

Boca Heights Property Owners Association, Inc. Tudor Woods

**Association Regular Board Meeting
Wednesday, September 15, 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	Absent
Tammie Zimbrick	Present
Edith Spinner	Absent

Also Present:

CV Property Management, LLC:

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

- I. Call To Order @ 7:12 pm by Bill Darling.
- II. Reading of the Minutes by PJ Dombrowski. Bill Darling made Motion to approve the Minutes, seconded by Jon Atwood and passed unanimously. Jon and Bill asked for an updated Resident Violation List.
- III. Management Report by Bob Dolson.
 - a. Electrical lighting: concentration on common elements. 3 electrical quotes have been provided.
 - i. Motion made by Bill to allow Bob to spend up to \$250.00 per item on maintenance and repairs. This was seconded by Tammie and all in favor.
 - ii. Electrical repairs are under the property managers spending threshold. CVPM instructed to proceed with repairs.
 - b. Bulletin Board: PJ is doing a great job of maintaining the Bulletin Board.
 - c. Collection Boxes: Brochures were designed by CVPM and approval has been requested. A collection box was ordered by CVPM.
 - d. Fichus hedges: CVPM instructed to improve their appearance at their discretion.
 - e. 11134 Model Circle East: 1 tenant was approved and a \$1,500 security deposit was collected.
 - f. Sprinkler Timer Clocks: reset clocks for sprinklers so that none of the sprinklers come on before 3am or after 5am.
 - g. Janitorial: scope of work was provided to the Board. We obtained a bid from a janitorial service. We will give Nick until the October meeting to continually maintain the restrooms near the pool or the Board will make a change in janitorial service for the bathrooms. Bob was asked to continue

to reiterate to Nick what has to be done to satisfactorily maintain the bathrooms.

- h. Hedge Fence near park: the fence needs replacement as a long term project.
- i. Swing Set: missing teeter totter and a chain is rusty.
- j. Miscellaneous: there is a fence on North Terradas that needs staining / painting Bolts need to be ground down near slide - have Nick do that for \$15.00 per hour.
- k. Trash Receptacle at park: should be replaced.
- l. Basketball Court: the large crack should be repaired.
- m. Pool Rules Signs: the inside sign doesn't agree with the outside sign. CVPM instructed to remove the sign outside the fence and touch up the paint
- n. Pool Light: Repairs for pool light under the property managers threshold. CVPM instructed to proceed with repairs.
- o. Pool Deck: should be cleaned.
- p. Pool Chairs: Advise Nick that the mold should be removed.
- q. Light fixtures: need to be repaired at pool area.
- r. Fix holes inside bathroom: fill with caulk.
- s. Fountain Lights: Time for Fountains and lights established. Spring/Summer 7:30pm to 9pm and Fall/Winter 6:30pm to 9pm. CVPM to advise Allstate.
- t. Signage: CVPM instructed to install 4 No Parking Anytime signs at the extreme east and extreme west of the northern ponds.
- u. Grass Parking: if someone has a party, they cannot park their cars on the grass.

IV. Financial Report by Jack Jaiven

- a. Board Members were provided August financial statements, a list of checks issued during August, and schedules of AR delinquencies and Security Deposits as of the end of August to review.
- b. CVPM provided status of Alliance CAS performance.

V. New Business by Bob Dolson

- a. Discussion of various proposals.
 - i. Janitorial Bid. Deferred because we will give Nick Allen the opportunity to get the job done properly before we can consider having a 3rd party vendor do the job.
 - ii. Pool Repairs. Bill motioned to approve the \$695.00 proposal from Boca Pool Service. Jon seconded. All in favor and approved.
 - iii. Roof Repair. Repair cost is under the property managers spending threshold. CVPM instructed to proceed with repairs.
 - iv. Street Sign Repair. Repair cost is under the property managers spending threshold. CVPM instructed to proceed with repairs.
 - v. \$25.00 repair job for slide was approved for Nick to perform.
 - vi. Bob to request quote from Nick to stain the benches at park.

- vii. CVPM instructed to Ask Nick to give us an estimate to fix-up the trash can area. We already asked and were ignored. We will send Nick another e-mail.
- viii. Parking Striping will be done.

- b. 11149 Sacco Drive is a problem property (11141 Sacco Drive, owner Andrade, Roy made the report); requested that she can access this property to have it cleaned up. CVPM was asked to call Code Enforcement on this property.

- c. CVPM should call the police regarding motorcycles and go carts that are driven on sidewalks. The owner is on Sandalfoot.

- d. Tammie's Zimbrick's List of Concerns.
 - i. 11137 Model Circle East: Christmas lights
 - ii. 11203 Model Circle West: the man parks in his back yard.
 - iii. 11153 Model Circle West: the house has a red front door, which was not approved.

- e. 11218 Sacco Drive. Nicole Campbell and Marvin Campbell. Home: 561-758-4417 or Cell 305-439-3073. Nikkay725@aol.com. She needs payment coupons and pool keys.

VI. Meeting Adjournment by Bill at 8:50pm.

X _____
Secretary

All Approved Minutes are available at Management Office.