

GREENWICH PROPERTY OWNERS ASSOCIATION, INC.

BOARD OF DIRECTOR'S MEETING

Tuesday, September 10, 2013 6:30 p.m.

Greenwich Community Pool Cabana

145 Greenwich Circle, Jupiter FL

Approved: 11.12.2013

MINUTES

CALL TO ORDER

Property Manager Chet King, LCAM representing Capital Realty Advisors, Inc called the meeting to order at 6:32 pm. A quorum was established. Board members present: Kevin Kelly, President; David Monsour, Secretary and Peter Blaibel, Director.

APPROVAL OF THE LAST MEETING MINUTES

The Board reviewed the July 9, 2013 BOD Meeting minutes. Following the review, Kevin motioned to approve the minutes as presented. David seconded the motion and all approved.

TREASURER'S REPORT

Management reviewed the July 2013 financial report. A general discussion was held regarding the balance sheet, income expense statement and accounts receivable report. It was noted that 3 units remain with the association attorney for collections. The Board directed Management to request information and a proposal estimating the expense to move forward with foreclosing on two units that are over 365 days past due. The information and proposal once received is to be forward to the Board for review.

Management advised the Board money owed to the POA from the developer has been received. The only remaining issue with the developer currently is completion of the roads. The final lift on the roads was estimated to be completed prior to the end of the year, pending completion of a punch list of items provided to the developer from the town of Jupiter.

MANAGEMENT REPORT / OLD BUSINESS

Chet King reviewed the Management Report dated September 10, 2013 which covered activities that have occurred since the July 9, 2013 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 September 10th – For the Association's Minute records

Building Painting / Roof Cleaning / Community Wide Pressure Cleaning – The Board held discussion regarding the cleaning and painting of the buildings, cleaning of roofs and cleaning of the sidewalks, gutters, curbs, etc. Following discussion the Board agreed to re-evaluate the buildings next year and consider the building painting and roof cleaning for 2014 or 2015. However, David made a motion to approve the bid from Jeromy Bullard's Cleaning Services for cleaning of the sidewalks, curbs, gutters, etc throughout the community. Kevin seconded the motion and all approved.

During discussion regarding the building painting and roof cleaning the Board reviewed the financials and discussed the reserves. Following discussion David motioned to move the \$39,782.58 of retained earnings from previous years to the general reserve. Kevin seconded the motion and all approved.

NEW BUSINESS / CORRESPONDENCE

Tree Trimming – The Board reviewed a bid for tree trimming from Arbor Experts who completed the trimming last year. The Board held discussion and the Board unanimously agreed to approve Arbor Experts to complete the annual tree trimming this year.

Abacoa, POA Voting Members – The Board reviewed a notice from the Abacoa, POA regarding the association appointing their voting members. Following review and discussion, the Board unanimously agreed to David Monsour and Kevin Kelly to represent Greenwich as their voting members for the Abacoa, POA.

Misc – David requested the Board consider two items:

1. Paint the pool house deck / covered floor area and
2. Order 2 more lounge chairs for around the pool.

Following brief discussion the Board unanimously agreed to move forward with these items.

2014 Draft Budget – The Board reviewed the 2014 draft budget. Discussion was held regarding several line items and the reserves particularly as projects have been discussed. Following reviewing the Board agreed to David contacting the janitorial company to discuss their rate and management was to adjust the reserves to maintain the current assessment with no increase.

The next Board meeting scheduled for November 12th will be a Board / Budget meeting. 14 day notice of the meeting will be sent to the membership.

RESIDENT FORUM (no residents present)

NEXT MEETING / ADJOURNMENT

The next meeting is scheduled for Tuesday, November 12, 2013 6:30 pm at the pool area. The meeting will be a Board / Budget meeting.

There being no further business, a motion was made to adjourn the meeting at 7:48 pm. and seconded, all approved.

These minutes were respectfully submitted by:

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