

Chateau in the Pines I Homeowner's Association, Inc.
Board Meeting Minutes 28 May 2024

Board Members:

Debra Marshall, President
Jesse Biron, Vice President
Stephen Campbell, Treasurer
Jeni McCarthy, Director

Not in Attendance:

Marissa Baker, Secretary

Call to order:

Debra called the meeting to order at 5:32 PM, poolside.

Proof of Notice:

Meeting notice posted on 5/26 in accordance with FL Statute and the By-Laws, at the mailbox bulletin board.

Minutes:

Debra moves to approve the minutes from the March Board meeting.

- All in favor

Officer/Management Reports:

Jesse:

- Vendor relations, e.g. Meyers and MMG
- Update on retention Pond 39 and FDOT response
- FDOT has agreed to make necessary repair to collapsed underground drainage
- Contacted AG Office regarding insurance

Steven:

- Net income negative March, April
- Will work with CAM/Lief regarding FPL pole repair billing
- Will work with CAM/Lief regarding Green Earth increased costs
- Discusses dues payment
 - 75% are direct deposit/electronic via the portal (no Association costs)
 - Coupon books/check writing is an ongoing monthly expense to the budget

Jeni:

- All light poles are working
- Discusses complaint of leaves/lawn debris blown into the pool area by Myers
 - Jesse will notify Myers of the complaint

Debra:

- 170 views to the website in the past 30 days
- Created videos for website to easily update homeowners
 - Asks Board to review and suggest future video content
- Since last Board meeting:
 - 2 CAM office visits
 - 1 attorney consult
 - 1 meeting with CP2 and CAM (for JUA discussion)
- Roofing violations
 - 8 violations at start of year, down to 4 by March
 - 4 demand letters were sent recently. Cost: \$300 per letter
 - 1 unit went under contract for a new roof
 - 3 violations remain, attorney will monitor for progress
- Exterior violation letters
 - Monthly inspections are required per our Covenants
 - \$5 per violation letter via CAM, roughly 20 letters go out each month
 - Violations holding somewhat steady at roughly 20 units per month cited for various exterior issues
 - Many long-term, minor violations that are ignored, increasing the chance of attorney involvement and increased costs to the Association
 - Asks Board to consider how to decrease exterior violations/need for violation letters without attorney involvement
- Explains Citizen's next steps for on-site electrical inspections and wind mitigation

Unfinished Business:

None

New Business:**Citizen's Eligibility:**

Debra brings Citizen's and potential eligibility for next year's master insurance policy to discussion, focusing on Citizen's next step requirements of electrical inspection and wind mitigation reports. Discussion by the Board ensues.

- Jeni motions to approve performing Citizen's required wind mitigation reports in anticipation of the project proceeding prior to the end of 2024 at a cost not to exceed \$200 per building.
 - AYE: Jesse Debra Jeni
 - NAY: Stephen
- Jeni motions to approve performing Citizen's required electrical inspection in anticipation of the project proceeding prior to the end of 2024, at a cost not to exceed \$300 per building.
 - AYE: Jesse Debra Jeni
 - NAY: Stephen

Culvert Maintenance and Repair (Building 39):

Debra brings culvert repair to discussion, focusing on the necessity to repair the above ground culvert by building 39 to improve water flow to the closest St. John's drain. Discussion by the Board ensues.

- Steven motions for reforming and cleaning culvert by MMG not to exceed \$300.
 - All in favor

Tree Maintenance: Buildings 42, 44, 46, 48 and 39:

Item is not brought forward for discussion.

- Debra motions to hold over.
 - All in favor

Legal Demand Letter for roofing (1 unit):

Debra brings requirement for demand letter to discussion. One unit is described. Discussion by the Board ensues.

- Debra motions to send request for demand to the attorney.
 - All in favor

Arrears Board Letters (4 units):

Debra brings to discussion requirement for arrears letters. Four units are mentioned, each in arrears more than \$2,000 and more than 30 days. Discussion by the Board ensues.

- Debra motions to write arrears letters, generated by the Board/CAM at no extra cost, to units more than \$2000 in arrears with a balance over 30 days.
 - All in favor. **The Board will proceed with collections against all delinquent owners in accordance with applicable law. The Association will proceed with collections until all amounts owed to the Association are paid in full.**

Reserve Study:

Debra brings to discussion the recent necessary consultation with our Association attorney on the need for a reserve study, reserve funding and issues related to both. Discussion by the Board ensues.

- Debra motions to proceed with a reserve study
 - AYE: Jesse Jeni Debra
 - NAY: Steven

Arising Issues:

Water Bill Increase: Debra brings to discussion a marked spike in the Association water bill. West Melbourne utilities advised that there may be water theft occurring. In discussion with MMG, it is suggested that a lock be placed on the hose at the pool facility. Discussion by the Board ensues.

- Jeni motions to put lock on the hose
 - All in favor

Questions from the floor:

- Mark K. asked several questions related to the long-term costs of insurance, problems with pool access/fence jumping and Citizen's eligibility.
- Lucille C. mentions that she feels Myers is not doing a good job with edging and overall lawn maintenance.

Adjournment:

There being no further business to come before the Board, the meeting is adjourned at 6:49 pm by Debra Marshall.