

Silver Lakes Homeowners Association, Inc.

Board of Directors Meeting, Silverlakes Clubhouse

Wednesday, January 17, 2018 @ 6:00pm

Approved Minutes

- 1) **Call to Order/Establish a Quorum:** Meeting was called to order at 6:00pm 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.
- 3) **Pledge of Allegiance:** The Pledge of Allegiance was recited.
- 4) **Approval of the Minutes:** Minutes from the October 18, 2017, November 15, 2017, November 22, 2017, December 20, 2017 and January 11, 2018 meetings were submitted to the Board for review and approval.

Motion: Motion was made by Lauren Siegel to approve the Meeting Minutes from October 18, 2017, November 15, 2017, November 22, 2017, and December 20, 2017. Seconded by Jim Wisniewski; **all in favor, motion passed.**

Motion: Motion was made by Lauren Siegel to approve the closed Meeting Minutes with Counsel from January 11, 2018. Seconded by Marcus Albrecht; **all in favor, motion passed.**

- 5) **Director Reports:**
 - a) **Treasurers Report:**
 - i) Cash-Operating: \$203,853
 - ii) Cash-Reserves: \$626,001
 - iii) Total Cash: \$829,854
 - iv) Delinquent Accounts: \$71,132
 - v) Available Free cash: \$87,300
 - vi) Expenses over/(under) budget: (\$9,026)

Markus Albrecht presented the Treasurer's report. Free cash decreased to \$87,300 due to expenses related to Hurricane Irma and earlier storms. This is slightly below the free cash target of between \$90,000 and \$100,000. Expenses were under budget for the year, however, some expenses related to Hurricane Irma have yet to be recognized. Likewise, expected insurance reimbursements related to summer storm damage have yet to be received and recognized. These expenses and reimbursements will be reflected in the 2018 accounts. Expenses associated with Hurricane Irma are expected to be below the insurance deductible for wind and hail so no insurance reimbursement is expected related to Irma. Villa ground expenses were overdrawn by a small amount for the year and will be repaid by debiting the Villa equity account so no additional payment by Villa owners will be required. Two properties in lien foreclosure represent 70.3% of the delinquent account balance. The Board along with Counsel are aggressively moving to resolve these two cases.

- 6) **Old Business:**
 - a) **Committee Reports:**
 - i) **Architectural Control:** None
 - ii) **Communications:** The Communications committee has gained two new committee members. They will be working on homeowner contacts.
 - iii) **Clubhouse Social:** The Social Committee provided copies of their new activities schedule for the upcoming months. The committee chair requested the removal, via sale, of two end tables and a sofa table in order to better accommodate association gatherings. In addition, the chair carts are not needed and are just getting in the way at events.

Motion: Motion was made by Lauren Siegel to sell the end tables for \$50.00 each and the sofa table for \$100.00. Seconded by Marcus Albrecht; **all in favor, motion passed.**

Motion: Motion was made by Lauren Siegel to sell the chair carts that were not being utilized, and inhibiting social gatherings. Seconded by Marcus Albrecht; **all in favor, motion passed.**

- iv) **Finance:** None. There was discussion from the Board that it is important to have a fully functioning Finance Committee, especially with regard to oversight of some of the service providers to the Association. Markus Albrecht has been working with small group of residents in an attempt to reorganize the committee. Lauren Siegel asked Jim Wisniewski if he would agree to assist the committee due to his being a licensed CPA – Jim agreed to assist.
 - v) **Fine Appeal:** None
 - vi) **Exercise Committee:** Lauren Siegel stated that the free weights that were missing have been replaced and that a notice will be sent out to owners to retrieve their personal weights from the gym.
 - vii) **Vendor Oversight:** The vendor oversight chairman stated that they have acquired more committee members. The chairman provided a full report of the current projects that they are working on and overseeing.
 - b) **Legal Issues:** The board held a special meeting with Counsel to discuss litigation status related to delinquent owners.
 - c) **Rental Tracking:** Jim Wisniewski reported one new rental and four expired leases at the end of the year. However, it is unknown whether the four rental properties will be re-leased or converted to personal use. Jim will be meeting with Colin Jenkins at Alliant to discuss an upgrade to the current rental report, improve rental tracking, and revising the rental renewal forms currently in use.
- 7) **Manager's Report:** The Community Association Manager Lindsay Ruiz reported on the projects that were addressed within the last two months, as well as the current pending projects where proposals were provided to the Board for discussion and approval (see new business).
- 8) **Homeowners Forum:** An owner stated that one address needed to clean up the back yard. The Board noted that this is a rental property owned by an out of state business and that any further leases are subject to Board approval which would not be given if there are existing violations. A Board member will attempt to view the yard in question but needs permission to transverse the offending property or an adjacent property.
- 9) **New Business:**
- a) **Light Post:** Proposals were presented from West Coast Lighting and Britannia. West Coast proposed refurbishing the existing light fixtures and bullhorn and installing a new post. Britannia proposed to replace the light fixtures, bullhorn and post with new items. The Board discussed that the proposals were apples and oranges since one was using refurbished fixtures (which appear to be over 20 years old) while the other was replacing the old, damaged fixtures with new fixtures. Also, it was unclear what type of warranty was being provided by either company, if any. The Board asked Lindsay Ruiz to contact West Coast and request a revised proposal that includes new LED light fixtures and request details of any warranty and will reconsider the proposals at the February meeting.
 - b) **Access Control – AM-3 Programmer:** A proposal was submitted by Main Gate, for the installation of an AM-3 Plus Programmer to replace the current malfunctioning programmer. Jim Wisniewski brought up that the price being charged for the programmer looked to be excessive since it is widely available elsewhere (even Amazon) for 40% less than the proposal. Markus Albrecht noted that replacing the programmer immediately was most critical since many homeowners were being locked out of the fitness center and pool.

Motion: Motion was made by Lauren Siegel to approve the proposal for the purchase and installation of an AM-3 Plus Programmer by Main Gate. Seconded by Marcus Albrecht; **all in favor, motion passed.**

- c) **Write-off of small balances:** Marcus Albrecht proposed that the Board allow the Treasurer to write off small account balances in order to avoid the need for special board meetings to approve these immaterial write-offs.

Motion: Motion was made by Lauren Siegel to give the Treasurer of the Association the authority to write off account balances below \$25.00 when appropriate. Seconded by Jim Wisniewski; **all in favor, motion passed.**

- d) **Villas Roof Cleaning:** Three proposals were submitted to the Board for consideration and approval to treat the roofs, driveways, and walkways of the Villas.

Motion: Motion was made by Lauren Siegel to approve the proposal from Aquablast to treat the roofs, driveways, and walkways of the villas. Seconded by Claude Marku; **all in favor, motion passed.**

- e) **Rules and Regulations Revisions:** Tabled
f) **Community Standards Revisions:** Tabled
g) **Insurance:** Jim Wisniewski stated his concern regarding the lack of theft insurance coverage for property inside the clubhouse and around the pool, and the lack of flood insurance for the clubhouse and its contents. The board requested that Lindsay Ruiz speak with Amber Kronenberger, Alliant's Insurance and Risk Manager, to obtain proposals for flood insurance and to cover theft of property inside the clubhouse and around the pool area.
h) **Polycom:** Jim Wisniewski stated that he would not be present at the upcoming board meeting in February. He requested that the association purchase a Polycom or similar equipment so that he and other Board members can participate in Board meetings via phone conference when they are not available to attend in person. The Board stated that Alliant has a rental unit that can be provided if reserved with advance notice.
i) **Reserve Study:** The board has accepted a proposal for a new reserve study to be performed. The Board requested that the fact finding meetings with the service provider be scheduled with Lauren Siegel, PJ Stratton, and Markus Albrecht as soon as possible.

10) **Adjournment:**

Motion: Motion to adjourn at 8:14pm, made by PJ Stratton. Seconded by Claude Marku; **all in favor, motion passed.**

Meeting adjourned at 8:14pm