

GREENWICH PROPERTY OWNERS' ASSOCIATION, INC.

SPECIAL BOARD MEETING - RULES

BOARD OF DIRECTOR'S MEETING

Tuesday August 10, 2021 – 6:30 PM - Via Zoom Meeting

MINUTES

CALL TO ORDER – Special Rules Meeting

The meeting was called to order at 6:30 PM. A quorum was established. Board members present: President Kate Wesner, Vice President Steve Sanders, Treasurer Perry Baldwin, Secretary Christie Evenson, and Director Brian Butler. Jeff Green, Association Manager representing Capital Realty Advisors was also in attendance.

Jeff Green reported that Notice of the August 10, 2021, Rules Meeting had been mailed to each members address on record (14) Fourteen days in advance of the meeting.

ASSOCIATION RULE REVIEW

President Kate Wesner reported that the purpose of the meeting was to review modify and vote upon changes and clarifications that would be made to existing Association Rules.

Kate opened a copy of the existing rules on the screen with the new wording visible to all in red and words that were removed crossed out.

Kate reviewed each of the rules where wording was clarified or removed or added where Fl. fire code was added. After discussion Jeff asked all Directors if anyone objected to the modifications that were made. All Directors responded, "none". All Directors voted to adopt and approve the changes made to the Association Rules (*a copy of the approved rules is attached as Addendum A.*). Some of the rule changes corrected contradictions of the Palm Beach County Florida Fire Code.

RADIFICATION OF A VOTE TAKEN AT A PRIOR MEETING –

Jeff Green explained to those present that the Board had discussed and voted upon adding additional language, referred to as Rule 1 ad Rule 2 at the June 8, 2021, Board of Directors meeting. Jeff Green read both rules to Directors and Association Members who were present. Kate opened the floor to questions and comments from Directors and Members who were present. After Discussion, Jeff asked if there were any objections to the additions.

There were no objections, and a called for a motion to accept the additional words. Perry made a motion which was seconded by Steve to ratify by vote the Rules from the June meeting. All Directors ratified the actions voted upon at the June 8, 2021, Board meeting by a unanimous vote.

MEETING ADJOURNED – No other business to be discussed the meeting was adjourned at 7:20 PM.

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CALL TO ORDER – A quorum was confirmed, and the meeting was called to order directly after the adjournment of the Special Rules meeting at 7:20 PM

APPROVAL OF MINUTES

The minutes from the Directors meeting held on June 8, 2021, were reviewed and a motion to accept as submitted was made seconded. The June Board of Directors meeting minutes were approved by a unanimous vote of the Directors.

OFFICERS REPORTS

President - Kate reported on reasons why it was important to clarify and update the Association Rules. She thanked those that had assisted her on the rules project.

Vice President – Steve reported that he had changed the lock on the men's room which had been converted to a storage room. He also reported that he had reviewed the condition of the trellises on Common property following a members report that they needed repairs. Steve reported that there was some wood that was deteriorating and required painting and repairs but, he did not see an immediate need for repairs and felt that they should be included in the next building painting project.

Treasurer – Perry reported that he met with the head of the CRA accounting department and reviewed the financial condition of the Association's finances. He felt that the Association was in good financial condition at this time.

Secretary – Christie had nothing to report on.

LIASON AND COMMITTEE MEMBERS REPORTS

Roof Replacement Committee – Perry reported that he had met with 4-Jays Consulting regarding the terms in the roof engineering contract. Various contract terms were discussed and agreed upon and he had asked them to try to be out for Bid within 30 days. Perry stressed that it was important to get the roof replacement started quickly.

Legal Committee – Kate reported that there was nothing new to discuss that had not already been reported and she will keep the Directors updated on legal developments concerning the lawsuits.

Irrigation – Perry reported that our system was operating properly, and recent problems were due to damages in the Master Association's systems which are now repaired.

Lease and Sale Review – Kate reported that the committee had approved +6 new leases since the last meeting. The committee was reviewing the application fee structure and a possible security deposit requirement from tenants.

Architectural – Steve reported that he had met with Kate and Jeff and has been working on establishing some standards for certain exterior changes. He will meet with his committee and would report by the next meeting on the committee's recommendations.

Compliance Committee – No actions had been submitted to the new committee.

Social Committee – No committee formed as of this date.

Communications Committee – Kate reported that Marianne Strelec was working on improving the forms on the web site to allow members to fill them out on the site and forward them electronically to the Managers office.

She also reported that letters and permission forms were mailed to all members asking that they give permission to send certain information about Association business directly to them by email.

Jeff Reminded all to please return their forms to his office so that they would not miss out on any Association news.

MANAGERS REPORT

Jeff Green reported on issues, complaints and repairs that were handled by management since the last meeting.

OLD BUSINESS

Ratify Tree Maintenance Contract -Jeff reported that in order to reserve a Tree trimming date he had asked the Directors to take an action without a formal meeting and approve the Tree Trimming project with Revival Landscape.

The contract was by written response approved unanimously at that time.

Jeff asked to Directors to ratify their prior action by vote. A motion was made and seconded to approve the signing of the contract and it was approved by a unanimous vote.

NEW BUSINESS

ADOPT MEMBERS SPEAKING TIME LIMIT – The Directors discussed the need to limit Association Members speaking time at meetings.

A motion was made by Perry to limit Association Members speaking time to **3 minutes** for subjects on the meeting's agenda. Added to the motion was the ability of the Board President or meeting chairman to allow additional time for important topics. The motion was seconded by Steve and carried by a unanimous vote.

ENGINEERING CONTRACT – REVIEW AND APPROVE. – Perry explained that the contract with 4-Jays Consulting had been negotiated by the Roofing Committee and a good agreement had been generated. He asked that the Board approve entering into a contract that would include the preparation of contractor's specifications, obtaining proposals to do the work, reviewing proposals and advising the Board and supervising, conducting reviews of the roof replacement as it progresses through completion of the work.

A motion was made to approve the signing of the contract with 4-Jays Consulting for necessary assistance with the Roof replacement project. The motion was seconded and approved by a unanimous vote of the Directors.

REPLACING A DAMAGED TREE ON Cat Rock Lane - The Board agreed to place the \$800.00 insurance money received in the landscape Replacement budget for use on more necessary projects.

VIOLATIONS – Jeff suggested to the board that no action be taken on balcony lighting violations until the ARC prepares THEIR Standard for those lights. The Directors agreed to table action until the ARC completes their work on ARC standards.

RESIDENT FORUM / CORRESPONDENCE – Jeff reported that he had sent letters to a few residents and copied the Board. A few questions were asked and answered by the Board.

NEXT BOARD MEETING / ADJOURNMENT

The next scheduled Board meeting will be tentatively scheduled for Tuesday October 5, 2021.

There being no further business, a motion was made and approved to adjourn the meeting at 8:25 PM

Respectfully Submitted,

Jeff Green, LCAM for the Association.