

GREENWICH POA, INC.

## BOARD OF DIRECTORS MEETING

6:00 pm. Thursday, July 7, 2011  
Greenwich Community Pool

# MINUTES

### CALL TO ORDER

President Kevin Kelly called the meeting to order at 6:02 pm. A quorum was established. Board members present: Kevin Kelly, President; Judy Williams, Vice President; David Monsour, Secretary, Matt Zern, Treasurer, and David Ferris, Director. Representing Capital Reality Advisors, Inc. (CRA) was Donna Tagg, LCAM, community association manager. John Walsh, new property owner, was also in attendance.

### APPROVAL OF THE LAST MEETING MINUTES

The minutes from the Board of Director's Meeting on May 3, 2011 were reviewed. After review, a motion was made, seconded and approved unanimously to accept the minutes as written.

### TREASURER'S REPORT

The May financials including the delinquency report were reviewed.

Discussion followed on the outstanding accounting issue with the master association. The Board felt that this issue has been on-going for too long and that a final decision needs to be reached so that the matter can be cleared up and the monies disbursed accordingly. The Board asked if Capital Realty Advisors could assist in this effort and the association would be willing to pay an additional fee as this request is above and beyond the normal management contract. Donna Tagg said that she would discuss it with the appropriate personnel at Capital to see if they can assist.

Presented for consideration from an attorney attempting to close a short-sale was a concession on POA dues. The short-fall totaled \$284.90. The Board felt it best to accept the short-fall and move on to a new property owner. David Monsour made a motion to accept the offer, seconded by Matt Zern and all voted in favor.

A question was raised about collecting rents from tenants per the Florida Statute on delinquent accounts. Donna said that she would check into the procedure and report at the next meeting. Which then led to the question whether we check the delinquency list prior to allowing a property owner to rent out their property? Donna said that she would also check into this procedure.

### OLD BUSINESS

#### **2011 Budget**

As a budget was never adopted for 2011, it was suggested that the 2010 budget carry-over to 2011. At year end we will have a better idea based on adjustments caused by master association changes as to what the 2012 budget should be. David Monsour made a motion to adopt the 2011 budget using the 2010 budget, seconded by David Ferris and all voted in favor.

**Paving**

Matt Zern agreed to follow-up with the Town of Jupiter and report at the next meeting.

**Committees**

It was decided not to form a Hurricane Committee at this time. However, it was recommended that a Compliance Committee be formed as soon as possible in order to assist with the enforcement of the documents along with the rules and regulations. It was suggested by the next meeting each Board member come back with at least one name of someone willing to serve on this committee. This committee should consist of no less than 3 people and it cannot be a Board member or a spouse of a Board member.

**Swimming Pool Turn-Over**

The swimming pool was apparently turned over to the POA effective sometime in April. Donna Tagg advised the Board that she heard this from Bristol Management when they called her to ask why the pool area was not being serviced. Bristol's janitorial staff had been servicing it. When Donna received this message, she notified Kevin Kelly and Matt Zern. Matt was going to check with the attorney to see if everything was in order for the turnover. Donna reported that upon receiving the message, she confirmed that the pool maintenance contractor was still in place and requested a one-time janitorial service from Capital's in-house person. She also reported visiting the pool area and advised the Board that repairs would be needed in both restrooms. She also advised the Board that the pool area should be locked down for security and liability purposes. David Monsour said that he would contact the janitorial/handyman that the association has used in the past and prepare a list of duties for this individual that would consist of more than just the pool area. The Board agreed. The Board agreed that the pool area should be locked down and requested Donna to check into a security system to lock the entrance gate and both restrooms.

**NEW BUSINESS****Pool Bathroom Repairs**

When the janitorial/handyman is selected, he will also be asked to address the issue with the bathrooms.

**Doggie Station**

It was reported that we are missing a container at the doggie station near the mailboxes. Donna will check into replacing it.

**Landscape Bidding**

Donna discussed meeting with Gerrit and discussing the grounds maintenance. She also prepared specs should it be necessary to go out to bid on this service. As of right now, we will continue to work with Gerrit and wait to see if he submits a new bid for this service and possibly at that time go out to bid. This discussion lead to a discussion on the irrigation system and a note that sometime in the future we will need to address the zoning of the system for adequate coverage.

**Revised Affordable Housing Caps**

New letters were received from the Town of Jupiter regarding new caps. The program for the 96 units in Phase 1 expires December 31, 2011 and Phase II will expire on December 31, 2012. Slight adjustments were made to the selling price and rental rate.

**Future Board of Director Meetings**

It was suggested that a monthly date be established for future Board meetings. After some discussion, it was decided that future meetings will be held the second Monday of each month at 6 pm at the pool.

## CORRESPONDENCE/COMMUNICATION FROM RESIDENTS

An email was received concerning ants. Palm Coast Pest Control is treating fire ants. Donna will check with them to see when the next treatment will be per their contract.

## RESIDENTS FORUM

John Walsh asked some questions regarding the financials and whether the Board expected any special assessments in the near future. The Board stated that they did not anticipate any special assessments but it would also depend upon any unforeseen expenses such as hurricane clean-up, etc. Kevin also mentioned that currently no monies are being put into reserves but we do have some funds in a reserve account. This discussion prompted the Board to request Donna to find the previous reserve study that was done and it would probably be a good time for the Board to review and update it.

Judy Williams discussed a couple of items that came up in her unit. A dryer vent that she was told was not properly installed because they used mesh instead of a flap, and an air conditioning line that was too long and not properly set to allow drainage. Matt agreed to send an email to the Town of Jupiter to see if they can determine if these two items are actually to code.

There was also discussion about the security alarm systems. Kevin reminded everyone that they were paying for alarm monitoring in their POA dues.

The next topic discussed was the balconies and the way the railings are set into the concrete. Each balcony should have additional concrete placed/filled-in around the railing and the balcony should be finished with a clear sealer. Matt Zern and David Monsour both agreed to obtain quotes on this work.

Also the awnings were raised as a concern in case of a hurricane. It was suggested that we have on file a quote from a couple of vendors to drop the awnings in case of a storm.. Dave Monsour said that he would also have the janitorial/handyman that he intends to speak with quote this work. Donna will also attempt to get a quote for backup.

## ADJOURNMENT

No other Association business being on the agenda, **a motion was made, seconded and approved unanimously to adjourn.** The meeting was adjourned at 7:30 pm.

**NEXT BOARD MEETING IS SCHEDULED FOR MONDAY, AUGUST 8, 2011 AT 6 PM AT THE POOL.**