

BOARD OF DIRECTORS MINUTES
GREENWICH PROPERTY OWNERS ASSOCIATION, INC.
2021 OPERATING BUDGET – MEETING
BOARD OF DIRECTORS MEETING
TUESDAY, DECEMBER 8, 2020 @ 6:30 PM
Via Zoom – Tele-Communication
Register and sign in at -

https://us02web.zoom.us/join/zoom-join?pwd=Z0tdeqgrTojEtAEWU5M3S5NqBdqSlrJ_HOj

CALL TO ORDER

The meeting was called to order at 6:30 pm. A quorum was established. Board members present: Dean Carter, President; Steve Sanders Vice President, James DeVoe Treasurer, Maria Sanders, Kate Wesner and Perry Baldwin. Jeff Green, Association Manager representing Capital Realty Advisors was also in attendance. Nicole Chiavarini, Secretary joined the meeting after it was called to order.

2021 OPERATING BUDGET

Treasurer James DeVoe – Reported to the Board that there had been some changes recommended by CRA’s CFO made to the budget they reviewed at the October 30, 2020 special meeting. A revised amount was posted for the Reserve item, Shared Expenses based on a review of the up-to-date expenses. A reduction of the actual amount budgeted to repair Fire Sprinkler standpipes with additional \$9,000.00 available from the Association savings account if needed. After additional discussion by the Directors, James made a motion to adopt the 2021 Operating Budget as presented. Kate seconded the motion which was passed by a unanimous vote of all Directors present.

APPROVAL OF MINUTES

Minutes from prior meetings listed below were reviewed and approved with minor corrections by a Unanimous vote.

October 13, 2020 – October 15, 2020 – October 16, 2020 – October 30, 2020,

The Board discussed and unanimously approved not posting the October 15 and 16, 2020 discussions about the ongoing lawsuit on the Website until after Litigation against the Greenwich Master Association is concluded.

OFFICERS REPORT

President – Dean Reported on issues including a need to include power cleaning and sealing the pavers around the pool deck.

Vice President – Nothing to report and reserved comments until the Pool issues on the agenda were discussed.

Treasurer - James reported on details covered in his December Financial Report. He advised that the report was based on the October Financial Report because the report from CRA accounting would not be available until later in December. The report contained information about X-budgeted expenses that were incurred in line items of the 2020 Budget including Insurance Costs, Contingency, Tree Removal, Mulch application, Roof maintenance, Power washing of flat concrete surfaces and repairs to the Fire Sprinkler system.

Secretary – Nicole had nothing to report.

LIASON AND COMMITTEE MEMBER REPORTS

Roof Replacement – Dean reported that he had worked with James, Perry, and Jeff to speak with and review 9 Roof Engineering and Consulting firms. After the first review 5 Firms were discussed and reduced to 3 final firms to hire to oversee the 2021 Roof replacement project. Dean said that concerns that were discussed were where a staging area would be and the use of high lifts or scaffolding. The estimated time to complete the project would be between 5 and 9 months baring any interruptions like hurricanes or other unforeseen events.

LIASON AND COMMITTEE MEMBER REPORTS – Continued

Mailbox Relocation – James reported that the negotiations with the US Postal Service regarding the moving of the POA mailboxes from the Master Associations property to Greenwich Pool Cabana was still ongoing. The first proposal for relocation was denied by the USPS and the POA has submitted a more detailed request supporting the need to remove the mailbox location from the Master Association property.

Irrigation – Perry reported that the improvements to the irrigation system had been completed and a new map of the irrigation system was provided as part of the improvements. He reviewed a complete report of work and problems encountered during the time.

Website – Liaison Dean reported that he had updated the minutes and was considering whether to post the Abacoa monthly events calendar or a link on the website. He also reported that he was working with Jeff to update all information on the site.

Abacoa / Town of Jupiter – Kate reported that she was monitoring the Abacoa Assembly meetings and reports and was sending the updated to the Directors.

Legal Matters – James reported that the Master Association has requested additional time to answer the complaint filed by the Association. He advised the Board that a second extension had been applied for that must be answered by December 10, 2020. James reported that a letter that contained the filed complaint about the Master Association was mailed to all Greenwich property owners and Legal Counsel is working on details pertaining to equipment operating on Master property during the 2021 Roof replacement project.

MANAGERS REPORT

Jeff reported that details and proposals were included with his report for upcoming projects. James presented each project and Jeff provided details and answered question.

Power Washing Flat Concrete surfaces.

Proposals were requested from 3 contractors and two responded with proposals to clean the public sidewalks, private sidewalks, curbs, and Driveway aprons. Roof B Klean and Spotless Maintenance contractors submitted proposals a third contractor did not have any openings in their schedule and did not submit a proposal.

A **Motion** made by James to award a contract to Spotless Maintenance for \$7,500.00 to clean sidewalks, curbs, and driveway aprons during the month of January 2021 the motion was seconded by Dean and passed by a unanimous vote. Jeff was directed to obtain a proposal from Spotless Maintenance to clean and seal the Pool Paver deck.

Sidewalk Repairs – A proposal from Sidewalk Solutions to level and repair 43reas where damaged sidewalks were for \$3,034.80. Jeff asked the Directors for help reviewing the damages and verifying their existence. Dean, James, Perry and Kate volunteered to help review each location where the report indicated a repair was necessary.

Jeff was directed to obtain proposals from other contractors to make the repairs. Action was Tabled until review was conducted and other proposals were considered.

Swimming Pool Maintenance and Repairs – Jeff recommended that a \$100.00 Super Chlorine treatment be made to the swimming pool to kill black and green algae growth in the pool. The Treasurer approved the treatment after the pool deck pavers have been cleaned.

A proposal to replace a burned-out underwater light inside of the swimming pool for \$700.00 was received from R.J. Keyser. James made a **Motion** to replace the burned-out pool light at a cost of \$700.00. Dean seconded the motion which was approved by a unanimous vote.

Gate Access Control – Swimming Pool – A proposal was requested and received from Six Berry Locksmith to install a FOB activated access control system which would identify the time when the pool was used and by whom. Further \ Action was tabled and will be reconsidered in 2021.

MANAGERS REPORT Continued

Mulch Application – The Board discussed the installation of Mulch.

Community Violations –The violation report was reviewed by the Board and the following actions were approved.

157 Cat Rock La. – Failure to provide a lease – Fine notice.

401 School House – Grille left outside – Friendly reminder.

405 School House Rd. – Jeff advised the Board that the property owner notified him that the noisy tenants would be leaving the property at the end of December.

OLD BUSINESS

Re-Open Swimming Pool – The Directors reviewed information about pools that have been opened withing the Abacoa Assembly. Opinions provided by the Associations Legal Counsel about insurance coverage and the potential for liability claims were reviewed and discussed.

Perry made a **Motion** to open the pool employing social distance and posting signage with verbiage approved by Legal Counsel and verification that the Associations Insurance coverage includes claims made by users who claim to have been infected by the Corona Virus. The motion was seconded by Steve with voting as follows – YES – Perry, Dean, Steve, Maria and Nicole. NO- Kate and James.

NEW BUSINESS

Treasurer James DeVoe requested that the Board approve a \$1150.00 bonus for the Association Manager for extra work for the Association during the past year. A motion was made by Dean to provide a bonus to the Association Manager. The motion was seconded and passed by a unanimous vote.

OPEN DISCUSSION

Mr. Frank Taylor the owner of 224 Quarry Knoll reported that his sanitary sewer had become clogged by a tree root. Had hired a company open the clogged pipe and do a TV inspection of the pipe. Mr. Taylor told the Board that he believed that the Association was responsible to pay for the maintenance of the sewer lateral pipe. The Board agreed to obtain a legal opinion from Counsel and to review the Governing Documents to determine whose responsibility it was to maintain that sewer pipe.

NEXT BOARD MEETING / ADJOURNMENT

Next scheduled Board meeting will be on Tuesday February 9, 2021.

There being no further business, a motion was made and approved to adjourn the meeting at 9:33pm.

Jeff Green, LCAM for the Association.