

GREENWICH POA, INC.

BOARD OF DIRECTORS MEETING

**6:00 pm. Monday, August 8, 2011
Greenwich Community Pool**

MINUTES

CALL TO ORDER

President Kevin Kelly called the meeting to order at 6:07 pm. A quorum was established. Board members present: Kevin Kelly, President; Judy Williams, Vice President; and David Ferris, Director. Representing Capital Realty Advisors, Inc. (CRA) was Donna Tagg, LCAM, community association manager. Absent were: David Monsour, Secretary and Matt Zern, Treasurer due to a scheduling conflict.

APPROVAL OF THE LAST MEETING MINUTES

The minutes from the Board of Director's Meeting held on July 7, 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 by Kevin Kelly in Matt Zern's absence.

A review of the delinquent accounts took place and discussion on those units with tenants. Donna Tagg presented some information. Donna Tagg presented an article from a local attorney discussing the right of the POA in making demand on a tenant to pay rents to the association. The proper legal language that must be included in the letter was also part of the same article. Donna pointed out that if the tenant did not respond to the demand letter then typically the next step that the association would take would be to evict the tenant. The cost of doing so would range somewhere between \$1200 to \$1500. Kevin Kelly made a motion, seconded by David Ferris and approved to send three demand letters and put one owner on notice of a lease violation.

Discussion followed on the outstanding accounting issue with the master association. Donna Tagg prior to the meeting had informed Kevin Kelly that Capital Realty Advisors would not be the best resource to solve this accounting "fiasco" as there were many legal ramifications tied into it. It was suggested that the association seek legal advice. Kevin Kelly offered to make a phone call first to New Urban to see if they in fact had reviewed the POA revised accounting that was sent months back showing credit for monies that the association had already paid and that were not credited in New Urban's accounting/invoice.

The next discussion was on the accounting needed now that the pool/cabana have been turned over to the association. Matt Zern prior to the meeting forwarded a copy of the master association's budget reflecting the current budget line item for each service they were providing for this area. Donna Tagg said that she would attempt to pull the numbers together from the budget Matt provided and determine what dollar amounts need to be billed and to whom.

Presented for consideration was a concession on fees for a short sale. The amount offered pays all the assessments but does not pay the interest nor part of the late fees. The Board expressed their concern about not receiving all their funds but then decided that if the unit went into foreclosure they would probably end up receiving far less. If they accepted the offer then the current delinquent owner would be replaced with a

dues paying owner. With that decision, Kevin Kelly made a motion to accept the funds offered, seconded by David Ferris and approved. The attorney doing the closing will be notified of the decision.

OLD BUSINESS

Paving

Prior to the meeting Matt Zern sent an email to all Board members regarding his follow-up on the paving. The work appears to be on hold pending resolution to some missing light installations that require pavement crossings. Once this matter is resolved then the paving will be addressed.

Compliance Committee

Kevin Kelly mentioned that he may have one person interested in serving on this committee but had not heard back from anyone else. This item was tabled until the next Board meeting.

Swimming Pool Turn-Over

The documents turning the pool/cabana area over to the association were found in the Palm Beach County Public Records. A copy of which was provided to each Board member prior to this meeting. Matt Zern also found a copy of the quit claim deed that was filed officially turning the areas over. This documentation will be placed in the association's records. Donna advised the Board that the pool area has been added to the POA's insurance policy.

Ratify Premier Solutions, Inc. (Andy)

After the last meeting, David Monsour and Donna Tagg separately met with Premier to discuss janitorial maintenance of the pool area plus some additional on-site small jobs. Prior to the Board meeting, a proposal of \$450/month was forward to the Board for their approval. A list of required repair items were also provided to Premier and a price of \$35/hour was placed on those items. All future/other handyman work will be performed at \$25/hour. Kevin made a motion to ratify the acceptance of Premier's contract, seconded by Judy Williams and all approved.

Pool Bathroom Repairs

Several of the repairs have been completed but the sink in the women's restroom was still being braced by the 2x4. Donna Tagg will follow-up with Andy on this item.

Security at the Pool

Donna Tagg provided a couple of suggestions for the pool. One was a key system which would lock the entrance gate and both bathrooms; and another was a virtual guard actually monitoring the pool during dusk to dawn (the required hours for the pool to be closed per the FL administrative code) and video recording during the other hours when the pool is open. Also provided was a suggestion on pool passes that would be required by each resident allowed to use the pool. This system could also be used with either of the aforementioned suggestions. The Board felt they needed more time to review the information and to gather some additional facts so David Ferris made a motion to table this item until the next Board meeting; seconded by Judy and all approved.

Doggie Station Repair

Donna Tagg reported that she was not able to find a basket for the station. Any of the catalogues she checked required that you buy a whole new station which runs about \$350. She did however ask Andy from

Premier Solutions who assured her that he could find a basket. The question raised at this point however is who actually has control over that station and did someone in fact remove the basket because they did not want it there. Kevin Kelly agreed to email the representatives for the new tenants in the retail/commercial space to see if this is an issue.

Awnings

Donna Tagg reported that in her discussion with Andy regarding this matter, he stated that it would be much more practical for all parties to let the awnings weather the storm and then just replace those that are damaged. The way they are installed the chances are that they will weather well. It would be much more costly to repair the awnings if we cut them in advance of the storm and they would never be as tight as they are now. The Board agreed based on this information that it would be best to leave them alone and let them weather a storm.

Previous Reserve Study

Donna reported that she looked for a previous reserve study and could not find one. She checked in her office with the past two property managers and no one remembers a reserve study being performed. An appraisal for insurance purposes had been performed and maybe there was some confusion with that study. She agreed that she would get some information and pricing on performing a reserve study.

Dryer Vent Issue

It appears that the dry vent mentioned at the last meeting was an unique situation as the vents checked since the last meeting actually do have a flap.

Balcony Repair

As both Board members who were working on this agenda item were not present, this item will be tabled until the next Board of Director's meeting.

NEW BUSINESS

Commercial Voting Member Resolution from Abacoa

Kevin will complete the required form and return it to Abacoa.

Unsolicited Termite Bid

Donna presented a bid from Diligent regarding the termite policy. The bid is approximately the same as our current contractor with whom we just renewed. This bid will be filed for future reference if needed.

Unsolicited Mulch Bid

Southeast Spreading Company offered a bid to mulch the community. The Board discussed when the mulching should take place. It was suggested that Fall would probably be the proper time. Gerritt, our present lawn maintenance contractor, will be asked to submit a bid for consideration also. This matter was tabled to the next meeting.

There being no further business and no residents in attendance for a forum, a motion was made and passed to adjourn the meeting at 7:10 pm.

Next meeting is scheduled for **Monday, September 12th at 6 pm** at the pool cabana.