passed unanimously.

Vote:

Villa 8/Director G. Catalonotto – Y
Villa 9/Director C. Telegadas – Y
Villa 10/Director L. Nasta – Y
Villa 11/Director J. Grecco – Y
Villa 12/Director R. Collin – Y
Villa 13/Director P. Flynn – Y

- Soffit repair for 2591 C & D for \$7,600 from Affinity

Motion by Director C. Telegadas to approve the bid of \$7,600 for soffit repair by Affinity Roofing.
Second by Director G. Catalanotto. Motion passed unanimously.

Vote:

Villa 8/Director G. Catalanotto – Y
Villa 9/Director C. Telegadas – Y
Villa 10/Director L. Nasta – Y
Villa 11/Director J. Grecco – Y
Villa 12/Director R. Collin – Y
Villa 13/Director P. Flynn – Y

- Roof leak repair for 2721 H for \$1,425 by Affinity

Motion by Director P. Flynn to approve the bid of \$1,425 for roof leak repair by Affinity Roofing.
Second by Director R. Collin. Motion passed unanimously.

Vote:

Villa 8/Director G. Catalanotto – Y
Villa 9/Director C. Telegadas – Y
Villa 10/Director L. Nasta – Y
Villa 11/Director J. Grecco – Y
Villa 12/Director R. Collin – Y
Villa 13/Director P. Flynn – Y

- Roof leak repair for 2570 H for \$1,425 by Affinity (completed)

Motion by Director C. Telegadas to approve the bid of \$1,425 for roof leak repair by Affinity Roofing.
Second by Director P. Flynn. Motion passed unanimously.

Vote:

Villa 8/Director G. Catalanotto – Y
Villa 9/Director C. Telegadas – Y
Villa 10/Director L. Nasta – Y
Villa 11/Director J. Grecco – Y
Villa 12/Director R. Collin – Y
Villa 13/Director P. Flynn – Y

- Roof leak repair for 2561 D for \$1,425 by Affinity (completed)

Motion by Director G. Catalanotto to approve the bid of \$1,425 for roof leak repair by Affinity Roofing.
Second by Director L. Nasta. Motion passed unanimously.

Vote:

Villa 8/Director G. Catalanotto – Y
Villa 9/Director C. Telegadas – Y
Villa 10/Director L. Nasta – Y
Villa 11/Director J. Grecco – Y
Villa 12/Director R. Collin – Y
Villa 13/Director P. Flynn – Y

- Tenting for 5043 for \$2,050 from Southeastern

Motion by Director G. Catalanotto to approve the bid of \$2,050 for termite tenting by Southeastern.

Second by Director C. Telegadas. Motion passed unanimously.

Vote:

Villa 8/Director G. Catalanotto – Y

Villa 9/Director C. Telegadas – Y

Villa 10/Director L. Nasta – Y

Villa 11/Director J. Grecco – Y

Villa 12/Director R. Collin – Y

Villa 13/Director P. Flynn – Y

New Business

Vote on proposed 2022 Annual Budget

Motion by Director P. Flynn to accept the 2022 proposed annual budget. Second by Director C. Telegadas. Motion passed unanimously.

Vote:

Villa 8/Director G. Catalanotto – Y

Villa 9/Director C. Telegadas – Y

Villa 10/Director L. Nasta – Y

Villa 11/Director J. Grecco – Y

Villa 12/Director R. Collin – Y

Villa 13/Director P. Flynn – Y

Update on preliminary findings for Villa 11 soffits from the Jezerinac Group: Property Mgr. Andy informed the community that Matt from the Jezerinac Group had sent a preliminary report to the Directors for review. A full report is due within the following week.

-Reminder for upcoming election of Officers – to be appointed by the Directors at the January 19, 2022 annual meeting.

-Reminder that the *Candidates Intention to Run* form for Director of Villa's 8, 9 and 10 is due Friday, Dec. 3rd, by close of business.

Open Forum:

Items discussed included: Ficus hedge maintenance approved the 1st treatment only at this time for white fly; timeline for hedge trimming should be done by end of November; a request was made for Property Mgr. Andy to get a bid for white fly treatment on all plants in the community from our landscaper; Comcast cost is already built into the maintenance fee increase; request that the pool sign in sheet revert back to apply to guests only; community asked if we have started to use the line of credit, which we have not, and will alert the community before we use the line of credit; general questions regarding the 2021 budget; question regarding removal of oleander plants because of toxicity, but it was clarified that the plant is only toxic if it burns; question regarding process to report termite request, it was noted that a work order needs to be completed; question regarding the approvals for work tonight is coming from the 2021 budget and not the line of credit.

Date of next BOD Meeting – January 19, 2022 at 1 pm. (Annual Meeting and Elections)

Adjournment

**Motion by Director J. Grecco to adjourn meeting. Second by Director G. Catalanotto.
Meeting adjourned at 7:15 pm**

Respectfully submitted,
Joanne Grecco