

Estates of Tanglewood Lakes Homeowners Association Board of Directors Meeting
November 17, 2008

The scheduled Board of Directors meeting was held Monday, November 17, 2008.

Members present were Dave Weber, Jose Ockerman, Harry Stevens, Audrey Carballo, John Napoli, Linda Elizalde and Nelly Gordillo of MMI. Guests: Leola Williams, Claire Mooers, Carol Gonsalves and Dinah Darcy.

I. Call to Order:

Meeting was called to order at 7:10 pm by Dave Weber.

II. Proof of Notice (from Manager):

Nelly presented Proof of Notice from the Manager to the Board of Directors.

III. Approval of minutes:

Harry motioned to accept September's minutes as read. Linda seconded. Motion carried and the September's minutes were approved as read. Harry motioned to accept October's minutes. John seconded. Motion carried and October's minutes were approved as read.

IV. Treasurer's Report:

Harry presented the Treasurer's report.

- It seems we are having most homeowners pay on time or catch up again this month. So far this year, we have collected an extra \$6,800 in income, but we are still owed over \$24,000. We have earned an extra \$3,270 in interest for the Reserve account. We have received \$62,000 more than we have spent so far this year, but a good portion of that has been owed to the Association for more than two years. At the last meeting, I had asked Nelly to start back charging residents for legal expenses so that we can see where the legal money comes and goes. The Association has spent over \$7,100 so far this year, but we stand to collect \$4,500 which, when collected will bring us under budget for legal fees. I have added this as well as violation charges to the financial report. There is \$19,983.68 in checking, \$22,343.89 in savings and a total of \$130,036.43 in reserve.
- There will be a new CDAR CD in December.
- MMI is not applying payments received IAW Florida Statute.
- Lot # 17 payment is not reflected in delinquency report? Lot # 17 has a \$25.00 charge for the violation credited to assessment and not violations.
- Legal – Lot #21/32 – BCL received payment on 11/6 for \$949.06 and \$300, but we have not seen an invoice.

After Harry concluded his report, Dave asked, "When a violation letter is sent out, is there something indicated in the instructions or coupon as to when they are to send it back?" Nelly doesn't believe so.

V. Fines Committee Report:

The Fines Committee met and Leola reported there were no violations for November.

VI. Architectural Committee Report:

Arc Meeting Minutes

Met on 10-30-08, Called to order @ 6:40PM

Present: David Weber, Dinah Darcy, Carol Gonslaves, Claire Mooers

Absent: Marjorie Samerson

Approved lot #81 for a new roof, tile and documentation provided by owner
Adjourned @ 6:50PM
Respectfully submitted by David Weber/Chair

Since the Arc committee met in October, Dave Weber submitted his resignation as Chair, effective as of November 10, 2008.

Claire Mooers reported the committee hasn't met to appoint a new Chairman yet and there is no report.

VII. 2009 Budget:

- a. Proof of Notice - Nelly presented the Proof of Notice.
- b. Approval of 2009 Budget - Audrey motioned to approve the budget as presented. John seconded. Motion carried and the 2009 Budget was adopted as presented. Audrey suggested Nelly include the 2009 Budget in the November minutes.

VIII. Old Business:

- a. Delinquency /Collections - Harry reported a new Bank foreclosure for Lot # 76.
- b. Back charge of Attorney's fees to Owners – We need to talk to Nelly about this. MMI is back charging the homeowners for all legal fees the Associations incurs as a way to track who owes what.
- c. Seal coating of streets – We still have a balance to pay Miguel Lopez. It is between \$300 & \$800.
- d. Meeting with Hollybrook Association follow-up – We are still waiting for a response. Nelly sent a copy of the letter to the Attorneys. Attorneys will advise us as to how to proceed now and Dave asks the attorneys to advise us. This item is tabled until December.
- e. Gate house rehabilitation – Javier is our wonderful pest control guy. Leola suggested someone (Mr. Joseph) to complete the work still to be done. This item is tabled until December.
- f. Insurance – Dave says we are insured until September 09 with our current carrier. We are entertaining bids for another carrier/company. This item is tabled until December.
- g. Stop Sign - Nelly asked Miguel Lopez for a bid on a stop sign. Nelly suggested we wait until City of Pembroke Pines comes out and makes their recommendations. Nelly will contact a liaison from the Pembroke Pines Police Department to come out in January. Additionally the painting of the stop bars & sign is tabled until December.
- h. Curb/sidewalk repair– Nelly will contact someone to come & speak about grinding down the sidewalks. The sidewalk repair was done by the City of Pembroke Pines.
- i. Dividers at front entrance – There is an option to split the gate arms for a divided entrance. Dave said Gate Systems will come out for free to do an exploratory assessment of the gate. This item is tabled until Gate Systems does the exploratory assessment.
- j. Association Website – The Dream Team (Harry, Audrey, & Darren [Jose was unavailable]) met, along with Katie Carballo (Audrey's daughter, who is a web designer) on October 27th and came up with the following recommendations:

The e-mail addresses align themselves with the position the person holds, not their name, ie, president@eotlakes.com, vicepresident@eotlakes.com, etc. This way, there is consistency and all that would need to be changed when the person left the position would be the password. Audrey was concerned about bandwidth and it was determined that would not be a problem. Darren has a list manager & he will help us set this up as well as volunteer to go around the community and get more e-mail addresses for each household. Darren will also find out if the pages on the website can be delivered in different languages. The Dream Team agreed to post an archive of past documents as far back as we have access to. Katie will work on a new Estates of Tanglewood Lakes logo to present to the Board.

Dave will also ask his son-in-law to work on a design as well. Dave inquired about the cost. There is no additional cost for bringing all these modifications to the web site. Harry and Darren also will help port over all the information currently on the web site to the new pages. Audrey will update the pages as they are until the new format is ready. The Dream Team felt that due to the upcoming holidays and commitments Audrey has already, the changes will be ready to roll out after January, 2009.

k. Hurricane Plan – Jose suggested it be placed on the Association’s web site and updated as necessary.

l. Mailbox replacement – BOD agreed for company to move up the installation to November 19th. Nelly already spoke to USPS and they will put the new bar code on the mailbox on Lot # 40.

m. Violations – Code Enforcement gives 30 days to homeowners when shutters are still up. Dave inquired about trees overhanging onto sidewalks and whose liability it was. He also mentioned the ongoing white fly problem. Discussion ensued and Jose made a motion that from the moment of notification of a white fly problem to the homeowner, within 90 days, there should be no while flies and some kind of appreciable growth in the foliage. Audrey seconded. The question was called. Despite one person opposing, the motion carried. Dave mentioned the height limit of 6’ on hedges because he felt Lot # 26 needs to trim their hedges.

Harry asked Nelly to follow up on an LMSI issue where he believes 3 checks were coded wrong in the General Ledger. There is also a question with Lot # 21 wherein there is a \$1115 credit and an outstanding \$255.55 in legal fees. Harry inquired as to how this can be and he asked Nelly to follow up on this matter. Leola Williams asked if a portable clothesline is acceptable in our association and Dave informed her that he has one in his backyard. She also inquired about the placement of a Satellite Dish. Dave referenced the original docs which stated it cannot be in plain sight but everyone does it.

IX. **New Business:**

- a. Gate System repairs – Dave indicated we need a new pedestal & wiring from Gate Systems. Jose motioned to have Gate Systems do repairs to pedestal stand and wiring at the cost of \$604.20. Linda seconded and the motion carried.
- b. Proposal for weed removal throughout community – Harry motioned to spend no more than \$300 for spraying the Estate common areas for weeds & driveway/walkways through 12/31/08. Linda seconded and the motion carried.
- c. Ground maintenance Contract – Harry presented a bid from Jarvis at the cost of \$300 as a monthly cost for everything. Audrey motioned to accept the bid from Jarvis Enterprises for ground maintenance for a cost not to exceed \$300 per month for 2009. John seconded and the motion carried.
- d. Sidewalk clean up contract - Harry presented 2 bids. The Hartzell bid was for \$8,000 and the Complete Property bid was for \$10,260. Jose motioned to accept Hartzell’s bid for rust abatement & pressure cleaning at the price of \$8,000 for 2009. Linda seconded and the motion carried.
- e. Holiday Decorations - The BOD agreed to put up holiday decorations and we will e-mail each other to see when it is a good day for everyone to help put them up.
- f. Traffic Agreement – Nelly said City of Pembroke Pines will come and inspect the property to see if the speed humps meet code. Harry said that Miguel Lopez assured him they did.
- g. Storm Drain Cleaning – Jose motioned to accept the proposal for storm drain cleaning from Envirowaste Service Group for \$2,500 for December 2008. Audrey seconded and the motion carried.
- h. Coupons versus Statements – Discussion amongst the BOD resulted in Jose motioning that MMI sends out coupon books to homeowners 1 time per year and to add, “If homeowner asks for a replacement coupon book, they will be charged a \$25.00 service fee. Nelly believed the replacement cost would be \$5.00 and the BOD asked her to verify that dollar amount. We will also disclose the coupon book replacement cost to the homeowner in the letter Nelly is drafting

up to be included with the coupon mailing. Harry also recommended we include the ACH information in the letter. Linda seconded and the motion carried.

X. Open Forum:

- a. Lot # 66 inquired about the stains to their pavers and Dave said the pavers can be turned over. He also asked if they could be ground down and Nelly reported that Paul said no.
- b. Dave inquired as to the date the letter was sent to Angela Hylor. Nelly reported the letter was sent out the day after Nelly spoke to Dave.
- c. Lot # 21 – We are still owed monies from Legal, even though the Attorneys said they only hold onto payments 3 business days before disbursement.
- d. Lot # 32 – Still has outstanding violations and Harry wants to clarify accounts for Lot # 32 and Lot # 21 from our lawyers. Dave inquired as to the status of Lot # 27 – Harry made inquires of Nelly as to the charges on the monthly report.
- e. Audrey asked the BOD to come up with a time frame for the BOD to review the minutes and who would have the authority to send the final draft to Nelly. Discussion ensued and the BOD agreed on a 1 week turn around period from the time the secretary sends the minutes out to the BOD for review to respond with any corrections, and Dave will assume responsibility for the approval to send the final draft to Nelly for inclusion in the next month's Manager's report.
- f. Linda reported she witnessed inappropriate behavior from someone who went in the exit gates.
- g. Audrey inquired as to when we would be able to have some sort of Holiday gathering for the BOD. Dave graciously volunteered his house for December 19th at 7:00 pm and everyone is asked to bring a dessert.

XI. Adjournment:

Audrey motioned for adjournment. Dave seconded. Motion carried and with no further business to discuss, the meeting was adjourned at 9:38 pm.

The next meeting date is scheduled for December 15th, 2008 at 7:00 pm at the Florida Bible School.

Respectfully submitted,

Audrey Carballo, Secretary
Estates of Tanglewood Lakes Homeowners Association
November 23, 2008