

Boca Heights Property Owners Association, Inc. Tudor Woods

**Association Regular Board Meeting
Wednesday, October 20, 2010 @ 7:00pm
Loggers Run Community Middle School
11584 Palmetto Park Road
Boca Raton FL, 33428**

Quorum (Quorum Established)

Board Members:

Bill Darling	Present
PJ Dombrowski	Absent
Jon Atwood	Present
Veronica Castellano	Present
Tammie Zimbrick	Absent
Edith Spinner	Present

Also Present:

CV Property Management, LLC:

Bob Dolson / LCAM
Jack Jaiven / CPA
Ben Schachter / LCAM

- I. Call To Order @ 7:03 pm by Bill Darling.
- II. Reading of the Minutes by Veronica Castellano. Jon Atwood made Motion to approve the Minutes, seconded by Bill Darling and passed unanimously.
- III. Management Report by Bob Dolson.
 - a. Bob Dolson and the Board discussed issues related to landscaping, janitorial, fences, park, pavers, pool signage, pool lights, driveway extensions, and other violations matters addressed with the residents from the recent violation letters. Conflicting pool signage will be removed and wall painted to match.
- IV. Financial Report and Proposed Budget Discussion by Jack Jaiven.
 - a. Board Members were provided September financial statements. Jack Jaiven reported that Accounts Receivable continue to increase. He presented a comparison of Year-to-Date (through 9/30/2010) collections from unit owners versus Year-to-Date billings and how the shortfall in collections has resulted in an approximately \$35,000 increase in Accounts Receivable since the beginning of the year. He noted, however, that the increase includes approximately \$14,000 in late fees and other administrative billings.
 - b. The Year-to-Date Statement of Operations reflects an approximate break-even; however, this excludes the effect of a potential Additional Allowance for Bad Debt Expense.
 - c. Proposed 2011 Budget discussion
 - i. Monthly Assessments due on the 1st of the month and late after the 15th.

- ii. Road Assessments due on the 15th of the month and late after the 30th.
- iii. The Board discussed the proposed 2011 Budget in detail. Bill Darling made a motion to approve the proposed budget subject to minor changes which Jack will incorporate and re-transmit to the Board. The motion was seconded by Veronica Castellano and passed unanimously. Bill Darling instructed CVPM to proceed with ordering the 2011 Coupon Books for the Monthly Assessments and Road Assessments but attempt to have a 16 month Road Assessment Book printed which would cover the remaining months of that obligation through April 2012.

V. Old Business.

- a. Nick Allen proposed spending 2 additional hours per week (from 6 hours to 8 hours) for the janitorial services described in Bob Dolson's Scope of Work at a cost of \$1,560 per year. Nick agreed to purchase all required janitorial supplies and invoice the Association for reimbursement on a monthly basis. Bill Darling motioned to proceed with Nick Allen's proposal at an annual cost to the Association of \$1,560. The motion was seconded by Jon Atwood and passed unanimously.
- b. Nick modified his quote for fertilization to \$400 each application, 3 times per year. For the initial application he agreed to rent a spreader and invoice the association for the cost (expected not to exceed \$100). Once we learn how long the fertilization actually takes we may modify his cost. Bill Darling motioned to accept Nick's fertilization proposal, seconded by Veronica Castellano and unanimously approved.

VI. Open session for Residents to speak.

- a. Brian Helbling at 11190 Sacco Drive: He previously submitted applications for driveway extension and patio work, received verbal approval but did not receive written approval. He was asked to re-submit applications which will be reviewed expeditiously.

VII. Meeting Adjournment by Bill at 8:45pm.

X _____
Secretary

All Approved Minutes are available at Management Office.