

CEDARWOODS TOWNHOUSES HOA

Board of Directors Meeting Minutes

March 2026

Date: March 2026

Location: Cedarwoods Townhouses Community Room

Presiding: Kay Thorpe, Vice-President

Minutes: Recorded/transcribed by Carlos Lopez (via Zoom)

I. ATTENDANCE

Quorum established – 4 of 6 board members present.

Present:

- Carol Turner – President
- Kay Thorpe – Vice-President (presiding)
- Shaney Brochard – Board Member
- Carlos Lopez – Board Member (via Zoom)

Excused Absences:

- Annette Kazovia – Vice-President
- Rick Garcia – Board Member

Also Present:

- Brandon Carrero – Community Association Manager (CAM)
- Paul Smith – Maintenance Director
- Romauld Fulchan – Vice-President, Colorclad Painting Inc. (vendor)

II. APPROVAL OF FEBRUARY 2026 MINUTES

Minutes from the February 19, 2026 meeting were distributed and reviewed. A copy was provided electronically to Carlos Lopez during the meeting.

Motion: Carlos Lopez moved to approve the February 19, 2026 minutes as written.

Second: Shaney Brochard

Vote: Motion passed unanimously.

Note: A question was raised regarding bid thresholds. Florida Statute requires 3 competitive bids for contracts exceeding 10% of the annual budget; the association's rules require 3 bids for any contract over \$5,000. The CAM noted that if the association's rules are more stringent, the

association's rules govern. This will be placed as a formal agenda discussion item at a future meeting.

III. NEW BUSINESS

A. Sidewalk Repairs

All required insurance documentation and warranty information have been received. The contractor agreement has been executed with the following payment schedule:

- 50% due at kickoff – \$9,200 (AP approval pending)
- 25% due upon passing first City of Pembroke Pines inspection
- 25% due upon project completion

Permit documents are being submitted to the City by March 23, 2026. AP approval requests sent to Carlos Lopez and Annette Kazovia.

B. Tree Trimming – Completed

Tree trimming has been completed per the executed agreement.

- Budget: \$25,000 | Final Cost: \$24,487 – came in under budget
- Final check executed: March 12, 2026
- Maintenance staff performed quality control inspections; vendor recommended for future use

Next steps – two bids to be solicited:

- Bid A: Routine multi-year tree maintenance for the community
- Bid B: One-time reduction of pine trees near the waterfront

A question was raised regarding whether the waterfront pine trees fall within a South Florida Water Management District easement. The CAM will follow up with the maintenance crew. Paul Smith noted the association owns approximately 50 feet into the lake, suggesting the trees are within association-maintained property. Matter remains open.

Ribbons/markers placed on trees during trimming will be removed. The trimming scope was 3 feet from the nearest roofline per insurance requirements; further reduction is a separate scope of work.

C. Color Clad Painting – Update

Romauld Fulchan, Vice-President of Colorclad Painting Inc., addressed the board. The project is currently in the punch-list phase for Phases 1 and 2.

Key points:

- Weather delays have pushed some trim work; main body painting is prioritized first.
- Sloppiness identified on 2 units has been corrected.

- Homeowner damage claims reviewed with photographic documentation; pre-existing damage confirmed in multiple cases.
- Contractor is not billing for interior/lakeside fences – included at no extra charge.
- Paint formula note: current Benjamin Moore oil-water hybrid base requires cure time before becoming scratch-resistant. This is the same spec available to homeowners for touch-up purchases.

Door repainting:

- Contractor has upgraded to Sherwin-Williams Spectra paint for doors going forward.
- Phase 1 doors showing adhesion issues will be repainted. Homeowners should submit unit numbers to the management office.
- Only original-style doors are painted; full-glass replacement doors will be protected/covered only.

Water usage: Contractor uses a corner unit's water supply per block during pressure cleaning. Board requested advance written notice be provided to the affected unit at least one week prior.

Rotten wood: Significant rotten wood has been found at multiple units. Homeowners are being quoted for replacement. Units that do not repair rotten wood before painting will void the warranty. One unit has a full section requiring replacement before pressure cleaning can proceed.

Metal flashing/primer: Primer for metal roof surfaces is the homeowner's responsibility, not the association's. This is a separate charge and does not constitute double billing.

Code enforcement: Units with unresolved structural issues (rotten wood, deteriorating firewalls, etc.) will be referred to Code Enforcement. A partially collapsed firewall has been photographed and referred.

QC process going forward: Residents are asked to place blue tape on any painting concerns and email the management office. Issues will be logged in a binder, assigned to the contractor, and tracked to completion.

IV. COMMUNITY ITEMS

A. Roadway Bids – Visioning Discussion

Three bids were presented from pre-qualified vendors (all have completed City of Pembroke Pines roadway projects). Scope covers full community – all driveways and roadways, milled to limestone and rebuilt.

- Bid 1 (Lowest): ~\$1,500,000
- Bid 2 (Middle): ~\$1,800,000
- Bid 3 (Highest): ~\$3,800,000

Preliminary funding illustration (special assessment model):

- 595 units x \$4,100 = ~\$2.4–2.5M
- 595 units x \$3,000 = ~\$1.7M (sufficient to cover lowest bid)

A hybrid approach was discussed: short-term loan to kick off the project, repaid via special assessment. The association currently holds ~\$158,000 in reserves earmarked for asphalt resurfacing.

Board member Lopez recommended a community workshop at the annual meeting to gather resident input on funding priorities before the board makes any decisions. No assessment or loan has been authorized.

Motion to table: Vice-President moved to table pending full board attendance and additional analysis.

Second: Seconded. Vote: Motion passed unanimously. Item tabled.

For next meeting: CAM to prepare special assessment modeling worksheet with per-unit cost, duration, and payment options.

V. OFFICE ITEMS

A. February 2026 Financial Review

The CAM presented the February 2026 financial statements. Account balances and reserve fund details have been redacted from this document for non-public privacy purposes. Full financial statements are available to board members upon request.

Notable budget variances (year-to-date through February):

- Office Expense: Over budget (multiple items bundled into this line)
- Equipment Repairs & Parts: Over budget
- Security Services: Under budget
- Accounting Services: Over budget
- Sprinkler Repairs: On pace with annual budget

The CAM noted variances reflect underbudgeting in prior cycles, not unnecessary spending. Future budgets will better reflect actual costs.

Late collections – critical finding: Late letters have not been mailed since November 2025. The management vendor placed the process on hold pending guidance on accounts with balances under \$10, and did not resume. Approximately 160+ delinquency letters are being prepared and mailed immediately. Accounts 90+ days past due will be referred to the association attorney. A board member raised the question of vendor accountability and whether the association was billed for letters that were not sent; the CAM will confirm.

B. CAM Contract

Tabled due to time constraints. To be added to the next meeting agenda if needed.

VI. OLD BUSINESS (TABLED)

The following items remain tabled and will be carried forward:

- Converge Services
- Technology Projects
- Mowing Service Restructuring Plan
- Extra Duty Restructuring Plan

VII. OPEN FORUM – RESIDENT COMMENTS

Commercial Vehicles in Guest Parking

A resident raised concerns about commercial vehicles occupying guest parking. Florida law no longer requires commercial vehicles to cover or remove markings. The association cannot prohibit residents from parking their own commercial vehicles but can enforce use of assigned parking first. The board will issue a community-wide reminder letter and will explore a vehicle sticker/registration program. Item added to annual meeting workshop agenda.

Unauthorized Signs (For Rent, Open House, Garage Sale)

A resident noted an increase in unauthorized signage. This is a violation of the association's rules. Management will remove signs and issue violation notices. Residents should photograph and report violations to the management office.

Bulk Items / Garbage Cans

A resident raised concerns about bulk items placed improperly and garbage cans not being brought in. Residents with doorbell cameras are encouraged to capture and report violations. A centralized bulk staging area was proposed and rejected based on prior experience with outside dumping. Code enforcement will be used as needed.

Vehicle Registration / Parking Enforcement

A resident suggested collecting vehicle information during new homeowner/tenant orientations. The CAM noted vehicle registration is currently paper-based and will be digitized as part of a planned system migration. Residents with excess occupancy concerns should report to the management office, as this is a tenant screening violation and life safety issue.

VIII. NEXT MEETING

The Vice-President will be traveling the week of the 28th. A special or emergency meeting may be scheduled for the following week.

IX. ADJOURNMENT

Motion to adjourn: Carlos Lopez. Meeting adjourned. Adjournment time not formally recorded.

These minutes are subject to board approval at the next regular meeting.