

BARKLEY MASTER ASSOCIATION, INC.

2605 Barkley Drive, West Palm Beach, Florida 33415

Board of Director's Personnel Meeting Minutes

January 7, 2022

Board Members Present

** Indicates presence via electronic communication.*

Directors: 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.); Ronald Shane (Villa 13 Alt.).

Officers: President: Cathy Zuback; Treasurer: David Hextell*; Secretary: Joanne Grecco.

Absent: Gloria Catalonotto (Villa 8)

Proof of Service Yes

Quorum Yes

President Zuback called the meeting to order at 1:02 pm

This Special Meeting was called for the purpose of the Directors to vote on items that have been agreed to via email, which have occurred since our last meeting.

- Vote to move \$21,000 from our reserves interest account to operating account for roof repairs to finalize payment of the seven soffit repairs. This was already agreed to via email of November 22, 2021.

Motion by Villa 8 Alt. Violet Forbes and Second by Director Chris Telegadas to approve moving \$21,000 from reserves interest to operating account. Motion passed unanimously.

Secretary Grecco called the role for the vote.

Vote:

Villa 8/Alternate V. Forbes for 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

- Vote to accept Matt Buttimer, from Jezerinac Group, to act as the Associations consultant during the Villa 11 Soffit/Roof project.

Motion by Director Paul Flynn and Second by Villa 8 Alt Violet Forbes to approve Matt Buttimer from Jezerinac Group to act as the Associations consultant for the Villa 11 Soffit/Roof Project. Motion passed unanimously.

Secretary Grecco called the role for the vote.

Vote:

Villa 8/Alternate V. Forbes for 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

- Vote to approve Jezerinac Groups estimate of \$750 for consultant work for Phase 1 of Villa 11 Soffit/Roof project. Phase 1 includes reviews of initial proposals and timeline; inspection of open soffit; reviews of vendor bids (email of 12/19/21).

Motion by Director Joanne Grecco and Second by Director Chris Telegadas to approve Jezerinac Groups estimate of \$750 for Phase 1 consulting work for the Villa 11 Soffit/Roof project. Motion passed unanimously.

Secretary Grecco called the role for the vote.

Vote:

Villa 8/Alternate V. Forbes for 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

- Vote to approve emergency repair of roof shingle for insurance purposes for unit 2643 E by Affinity Roofing for \$600 (email of 12/14).

Motion by Director Chris Telegadas and Second by Director Paul Flynn to approve \$600 emergency repair of roof shingle for insurance purposes for unit 2643 E by Affinity Roofing. Motion passed unanimously.

Secretary Grecco called the role for the vote.

Vote:

Villa 8/Alternate V. Forbes for 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

- Vote to approve emergency repair of roof leak for unit 2681 A by Affinity Roofing for \$1,425 (email of 11/24).

Motion by Villa 8 Alt. Violet Forbes and Second by Director Joanne Grecco to approve \$1,425 for emergency repair of roof leak for unit 2681 A by Affinity Roofing. Motion passed unanimously.

Secretary Grecco called the role for the vote.

Vote:

Villa 8/Alternate V. Forbes for 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

- Vote to approve updated cost of \$3,400 for Southeastern for emergency tenting of building 5043. (email of 12/9)

Motion by Villa 8 Alt. Violet Forbes and Second by Director Chris Telegadas to approve \$3,400 for emergency tenting of building 5043 by Southeastern. Motion passed unanimously.

Secretary Grecco called the role for the vote.

Vote:

- Villa 8/Alternate V. Forbes for 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

- Vote to approve emergency plumbing cost of \$1,600 for building 2660. (email of 12/30)

Motion by Director Paul Flynn and Second by Director Lorraine Nasta to approve \$1,600 for emergency plumbing cost by Violet Forbes. Motion passed unanimously.

Secretary Grecco called the role for the vote.

Vote:

- Villa 8/Alternate V. Forbes for 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

- Vote to approve emergency plumbing cost of \$1,325 for building 2551 by Unique Rooter (email of 1/2/22).

Motion by Villa 8 Alt. Violet Forbes and Second by Director Chris Telegadas to approve \$1,325 for emergency plumbing cost by Unique Rooter. Motion passed unanimously.

Secretary Grecco called the role for the vote.

Vote:

- Villa 8/Alternate V. Forbes for 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

- Vote to approve a committee of 5 volunteers to count the ballots at the January 19th annual meeting. Volunteers are Helen Blanchard, Pat Mitchell, Angie Clementelli, Elaine Clementelli and Ann Ellis. (By laws do not mandate that volunteers must be owners. Checked by M. Page)

Motion by Villa 8 Alt. Violet Forbes and Second by Director Chris Telegadas to approve five volunteers to assist with counting the ballots at the January 19, 2022 annual meeting. Motion passed unanimously.

Secretary Grecco called the roll for the vote.

Vote:

Villa 8/Alternate V. Forbes for 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

24-hour parking for oversized vehicles in the parking lot: Property Mgr. Andy read the excerpt pertaining to Vehicles from the Associations Rules & Regulations (Feb. 2020). There was a robust discussion among the Directors and community citing exactly which vehicles are permitted and not permitted on Barkley property and in the clubhouse parking lot. Directors agreed that the Rules & Regulations would be adhered to when Mgr. Andy is defining future violations.

Pest control issues – rodents and termites: Mgr. Andy updated the Directors and community that the rodent problem has become very bad in the community but especially in Villa's 8, 9 & 10. Mgr. Andy received an incomplete cost proposal from Nordic. It did not contain enough information which would allow the Directors to approve and move forward. Directors requested a more detailed proposal which should include their process for eliminating the problem; their monthly fee and a total cost for the job. Chris from Nordic, who was at the meeting, answered questions from the Directors and community. Nordic will provide Andy a more detailed proposal and Mgr. Andy will get at least 2 more bids from pest control vendors for review by the Directors. Director Lorraine Nasta asked Mgr. Andy to check all lighting in Villa trash rooms and replace bulbs with a higher wattage for brightness. The community agreed that the lighting is not bright enough at night.

Mgr. Andy discussed two proposals from Life Pest Control for termite spot treatments (a one-year cost and a weekly cost) and is awaiting one more proposal from Above & Beyond. Southeastern Tenting has been doing termite spot treatments at a cost of \$150 per visit but there have been complaints from the owners about this service. Andy will provide all the bids to the Directors for review as soon as possible. He will also provide the total cost paid to Southeastern for 2021.

Issues with no Rec Attendants: Mgr. Andy updated everyone that to date there have been no issues regarding no longer having evening and weekend Rec Attendants in the office. He will monitor this situation going forward. At present maintenance (JJ) is locking the pool gates at night until we can get the appropriate keypad lock installed. Treasurer Hextell inquired as to when we will receive the revised invoices that will reflect the appropriate credits to our monthly management Seacrest fee. Mgr. Andy is awaiting them from Seacrest.

Keypad locks for clubhouse rooms and pool: Keypad locks that were installed last month are not working the way the community expected and the door is not locking automatically when leaving the room. Andy and Ron Shane are looking into self-locking keypad locks. We will need them for the billiard room, card room, gym, hobby room, library, and the two restrooms. The community also requested that a keypad lock be installed on the workshop. The existing locks can be returned to Amazon by Jan. 31, 2022 for a refund. Mgr. Andy presented a proposal from South Shore Locksmith for \$1,339.64 to install a keypad lock on the main pool gate. The proposal does not include the cost of \$100 to change the codes quarterly. (\$400). He will follow up with them for a revised proposal. He also said that to properly lock the pool side gates, at least one of the gates needs to be replaced and the other can remain locked as it is presently. Mgr. Andy will contact Fences Done Right to inspect the gate and submit a proposal. A robust discussion took place regarding how to get the updated codes to the owner/residents without including them on the monthly calendars posted around the

community. It was agreed that for now the codes would be given out from the office. We will need a private section on our website to include them there as well. The Directors and community agreed that a letter explaining the process for getting the keypad lock codes goes out, in three languages, to all the owners once the keypad locks are installed. No final decision was made as this item was tabled until the next BOD meeting.

Irrigation and Green Cactus: Mgr. Andy reviewed a proposal by Green Cactus to repair irrigation issues in Villa 9/2 and 10/2 at a cost of \$789.98. The proposal needs to be revised to include a warranty for the Association. Andy will follow up with Victor at Green Cactus and submit a revised proposal to the Directors for the record. Kevin O'Bryan sited that wet checks need to be done after mowing to determine broken sprinklers. Mgr. Andy had not been informed of any broken sprinklers and advised that he would hold Green Cactus accountable to repair any damaged or broken sprinklers. The Mgr., Directors and community all agreed that an irrigation company should be doing this work and not Green Cactus. Kevin O'Bryan also offered his services to fix irrigation issues and mentioned other necessary repairs in Villa 11 and other areas. Mgr. Andy will follow up with Kevin on these repairs.

The Directors voted to accept Green Cactus to fix the irrigation issues in Villa's 9/2 & 10/2 as per their proposal for \$789.78 and table the overall irrigation issues until after the elections and annual meeting. Emergency issues will be addressed immediately.

Secretary Grecco called the role for the vote.

Vote:

Villa 8/Alternate V. Forbes for 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

Update on illegal tenants in 5083 C and 2661 A and a complaint for unit 2663 B:

Legal Liaison Dave Hextell updated everyone on the attorney's opinion.

5083 C: As this was purchased on a foreclosure, by law, the tenant is not required to undergo a background check as per the Association's Sales criteria. They are however obligated to follow the Association's Declarations, By Laws and Rules & Regulations. Mgr. Andy compile all the previous information and work with Legal Liaison Dave to move forward with next steps. The Directors agreed the car parked in reverse, without a proper sticker, at 5083 C will be towed.

Secretary Grecco called the role for the vote.

Vote:

Villa 8/Alternate V. Forbes for 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

2661 A: Awaiting more information from Michael Torre on this issue.

2663 B: Awaiting more information from Michael Torre on this issue.

Dave to follow up with Andy on both issues as well.

Update on guardrail for Haverhill: Legal Liaison Dave Hextell updated the Directors and community regarding the response from the county about installing a guardrail on Haverhill to protect the property from car accidents. After monitoring the site for 30 days the county has concluded that there are not enough incidents to warrant a guardrail. The Association's attorney advises that we consult with a roadway engineer before we move forward with installing any barricades as this can lead to liability issues for Barkley if done incorrectly. This item was tabled until after the elections and annual meeting.

New Management Company: Treasurer Hextell presented a lot of information to the community outlining our research to identify a new management company for Barkley. It was determined in 2021 that as Seacrest was not living up to its contractual obligations; consequently, Barkley has not been receiving services adequate to warrant a quarter million-dollar per year fee. Initial interviews were conducted with four new management companies, which included a list of 40 questions that were asked at each interview. In November, all Directors were invited to meet with the top two companies; Castle & GRS. Several were able to attend. At that time an additional list of 20 questions was asked. Approximately two weeks ago, our findings about Castle and GRS were sent to the Directors for review prior to this meeting.

Recently, Seacrest submitted a new cost proposal for their services, going forward, should we elect to retain them as our management company. To clarify, they did not amend their contract, but rather indicated they would continue to operate according to the existing contract, with a revised cost. This new cost proposal was also sent to the Directors for review. Further, our attorney reviewed the cost proposal and asked for a month-to-month contract. To ensure the continued operation of our premises, Seacrest has agreed to extend our current contract with them as of January 15 through February 28, 2022. This extension will allow for a smooth transition to a new company.

We have asked our attorney to review the contract submitted by Castle.

As Treasurer Hextell advised, we are all concerned about making a significant change. To ease our concerns, we asked both proposed new companies if we could interview personnel. In both cases, they agreed. Several Board members have already interviewed three candidates for property managers. A second interview can be arranged with these or other candidates, as well as with the property management companies' representatives for any of the Directors who choose to participate, so they may ask their questions directly. Both companies are willing to accommodate us in this regard.

We are recommending that we choose Castle as our new management company, opting for a one-year contract. We have also identified a candidate to serve as property manager, and ask that you consider our choice.

Castle is identifying admin and maintenance personnel for us to interview and select in January.

For the record, Castle is currently managing Emory, which has just renewed their contract for a second three-year term. The Directors at Emory have had all good things to say about the service this company provides.

Here are the yearly costs for all three companies:

Seacrest - \$257,540

GRS - \$265,048

Castle - \$275,144.

Treasurer Hextell offered to read a three-page document listing many problems and issues that the Association has been addressing for the last several years. The community wanted to know what those issues were and afterward agreed it might be time for a change.

- Vote to approve Castle as the new property management company for Barkley Master Association for a 1-year contract to start on March 1st, 2022.

Motion was made for the Directors to approve Castle as the new property management company for the Barkley Master Association to start on March 1st, 2022 for 1 year. Motion passed by majority vote.

Secretary Grecco called the role for the vote.

Vote:

Villa 8/Alternate V. Forbes for Director G. Catalanotto – 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

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 Villa 8 Alt. Violet Forbes.

Meeting adjourned at 4:20 pm

Respectfully submitted,
Joanne Grecco, Secretary
Barkley Master Association, Inc.