

Silver Lakes Homeowners Association, Inc.

Board of Directors Meeting, Silverlakes Clubhouse

Wednesday, February 21, 2018 at 6:00PM

Approved Minutes

- 1) **Call to Order/Establish a Quorum:** Meeting was called to order at 6:02PM with Board members Lauren Siegel, PJ Stratton, James Wisniewski, Markus Albrecht, and Claude Marku present. Lindsay Ruiz representing Alliant Association Management was in attendance.
- 2) **Proof of Notice:** Notice was posted at the Silverlakes Clubhouse and exit gates in compliance with Florida Statutes at least 48 hours in advance of the meeting.
- 3) **Pledge of Allegiance:** The Pledge of Allegiance was recited.
- 4) **Approval of the Minutes:** Minutes from the January 17, 2018 meeting were submitted to the Board for review and approval.

Motion: Motion was made by PJ Stratton to approve the Meeting Minutes from the January 17, 2018 meeting. Seconded by Jim Wisniewski; **all in favor, motion passed.**

5) **Director Reports:**

a) **Treasurers Report:**

Aged Owner Balances Total: **\$79,956**

Cash - Operating: **\$236,412**

Cash - Reserves: **\$639,001**

Total Cash: **\$875,413**

Available Free cash: **\$85,100**

Expenses over/(under) budget: **\$120**

Markus Albrecht presented the Treasurer's report. At the end of January, there were 50 homeowners with delinquent accounts, an increase from 35 in December. Ten of the additional delinquent accounts were due to late January assessment payments. Two accounts represent \$49,551 of the total delinquent account balance. The Board has been actively working with the Association's legal counsel to reach a resolution regarding these large delinquent accounts, however, the legal process has been slow. The Board has initiated a review of all delinquent accounts to confirm accuracy. A number of accounts will be restated in February as a result of this review (see discussion in the New Business section below). Expenses are on budget. There will be some additional Irma-related spending incurred in the first quarter of 2018. Timely payment of assessments are a critical element in the Board's ability to manage cash flow. Residents will be urged in the Newsletter to take advantage of the many payment options available with Alliant, including automatic electronic payments charged to a checking account or a credit card in an effort to eliminate late payments.

Motion: Motion was made by PJ Stratton to approve the Treasurers Report. Seconded by Lauren Siegel; **all in favor, motion passed.**

6) **Old Business:**

a) **Committee Reports:**

- i) **Architectural Control Committee:** Eleven requests were submitted to the Architectural Control Committee for review. One of the requests, for a fence, was denied.
- ii) **Communications:** The Communications Committee reviewed all the upcoming social events.
- iii) **Clubhouse Social:** The Social Committee report items were provided during the Communications Committee report.
- iv) **Finance:** The Finance Committee held a meeting to review all the information provided by the collections agency. They also added a new member. The committee will be working with the Board in reviewing and potentially correcting ledgers provided by the collection agency.
- v) **Fine Appeal:** The Fine Appeal committee reported that they received one appeal to a parking violation.
- vi) **Exercise Committee:** The exercise committee reported that the multi-gym pull components were broken.

Lauren Siegel stated that he would examine the situation.

- vii) **Vendor Oversight:** The Vendor Oversight committee unanimously agreed to remove the oak trees in the parking lot and add pavers to provide more parking spots.
- b) **Legal Issues:** The Board has held meetings with the Association's legal counsel regarding pending litigation with delinquent homeowners with large account balances and related settlement offers and additional options for resolution.
- c) **Rental Tracking:** Jim Wisniewski reported that he met with Colin Jenkins to discuss revisions to the format of the current rental reporting system in order to provide more meaningful information to the Board. Colin was able to quickly modify the report and include an additional report to better track end-of-lease properties. Lindsay was asked to meet with Colin and Lillian Crowley at Alliant regarding four property owners who appear to have not responded to lease status letters. Lindsay will report back to Jim Wisniewski regarding the status of these properties and possible follow up. Colin also incorporated Jim's requested revisions to the lease status letter to provide more complete information to the Board.
- 7) **Manager's Report:** The Community Association Manager Lindsay Ruiz reported on the projects that have been resolved, as well as the current pending projects where proposals were provided to the Board for approval.
- 8) **Homeowners Forum:**
Owners stated that there were some homes that appeared to be in violation of community standards due to dirty roofs, trees that needed trimming, and other reasons. Lindsay reported that a 51 homeowners have requested and have been granted extensions for various infractions due to widespread contractor delays, especially for roof damage (e.g., roof cannot be cleaned until damage has been repaired). Lindsay asked for specific dates when the repair work was expected to be completed and will monitor each account.
- 9) **New Business:**
a) **Light Post:** Proposals were presented from West Coast Lighting and Britannia. The Board requested that West Coast provide a revised proposal at a previous meeting, however, West Coast's revisions did not address the Board's request and so the West Coast proposal was rejected.

Motion: Motion was made by Markus Albrecht to approve the proposal presented by Britannia contingent on securing a 5 year parts and 12 month labor warranty. Seconded by Jim Wisniewski; **all in favor, motion passed.**

- b) **Parking Lot Tree and Pavers:** Proposals were provided to remove the pavers in the parking lot, grind the roots of the oak trees, and replace the pavers. The Board discussed and decided it best to have an arborist look at the trees and give his opinion on what may happen to the trees if the roots were ground down and whether the same problem will arise again in the future (i.e., is this only a temporary fix). As mentioned above, the VOC believes that the best approach is to remove the trees, add pavers, and increase the number of parking spots. The Board will consider the options after reviewing the arborist's report.
- c) **Rules and Regulations and Community Standards:** Jim Wisniewski reviewed suggested revisions and updates to the Rules and Regulations and Community Standards to reflect changes in Florida Statutes, eliminate dead wood, and reflect current and past practices. The Board reviewed each of the proposed revisions and Jim will incorporate suggested changes into a new draft and circulate it to the Board for further discussion. The revised Rules and Regulations will be submitted to Counsel for additional legal review and possible changes before adoption.
- d) **Delinquent Accounts:** Jim Wisniewski stated that he met with Colin Jenkins, Alliant's Account Receivables Director, and they were able to identify system errors that caused incorrect delinquent account balances. Alliant has corrected one of the system errors, however, the other system issue will need to be addressed by the software developer and for the time being, manual adjustments will need to be made. Jim Wisniewski and Markus Albrecht met with Colin and will review all accounts prior to being submitted to Alliance, the collection agency. Alliance ledgers also appear to contain errors and will be reviewed by Jim, Markus, and the Finance Committee and corrections will be requested of Alliance.
- e) **Insurance:** Lindsay Ruiz reported that the insurance company is currently working on obtaining an elevation certificate prior to providing the Board with a proposal for flood insurance. A questionnaire was sent to Lauren Siegel related to theft coverage for property inside the Clubhouse and around the pool. Lauren will complete the questionnaire and a proposal for property theft coverage is expected before the next Board meeting.

Adjournment:

Motion: Motion to adjourn at 8:20PM, was made by PJ Stratton. Seconded by Claude Marku; **all in favor, motion passed.**

Meeting adjourned at 8:20pm