

Boca Heights Property Owners Association, Inc. (Tudor Woods)

Board of Directors Meeting

Wednesday, February 17, 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	Present
Jon Atwood	Present
Veronica Castellano	Present
Tammie Zimbrick	Present
Edith Spinner	Present
Eric Bertrand	Not Present

Also Present:

CV Property Management, LLC:

Joan Burres / LCAM
Ben G. Schachter / LCAM
Jack Jaiven / CPA

Nick Allen (Maintenance) Present

- I. Call To Order @ 7:03pm by Bill Darling.
- II. January 2010's Minutes were read by Veronica Castellano.
 - a. Jack suggested, and the Board concurred, that we modify the Minutes to reflect that the Board agreed that CVPM would NOT send late notices in December and January and to wait until February.
 - b. Bill motioned to approve the Minutes as modified. It was seconded by Jon and unanimously approved.
- III. Financial Report. Jack reported that CVPM made various adjustments to correct the accounting records received from Delta. He reviewed the Year End (2009) Profit and Loss Statement and Balance Sheet.
 - a. Total Income was \$153,220.00 and total Expenses \$152,309.00, including Bad Debt Expense of \$25,558. As a result, the Net Loss was \$911.00.
 - b. 52 of the Association's delinquent accounts are being handled by attorney Jeff Stohl; 15 of these are not currently subject to bank foreclosure but only 2 of those accounts have little or no mortgages and the attorney has been authorized to vigorously pursue the Claim of Lien and foreclosure process on these two homes.
 - c. Jack presented a useful analysis of the budget, which included a projection of 2010 monthly maintenance fee collections based on the approximate percentage collected since CVPM was engaged.
 - i. Principal objective of the analysis was to assist the Association to determine how it can operate successfully despite numerous delinquencies particularly in light of the money that has been budgeted to be spent in 2010 for much needed improvements of the common areas.
- IV. Management Report from Joan Burres.
 - a. Manager has sent a letter to all members outlining violations that are flagrant throughout the community. She has given members a month to bring their homes in to compliance before beginning to impose fines.
 - b. The Board approved the Management's request to provide the members with a list of pressure washers and painters who are offering discount pricing to the community.

- i. Management must clearly indicate that the Association is not endorsing any specific contractor.
 - c. Joan asked the road paving company that did the work 2 years ago to provide a copy of the previous contract to determine if there is any warrantee. There are many cracks in the paved roads and we are working with the old paving company to see if they will provide some repair assistance. They have agreed to meet and review the streets.
 - d. New swings and swing components have been partially completed. Swing hardware has been ordered and should be received this week to hang the last swing.
 - e. The basketball court nets and backboards have been taken down and the mounting plates have been re-configured by AJM Welding to mount the new rims and nets.
 - i. The high winds prevented the work from being finished today. But it will be completed this weekend
 - f. The “Under New Management” signs were removed.
 - g. Nick is working on pressure cleaning the pool area, but it is not helping so we need to either get it painted or highly pressure cleaned.
 - h. The signs by the front entrance must have Joan’s cell phone number for emergency and also identify that the existing phone numbers are for Monday to Friday from 9am to 5pm.
 - i. All pool leaks haven been corrected.
 - j. Joan has located anti-vandalism polypropylene covers for the clubhouse area which seem to be the best option.
 - k. The light post located in the NW corner of the pool deck repaired by Al-Lid is shorter than the opposite light post. Board instructed Manager to have light post returned to full height.
 - l. Manager to obtain an estimate for painting the pool deck.
 - m. Both fountains are working. But lights are still problematic. Manager trying to procure refurbished lights. New light cost is approx \$500.00 and refurbished lights are approx \$160.00.
 - n. We must find out if Palm Beach Aquatics has an active fountains maintenance contract in place.
 - o. CVPM was directed to proceed with the March 31, 2009 proposal from Water Wizard for \$295.00.
 - p. Bill instructed CVPM to obtain 3 bids by the next meeting for irrigation maintenance.
 - q. Joan prepared an outline of the minimum work that MUST be done inside the 2 bathrooms. She will obtain bids for the next meeting
 - r. Joan obtained various quotes for landscaping to properly maintain the property.
 - s. Tree trimming is bid out each year and is typically performed in the spring. There should be separate line items for trees that need to be completely REMOVED as opposed to trimmed.
 - t. Joan is having a fire extinguisher replaced and updated.
- V. Election of Officers:
 - a. Bill motioned to REMOVE Eric Bertrand from The Board due to numerous absences at BOD meetings and Jon Atwood seconded the motion. Unanimously passed.
 - b. All Officers agreed to stay in their same positions.
 - i. Bill Darling – President
 - ii. PJ Dombrowski – Vice President
 - iii. John Atwood – Treasurer
 - iv. Veronica Castellano – Secretary
 - v. Edith Spinner – Director
 - vi. Tammie Zimbrick - Director

VI. Tammie’s List of Concerns:

- a. Coupon Books
 - i. It was concluded that we will not issue new coupon books to correct the due date because it would add confusion and cost to the process.
 - ii. CVPM has discretion to eliminate a late fee if a monthly payment is a few days late and the homeowner has a history of punctual payments.
 - iii. The 5-year paving assessment is through April 2012 and when the assessment coupon books are mailed each year, we should include a cover letter to indicate that the assessment lasts through April 2012.
 - b. CVPM is instructed to send letters to the 25 residents who have out-of-town mailing addresses, requesting the required security deposit (greater of \$1,000 or 1 month's rent) and a copy of their existing lease with their tenant.
 - c. Caribbean Big Head Ants cannot be treated and we must wait for rain to get rid of the ants naturally.
 - d. We should consider purchasing chairs for the pool and chain them down for security.
 - e. Obtain an estimate for a crown of thorn hedge around all 3 sides of the fence.
 - f. Missing house numbers should be included in our violation mailers. This is something that Code Enforcement would cover.
 - g. On Markham Way, a tree was cut down to a stump on the east side of the street, which should be replaced. It is 3-4 houses from the 2nd entrance to Model Circle East.
 - h. CVPM should investigate a home on Markham Way with a great deal of old oil stains
 - i. Tammie notified Joan of a car that was parked in between 2 homes.
 - j. There is a homeowner who keeps putting a rug outside the home and also has an illegal shed in the backyard that needs to be removed.
- VII. Nick's comments:
- a. He recognizes that there is a great deal of weeds and vines in the middle of the Ficus hedge which need to be cut and Nick would welcome the help of a landscape company. We should evaluate to what height we will maintain the Ficus hedge.
 - b. Nick asked if the Board wanted more mulch by the park area. The Board declined additional mulch at this time.
 - c. Board instructed Property Manager to tow repeat offenders of cars parked overnight on the street and cars parked on the grass.
- VIII. The meeting was adjourned at 9:03pm.

X _____
Secretary

All Approved Minutes are available at Management Office.