

**GREENWICH PROPERTY OWNERS ASSOCIATION, INC.**  
**BOARD OF DIRECTOR'S MEETING**

Tuesday, January 29, 2013 6:30 p.m.  
Greenwich Community Pool Cabana  
145 Greenwich Circle, Jupiter FL

Approved: 3/12/13

**MINUTES**

**CALL TO ORDER**

President Kevin Kelly called the meeting to order at 6:42 pm. A quorum was established. Board members present: Kevin Kelly, President; David Monsour, Secretary and David Ferris, Director. Absent was Gregory Faucher, Treasurer. Representing Capital Reality Advisors, Inc. (CRA) was Chet King.

**APPROVAL OF THE LAST MEETING MINUTES**

The Board reviewed the September 12, 2012 meeting minutes. Following the review Kevin motioned to approve the minutes as presented. David M. seconded the motion and all approved.

**APPOINTMENT OF NEW BOARD MEMBER**

David M. introduced Peter Blaibel who was interested in filling the current vacancy on the Board. Peter addressed the Board and brief discussion was held. Following discussion David M. motioned to approve appointing Peter to fill the current vacancy on the Board. David F. seconded the motion and all approved.

**TREASURER'S REPORT**

Management reviewed the December 2012 financial report. A general discussion was held regarding the balance sheet, income expense statement and accounts receivable report. It was noted that a few units remain with the attorney for collections and several had not paid the difference between the 2012 and 2013 assessment. The Board held a discussion and David M. motioned to give owners until the end of February to pay the 2013 assessment. Late fees will only be added as of March 1. David F. seconded the motion and all approved.

The Board also reviewed a collection's status report from Natalie Chin-Lenn. Discussion was held regarding the 1<sup>st</sup> two accounts listed. The Board agreed to place a lien on one and requested management follow up with their attorney regarding moving forward with a foreclosure action on the other.

**MANAGEMENT REPORT / OLD BUSINESS**

Chet King reviewed the Management Report dated January 29, 2013 which covered activities that have occurred since the September 12, 2012 Board meeting. Note: A detailed written report was provided to the Board members prior to the meeting for review and is available to homeowners upon request.

- Landscape, Irrigation, and Pool Maintenance – contractors' activities since the last Board meeting.
- Work order activity.
- Completed projects and planned upcoming projects.
- Property inspections and violation notice activity.

*See attached Management Report dated January 29th – For the Association's Minute records*

White Fly – Management informed the Board of an insect noted on the property attacking specific palms. Bids for treatment were reviewed by the Board. Following a discussion David F. motioned to approve the bid from Landscape Manager to treat the palms. Peter seconded the motion and all approved.

Plumbing Issues / Palms – The Board reviewed an e-mail from the Town of Jupiter regarding removal of the palms between the driveways. The palms appear to be causing damage to the drain lines from the units. Discussion was held and the Board agreed to leave the palms in place for now and directed management to replace the missing plants around the palms. The areas with missing plants will be replaced with Flax Lilly and management is to research if the palms can be sold.

Mulch – The Board reviewed bids for mulch and advised management they unanimously approve Landscape Manager with the pallet count being set at 16. Management will obtain a revised quote and forward to the Board for review and signature.

Pool Pavers / Heater – The Board was provided with an estimate for paver repairs around the pool deck. Following review and discussion the Board unanimously approved the estimate for the \$500 repair which included replacing a section of the deco drain.

Also discussed regarding the pool was the heater. Currently the heater can be adjusted by anyone as there is no box or lock on the controls. Following discussion the Board directed management to look into having the controls locked.

Fire System Maintenance – Discussion was held regarding the fire system and the head boxes on the exterior of the building. Management was directed to follow up with the Fire Marshall regarding moving the replacement heads into the clock tower and removing the broken boxes from the sides of the buildings. If unable to obtain written approval from the Fire Marshal management was directed to evaluate a different type of box which may weather better under the current conditions.

Trash / Recycle Bins – The Board held a discussion regarding a suggestion from Natalie on the process to remove owner's trash and recycle bins. Following the discussion the Board agreed to continue with the current violation process.

POA Rep / Master Board – Management informed the Board of Natalie's findings regarding Greenwich, POA having representation on the Master Board. It was recommended the association send an initial letter, certified mail to the developer / Board requesting clarification. The Board agreed. Management is to draft the letter and forward to Kevin for review prior to sending.

Road Responsibility – The Board reviewed an explanation of road responsibility from Natalie. Following review David F. volunteered to look into further.

Release of Claims – The Board reviewed a draft release of claims between Greenwich, POA and the Master. Following review the Board directed management to confirm with Natalie the agreement does not totally release the developer from all claims and finalize for signature.

### **NEW BUSINESS / CORRESPONDENCE**

Greenwich, POA 2013 Priorities – David M. motioned to approve the paving of the roads as the POA's #1 priority for 2013, the streets are dirty as a result of the breakdown of the pavement and pot hole filling material coming loose. Peter seconded the motion and all approved.

Master Maintenance – David M. expressed concern with the way the mailbox area and entrance is maintained by the master. It was reported that this should also be an item of priority. David requested the Board allow him to meet with the Master Property Manager to review items to be addressed. The Board agreed.

There was also discussion regarding the POA entering into a possible maintenance agreement for the common areas. Discussion was held and David F. volunteered to contact Kino to discuss / review the Master budget and possibility of entering into a maintenance agreement.

BOD Meeting Schedule – David M. expressed concern with the Board not holding regular meetings. Discussion was held and the Board unanimously agreed to tentatively schedule regular BOD meetings for the second Tuesday of odd months (Jan, March, May, etc) at 6:30 pm at the pool area.

Violation Appeal – The Board reviewed correspondence from an owner regarding installation of a satellite dish. The owner received a violation for improper location of dish when installed. The Board reviewed the correspondence and held discussion. Following discussion the Board voted on whether the location was acceptable

under the current rules. The vote was 3 to 1. Management to send a notice informing the owner he must relocate the dish according to the association rules.

Painting Request – The Board reviewed a letter from an owner (435 Schoolhouse) requesting her front door be painted. Management also informed the Board of another owner (150 Cat Rock) who called requesting their front door and garage door be painted. The Board held discussion and advised management to follow the reserve study. It was also requested that management speak with Herb Ellis, Paint Rite, who has completed painting in the past and discuss the cost to complete front door and garage door painting for individual owners at their request.

Annual Meeting – The Board discussed and agreed to hold the annual meeting on April 9, 2013 6:30 pm at the Pool House. Management advised that Kevin, David F and Peter's term will be up for reelection. David M. and Gregory will remain on the Board for 1 more year.

**RESIDENT FORUM** (no residents present)

**NEXT MEETING / ADJOURNMENT**

The next BOD meeting is scheduled for Tuesday, March 12, 2013 6:30 p.m. at the pool area.

There being no further business, a motion was made to adjourn the meeting at 8:30 pm. and seconded, all approved.

These minutes were respectfully submitted by:

Chet King, LCAM  
On behalf of the Greenwich Owners Association BOD...