

MEETING NOTICE

DATE & TIME: Monday, October 26, 2022 at 6:30 p.m., local time

LOCATION: Zoom (Details available at [RiverwalkAtSunrise.com](https://www.RiverwalkAtSunrise.com) > Meetings)

ATTACHMENTS

Page(s) 1 – 4 This meeting's agenda

Page(s) 5 – 10 Minutes 03 OCT 2022

Separate Painting Bid Comparison

Separate FY2023 Budget Proposal

AGENDA

1. Call to Order at: [6:39](#) pm, local time

2. Present:

| [X](#) | (P) J Prigal | [X](#) | (VP) Guzman | [X](#) | (S) Varela | | (T) Senises | | (D) [Vacant]

3. Members Present: [Clara Coral Pineda \(211\)](#); [Mike & Nerina Khan-Divietro \(100\)](#); [Albert Tobar \(226\)](#);

4. Notice of Meeting: (a) Website on 24 OCT 2022

5. ***MOTION** to waive reading and approve meeting minutes from Meeting dated 31 AUGUST 2022.

MOTION	SECOND	OBJECTIONS	MOTION IS
P	VP	None	Adopted

6. CURRENT BUSINESS:

a. MONUMENT —

i. 2022.10.03 — Aluminum quote is \$4,087.40 Approved & Adopted

1. 2022.10.13 — Check and contract sent out.

b. Code Violation(s) —

i. Pool Baths / Fixtures — Getting quotes for ATF permits / changes;

ii. Electrical Outlets — Permits obtained;

1. NOC Issued?

iii. Pool —

1. 2022.10.24 — Pool pavers cannot be repaired until the leak is repaired;

2. 2022.10.24 — Leak was repaired. There was a question about whether a second leak existed, but it doesn't appear there was. Final determination will be made on THU 27 OCT 2022.

3. [2022.10.26](#) — Leak didn't appear to be corrected / fixed. They need to come back out. Association has paid \$500.00 (CK#222 on 07 OCT 2022) to Tropical Pool Solutions for leak detection. Repair invoice for \$1,500.00 has not been received. Paver repairmen want to wait until leak is repaired.

c. **Rules & Regulations Adoption —**

- i. Received quote for \$350/hr to review. About 5 – 10 hours. (\$1,750 - \$3,500)
- ii. Received a retainer letter without a time estimate at an hourly rate of \$400.00.
- iii. Received a verbal from Chris Sajdera PA for \$275.00 per hour with estimate of 2 – 3 hours.
 1. Motion to approve \$825.00 in legal fees for Documents Review (VP); Second (P);
Opposed: None; Motion: Adopted.
- iv. 2022.07.21 — Emailed to Chris Sajdera, PA with approval.
- v. 2022.08.26 — No reply. Jamie – can you f/u or do you want mgr to follow-up?
- vi. 2022.09.16 — Email from attorney. Attorney wants a retainer agreement. Management recommends against. The Association has Valancy & Reed, PA on retainer and they are doing work on the 84 South concern.
- vii. 2022.10.13 — Sent corrected name and mailing address for the retainer; No retainer received.
- viii. 2022.10.24 — Jamie (P) following-up with attorney's office.
- ix. 2022.10.25 — Retainer received.
- x. **MOTION** to approve retainer and proceed with Rules & Regulations Review for \$825.00 or less as approved previously (*above*). Motion: President; Second: Vice-President; Secretary: Approve; Motion is adopted.
- xi. **MOTION** to amend \$825.00 to \$900.00. Motion: President; Second: Secretary; Vice-President: Approved; Motion is adopted.

d. **Building Painting —**

- i. REVIEW ATTACHED BID COMPARISONS
- ii. 2022.10.24 — Comparative assessment attached.
 1. Board must provide inquiries – if any – about any of the quotes.
 2. Selection of vendor at next meeting (NOV 2022)
 3. Color presentation at next meeting (NOV 2022)

e. **Re-lining, Seal-coating, Re-painting**

- i. 2022.08.31 — Initial request made.
 1. Scope: (a) Sealcoat and re-stripe of all guest parking areas including curbs to say “GUEST ONLY”; (b) All speed bumps to be painted yellow; (c) All posts at speed bumps to be repainted yellow (*Reflective tape can be applied after the paint has dried by maintenance/janitorial staff.*)
- ii. 2022.10.20 — Follow-up made.

f. **Dog Waste Receptacle**

- i. 2022.10.03 — \$325.00 approved via motion.

g. Individual Unit Concerns

- i. 178 — Roots at driveway; Removal approved 03 OCT 2022; Sent to vendor 11 OCT 2022.
- ii. Pool — Root removal approved 03 OCT 2022; Sent to vendor 11 OCT 2022.
- iii. 180 — Sprinkler; Repair approved 03 OCT 2022; Sent to vendor 11 OCT 2022.
- iv. 184 — Broken pipe; On 03 OCT 2022 Board approved \$150.00 contribution to repair that was quoted at \$375.00. The vendor cannot do the repair for below \$500.00 now because manager won't agree to work without first receiving insurance certificates. Owner is asking for update. Will the board approve additional funds or no?
 1. Board of Directors authorizes \$150.00 credit towards repairs on the Unit Owner's Ledger; Unit Owner is responsible for repairs and any balance above that amount since repair required is on the Unit Owner's Property. Board agrees unanimously.
- v. Standing water at Tot Lot has been fixed; New sod has been installed;
- vi. Sod throughout common areas of community: Awaiting a bid and map or information showing where the repairs need to happen and an estimate for the repairs.

7. NEW BUSINESS:

- a. Review of FY 2023 Budget that will be voted upon on WED 30 NOV 2022.
- b. MOTION to form the NOMINATING COMMITTEE for the FY2023 Board Election to occur on SAT 17 DEC 2022 at 4:00 p.m., local time via Zoom.US. (1) Albert Tobar; (2) Mi DiVietro; (P / CW) Jamie Prigal.
- c. **MOTION** directing manager to send collection matter for 106 Riverwalk Cir, Sunrise, FL 33326 to Attorney (Valancy) for collections. Motion: P; Second: VP; Opposed: None; Motion Adopted.
 - i. **History:**
 1. 14 SEP 2022 – Notification of forwarding to attorneys sent. (*Affidavit*)
 2. 21 SEP 2022 – Last payment received;
 3. 26 OCT 2022 – Balance is in excess of three (3) months. No OCT 2022 Payment has been received.
- d. **MOTION** directing manager to send F.S. §720.3085 letters demanding tenants pay rent directly to the Association to the following unit(s):
 - i. 141 Riverwalk Circle, Sunrise, FL 33326 (Owner: 2018-2 IH Borrower, LP); and
 - ii. 186 Riverwalk Circle, Sunrise, FL 33326 (Owner: 2018-2 IH Borrower, LP); and
 - iii. 207 Riverwalk Circle, Sunrise, FL 33326 (Owner: 2018-2 IH Borrower, LP); and
 - iv. 236 Riverwalk Circle, Sunrise, FL 33326 (Owner: 2018-2 IH Borrower, LP); and
 - v. 168 Riverwalk Circle, Sunrise, FL 33326 (Owner: Maria Cheda);
 1. MOTION: (P); Second: (VP); Opposed: None; Motion Adopted.

8. MEMBER CONCERNS:

a. VIOLATIONS

i. Fine: \$100.00 levied against 185 Riverwalk; 02 AUG 2022 Motion to approve: VP; Second: P; Opposed: None; Fine is applied.

1. 2022.10.24 — Certified Mail 9414 8118 9876 5810 3734 23 // \$8.62

2. **MOTION to levy \$8.62 for Certified Mail against the ledger of the unit. Motion: P; Second: VP; Opposed: None; Motion Adopted.**

ii. Fine: \$100.00 levied against 185 Riverwalk; 15 SEP 2022 Motion to approve: VP; Second: P; Opposed: None; Fine is applied.

1. 2022.10.24 — Certified Mail 9414 8118 9876 5810 3747 65 // \$8.62

2. **MOTION to levy \$8.62 for Certified Mail against the ledger of the unit. Motion: P; Second: VP; Opposed: None; Motion Adopted.**

iii. Fine: \$100.00 levied against 123 Riverwalk; 17 SEP 2022 Motion to approve: P; Second: T; Opposed: None; Fine is applied.

1. 2022.10.24 — Certified Mail 9414 8118 9876 5810 3724 71 // \$8.62

2. **MOTION to levy \$8.62 for Certified Mail against the ledger of the unit. Motion: P; Second: VP; Opposed: None; Motion Adopted.**

iv. Motion to approve violation of 228 Riverwalk: Motion: VP; Second: P; Opposed: None; Violation to be sent via USPS Certified Mail, ~~Electronic Receipt~~.

1. 2022.10.24 — Certified Mail 9407 1118 9876 5810 3754 59 // \$6.62

2. **MOTION to levy \$6.62 for Certified Mail against the ledger of the unit. Motion: P; Second: VP; Opposed: None; Motion Adopted.**

9. NEXT MEETING: Scheduled for WED 30 NOV 2022 at 6:30 pm;

10. Does the Board Secretary allow for e-signature to be applied to any/all meeting minutes approved and adopted by a motion of the board including minutes dated 26 OCT 2022? **Approved by voice.**

11. **ARC – 193 Riverwalk: Motion to approve architectural windows & sliding glass door request. MOTION to approve: P; Second: VP; Opposed: None.**

12. **Holiday lights were approved in FY22 Budget under Contingency or Maintenance & Repairs for \$2,300.00. Assn may proceed with install. Directors to be advised of pricing upon receipt.**

13. MOTION to adjourn.

MOTION P	SECOND VP	VOICE VOTE None	MEETING ADJOURNED AT: 8:06 p.m.
---------------------------	----------------------------	----------------------------------	--

CERTIFIED:

<u><i>Alfredo Varela</i></u>	<u>30 NOV 2022</u>
Alfredo Varela, Secretary	Date

MEETING MINUTES

October 03, 2022

14. Call to Order at: 6:31 pm, local time

15. Present:

| **X** | (P) J Prigal | **X** | (VP) Guzman | | (S) Varela | **X** | (T) Senises | | (D) [Vacant]

16. Members Present:

17. Notice of Meeting: (a) Website on 26 SEP 2022

18. ***MOTION** to waive reading and approve meeting minutes from Meeting dated 31 AUGUST 2022.

MOTION	SECOND	OBJECTIONS	MOTION IS
P	VP		Adopted

19. CURRENT BUSINESS:

a. MONUMENT —

- i. 2022.04.27 — Funds approved; Absolute Black (color) approved;
- ii. 2022.04.28 — Vendor has to update pricing;
- iii. 2022.06.24 — Pricing is now \$16,588.00; Motion to approve?
 1. Motion to approve (VP); Second (P); Opposed: None; Motion: Adopted
 2. Letters — Getting quotes for replacing letters. To sandblast, prime and paint is \$2,400.00 from Art Signs.
- iv. 2022.08.31 — Discussion on letters for sign: (a) Engraving; (b) extruded; (c) repair existing.
- v. 2022.09.19 — (c) Repair existing was directive from board to manager.
- vi. 2022.09.26 — Email from the vendor requesting: (a) Color for letters; (b) Identified that the border is separating from the monument backing. Manager requested price to repair. Photo of the border is needed. **What color should the letters be? (Background will be black)**
****SILVER****
- vii. 2022.09.28 — Email from the vendor: (a) Existing letters have a vinyl covering. The vendor doesn't believe the new paint will adhere to it. (b) Cost to replace letters is \$1,666.00 additional to the overall project cost. (c) Color question (bolded and underlined, above.) (d) Granite has been ordered. (e) Vendor is emailing manager photos.
 1. \$2,400.00 included in original quote + \$1,666.00 for PVC Lettering (\$4,066.00).
 2. Aluminum quote (Attached, Page 12-13) is \$4,087.40
 - a. What quality of aluminum? T6061 / T6063?
 - b. What coating / prep for letter painting?
 3. Motion to adopt bid from Graphplex / Florida Sign Co for \$4,087.40.

Riverwalk at Sunrise Homeowners Association, Inc.

100 — 268 Riverwalk Circle | Sunrise, Florida 33326

4. Motion: VP; Second: T; Opposed: None; Motion is adopted.

- b. Code Violation(s) —
 - i. Pool Baths / Fixtures — Getting quotes for ATF permits / changes;
 - ii. Electrical Outlets — Permits obtained;
 - iii. Pool — Covered in the Architectural Section later in this agenda.
- c. Rules & Regulations Adoption —
 - i. Received quote for \$350/hr to review. About 5 – 10 hours. (\$1,750 - \$3,500)
 - ii. Received a retainer letter without a time estimate at an hourly rate of \$400.00.
 - iii. Received a verbal from Chris Sajdera PA for \$275.00 per hour with estimate of 2 – 3 hours.
 - 1. Motion to approve \$825.00 in legal fees for Documents Review (VP); Second (P);
Opposed: None; Motion: Adopted.
 - iv. 2022.07.21 — Emailed to Chris Sajdera, PA with approval.
 - v. 2022.08.26 — No reply. Jamie – can you f/u or do you want mgr to follow-up?
 - vi. 2022.09.16 — Email from attorney. Attorney wants a retainer agreement. Management recommends against. The Association has Valancy & Reed, PA on retainer and they are doing work on the 84 South concern.
- d. Building Painting — Scope of work published online. Awaiting additional quotes.
 - i. 2022.06.24 — Following-up with vendors, but haven't received any more.
 - ii. 2022.07.26 — John the Greek Painting was on-site quoting the job.
 - iii. 2022.08.26 — Expecting paint bid this week.
 - iv. 2022.09.26 — Manager spoke with John the Greek Painting; Expecting quote this week.
- e. Storm Drains — Status of bids requested in June
 - i. Quote q7273 — \$3,275.00 for 22 storm drains plus main clean-out to retention pond. Quote attached.
 - 1. 2022.08.31 — Changes to contract: (A) Clean-out of the main drain to the retaining pond; and (B) Payment to occur after first rainfall over 0.5" of rain so Association can assess the effectiveness of the work.
 - 2. Motion to approve contingent upon inclusion of clean-out of main retaining pipe clean-out; and contingent upon payment after a rainfall heavy enough to determine completion of work. **Motion: (P); Second: (T); None Opposed; Motion Adopted.**
 - 3. 2022.09.01 — Reached-out to the vendor.
 - 4. 2022.09.16 — No response from vendor. Mgr followed-up by phone.
 - 5. 2022.09.28 — Only flooding during tropical events when the lake is backed-up.
Otherwise working fine. Recommend tabling.

6. 2022.10.03 — Recommend tabling. (MOTION TO TABLE: P; Second: T; Opposed: None; Motion to table adopted.)

20. NEW BUSINESS:

- a. 2022.08.31 — Re-lining of entry, guest parking spaces and speed bumps — Get pricing.
 - i. 2022.09.01 — Manager requested pricing for: (a) Sealcoat and re-stripe of all guest parking areas including curbs to say “GUEST ONLY”; (b) All speed bumps to be painted yellow; (c) All posts at speed bumps to be repainted yellow (*Reflective tape can be applied after the paint has dried by maintenance/janitorial staff.*)
- b. New Dog Waste Receptacles (1)?
 - i. 2022.09.26 — One complaint received by management stating mosquitoes, flies, and the smell are awful. Estimated cost for new receptacle: \$250 - \$325 not including install. Manager Requests \$325.00 approval for replacement stand.
 - ii. 2022.10.03 — Motion to approve \$325.00.: VP; Second: P; Opposed: None; Motion: Adopted.

21. MEMBER CONCERNS:

- a. 133 Riverwalk (windows alteration)
 - i. 2022.08.31 — Member was asked to show window with vertical divider in it. Manager has received photos, but none are the manufacturer’s photos. Manager recommends approval with the contingency that if the vertical dividers are not in there, a fine of \$100.00 per day will start thirty (30) calendar days following closure of the permit until the vertical members are installed.
*2022.10.03 — Motion to approve contingent upon window looking like others at property.
MOTION: P; Second: T; Opposed: None; ARC is approved.;*
- b. PAST-DUE BALANCES —
 - i. FRI 22 JUL 2022 — \$5,665.00
 - ii. FRI 26 AUG 2022 — \$6,480.00
 - iii. MON 26 SEP 2022 — \$4,010.00*

*Note: Manager will have recommendation for 30-day legal letters to be approved via email if no payments have been received on / before 10 OCT 2022.
- c. ROOF REPAIRS — Budgeted for FY2022: \$30,000.00; YTD Expenses: \$14,770.00 (49.23%)

d. ARCHITECTURAL —

i. Root Systems to be assessed:

1. 2022.08.31 —

- a. 178 Riverwalk Circle — Jamie discussed with Carlos; He saw the roots; He didn't believe they were large-enough to cause the water issue;
- b. Pool — Mohogany Tree by pool – no price (yet).

2. 2022.09.23 — Manager emailed Jamie with quote from 2021 for Mohogany Tree Roots

3. 2022.09.26 — Jamie following up with landscaper.

ii. Standing water near playground / Tot Lot Entrance.

1. 2022.08.31 — Jamie discussed. Flip the gate: The vendor he had didn't respond. Jamie will call another vendor;

2. 2022.08.31 — Motion to approve \$615.00 to Premium Landscaping to drain standing water near Tot Lot was **TABLED**.

3. 2022.09.25 — Gate was reversed.

4. 2022.09.26 — Jamie contacted landscaper to request new sod.

5. **2022.09.26 — Manager is inquiring whether there is still an issue with standing water in parts of the Tot Lot / Playground?**

6. **2022.10.03 — Motion to approve \$615.00 to Premium Landscaping to re-grade entry way that will manage the standing water issue. Motion: P; Second: VP; Opposed: None; Motion is adopted.**

iii. Complaint: Landscapers not hauling away debris. (2022.09.26)

1. 2022.09.26 — Manager emailed photos provided with complaint to landscaping vendor with request to make sure items are picked-up *and* hauled-away.

iv. Complaint: Sprinkler repairs needed at 180 Riverwalk Circle. (2022.09.26)

1. 2022.09.26 — Manager emailed photos provided with complaint to landscaping vendor with request to make repair.

v. Sod throughout common areas of community: Awaiting a bid and map or information showing where the repairs need to happen and an estimate for the repairs.

vi. **POOL**

1. Only item remaining is pavers repair. Two quotes: (1) for \$15,000.00 includes tree roots being killed / removed. (2) for \$1,050.00 does not include tree roots being killed / removed. Manager recommends approving an amount on this immediately so repairs can proceed. (Example: Motion to approve \$2,500.00 to have tree roots killed / removed and have pavers repaired.)

Riverwalk at Sunrise Homeowners Association, Inc.

100 — 268 Riverwalk Circle | Sunrise, Florida 33326

2. There is likely a pool leak. We need leak detection done. This typically costs \$350 - \$450. Manager recommends an approval of \$450.00 to have this done and a report supplied to the Board of Directors.
 - a. Quote from Tropical Pool Solutions for \$500.00. Motion to approve?
 - b. 2022.10.03 – Motion to approve: P; Second: VP; Opposed; None; Motion is approved. (Scheduled for TUE 04 OCT 2022.)

vii. **IRRIGATION**

1. Estimate #181 from 10 MAR 2022 is attached. This will complete the work. This work is required to close out permits with the City of Sunrise according to the vendor. Value is \$4,825.00. Motion to approve? Motion to approve: P; Second: T; Opposed: None; Motion is adopted. (*Manager is authorized to sign for Assn. and return to vendor.*)

viii. **DAMAGES**

1. 184 Riverwalk Circle: (A) Broken pipe adjacent driveway; Motion to authorize 50% payment on repair up to a maximum of \$150.00. Motion: P; Second: T; Opposed: None; Motion is adopted. (B) Standing water in back and side yards requiring grading. Manager to send violation notice to 186 for removal of retaining wall blocks.
2. 254 Riverwalk Circle: (A) Roof repairs (quote request in progress); (B) Damage to drywall inside.

ix. **VIOLATIONS**

1. Fine: 185 Riverwalk; 02 AUG 2022 Motion to approve: VP; Second: P; Opposed: None; Fine is applied.
2. Fine: 185 Riverwalk; 15 SEP 2022 Motion to approve: VP; Second: P; Opposed: None; Fine is applied.
3. Fine: 123 Riverwalk; 17 SEP 2022 Motion to approve: P; Second: T; Opposed: None; Fine is applied.
4. Motion to approve violation of 228 Riverwalk: Motion: VP; Second: P; Opposed: None; Violation to be sent via USPS Certified Mail, Electronic Receipt.

x. **PAINTING**

1. The Association has received a sufficient number of bids to proceed with an analysis. Management recommends paint color schemes (not more than three) be discussed.

22. NEXT MEETING: **Scheduled for WED 26 October at 6:30 pm;**
(*Agenda items must be submitted by WED 19 October 2022.*)

23. MOTION to adjourn.

MOTION	SECOND	VOICE VOTE	MEETING ADJOURNED AT:
P	VP	None	7:58 p.m.

CERTIFIED:

<u><i>Alfredo Varela</i></u>	<u>26 OCT 2022</u>
Alfredo Varela, Secretary	Date