

SILVERLAKES HOMEOWNERS ASSOCIATION, INC.
c/o Alliant Association Management
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Fort Myers, FL 33907
Office: 239-454-1101 ** Fax: 239-454-1147

Board of Directors Minutes
October 17, 2018 – 6:00 pm
Silverlakes Community Clubhouse

- 1. Establish Quorum/Call to Order:** The meeting was called to order at 6:00 pm with President, Lauren Siegel; Vice President, PJ Stratton; Treasurer, Markus Albrecht; Secretary, James Wisniewski and Director, Claude Marku in attendance. Scarlet Milano, CAM, was also present representing Alliant Association Management.
- 2. Proof of Notice:** Notice was posted more than 48 hours in advance as required by Florida Statute at the Silverlakes Community Clubhouse and the Community exit gates.
- 3. Pledge of Allegiance:** The Pledge of Allegiance was recited.
- 4. Approval of the Minutes:**
 - a. September 19, 2018 Board of Director Meeting Minutes**

Motion: A motion was made by PJ Stratton to approve the September 19, 2018 Board of Director's meeting minutes. Seconded by Jim Wisniewski. **All in favor - Motion passed**

5. Old Business

- a. Treasurer's Report:** Markus Albrecht
 - Aged Owner Balances Total: **\$66,676**
 - Cash – Operating: **\$190,712**
 - Cash – Reserves: **\$695,563**
 - Total Cash: **\$886,275**
 - Available Free Cash: **\$79,800**
 - Expenses over budget: **\$7,880**

Delinquent accounts totaled \$66,676 with one account being responsible for \$47,428 of that balance. There are thirty-one (31) owners that are past due. This is a slight reduction in delinquent accounts from July and August, which had thirty-seven (37) and thirty-four (34) respectively. The Board continues to work with counsel to recover some of the debt owed to the Association and the efforts are slowly yielding results. Included in calculations for the operating funds are the security deposit on the clubhouse mortgage, the bad debt allowance, owner prepaid assessments, clubhouse rentals, and villa equity. As a result, only \$79,000 is available to the Association. This is \$11,000 under the target of \$90,000-\$100,000 the Board would like to retain.

A total of \$201,968 has been spent by the Association in the first nine (9) months of 2018. The budgeted amount for this time period is \$194,088, leaving the Association \$7,880 over budget. Unexpected landscape expenditures contributed to the 4 % overage. The overage has been offset slightly by lower expenditures in other areas such as the planned interest on the clubhouse.

Motion: A motion was made by Lauren Siegel to accept the Treasurer's Report as submitted. Seconded by Jim Wisniewski. **All in favor – Motion Passed**

i. 2019 Budget – Treasurer, Markus Albrecht reviewed the 2019 budget draft and recommended greater funding for the addition of flood insurance for the gatehouse, landscape improvements, and reserve shortcomings. The parking lot project to level pavers disturbed by tree roots was \$5,000 higher than the Board anticipated. Markus suggested an increase of approximately \$5,000 to the reserves to compensate for the overage. Jim Wisniewski does not think the \$5,000 increase is necessary because the advancement of the funds in the reserves from 2025 to 2018 did not affect the overall reserve account. Jim Wisniewski also discussed the anticipated \$11,000 shortfall for all of 2018 which is due, in part, to hurricane Irma. Because the Association will not be able to recoup this by the end of 2018, he suggested adding a line item for the shortfall to the 2019 budget. He also suggested reducing the bad debt allowance from \$16,000 to \$4,000 since the major outstanding account receivable will be resolved by year end. The following changes will be made to the budget: bad debt allowance will be reduced from \$16,000 to \$4,000 and the prior year surplus will now be negative \$12,000. Landscape improvements will change from \$5,000 to \$7,000 and the reserves will increase \$5,000.

b. Committee Reports

i. Architectural Control – The committee received a total of eleven (11) requests; all were approved. There were three (3) applications submitted for exterior paint, two (2) for tree removal and replacement, two (2) for screen enclosures, one (1) for roof replacement, one (1) for hurricane shutter installation, and two (2) for window replacement.

ii. Communications – Lauren Siegel reminded residents that suggestions for the community newsletter need to be received by Monday.

iii. Clubhouse Social – The Social Committee commented that to date they have held twenty (20) community events. In October there will be an Italian dinner; sixty (60) people have registered so far. October 27th there will be two (2) events, a 2 pm a workshop to craft handmade Christmas cards, and a 7 pm bingo game. On October 31st there will be a guard at the gate from 6-8:30 pm. Residents that wish to give out candy were encouraged to leave their exterior lights on.

iv. Finance – No report.

v. Fine Appeal – No report.

vi. Exercise – No report. Lauren Siegel advised there is a broken fan in the gym. The fan is currently stuck on the low setting and needs to be unplugged to turn it off. Lauren confirmed the fan presents no electrocution risk at this time.

vii. Vendor Oversight – No report. Lauren Siegel commented that the trip hazards present in the clubhouse parking lot have been fixed. The low spot located near the north end of parking lot has also been fixed and a concrete trench was poured to eliminate the risk of the tree roots growing back under the pavers.

c. Legal Issues – Jim Wisniewski and Markus Albrecht discussed the foreclosure sale of unit 136 with Attorney Richard DeBoest. The transfer of the property is complete, but it is unknown if the transfer has been recorded.

d. Rental tracking – There are a total of twenty-three (23) rentals, some of the rentals do not intend to renew. The number of leases appears to be going down.

e. First Notice of Violation Letter- Claude Marku shared the draft letter with Attorney Richard DeBoest. He approved of the letter. Alliant will replace the current first letter with the Attorney approved version.

f. Alliance CAS- A termination letter has been signed with Alliance CAS. They have waived the thirty (30) day notice clause and wish to part ways effective immediately. Alliance CAS has released the funds that they were withholding from Silverlakes. Attorney Richard DeBoest will now assist the Board in all collection matters. Because the Association is now using DeBoest, they will have to initially absorb costs created during collection efforts that they were not liable for with Alliance. Reimbursement will be made when the delinquent assessments are recovered from the homeowner.

d. Delinquent Account Protocols- Jim Wisniewski commented on the need to set protocols for when delinquent homeowners will be sent to collections. He asked if the Board would like to send the account when it past due a certain dollar amount or after a certain number of monthly assessments have been missed. In the past the Board would recommend collection when the homeowner reached a delinquency of \$500, however Alliant currently sends the account to collections when they are past due approximately sixty (60) days. Attorney DeBoest believes Silverlakes' current collection efforts are aggressive, and he recommends mimicking other Gateway communities by sending two letters prior to sending the account to collections. The Board agreed to change its procedures to align with its policy for violations-send a "reminder" letter once a payment becomes late (generally after ten (10) days) noting the amount due including the \$25 late fee. If the payment remains past due after one month, the 45-day lien letter will be sent at that time and an additional \$65 administrative fee for issuing the letter will be added to the delinquent homeowner's account. The Board asked the CAM to send a sample letter that other communities may be using for our review and revision. The Board reaffirmed that accounts should not be sent for collection until the balance due for assessments, late fees, interest, and administrative fees exceeds \$500 at the end of any month.

e. Association Manager's Report – The CAM read her report.

f. Homeowner's Forum:

- 1) A homeowner suggested a mailing be sent out reminding residents to read the Documents. Lauren Siegel commented that the Association has a newsletter and website for interested homeowners.
- 2) A homeowner commented on the dirty pavers noticeable in the drone footage of the clubhouse. Lauren Siegel commented that he also noticed the pavers while viewing the footage and scheduled a cleaning the next day.
- 3) A homeowner suggested that the fitness area be closed during meetings due to the acoustics in the main room of the clubhouse. The Board thinks this will cause unnecessary issues.
- 4) A homeowner questioned the status of the bond with the CDD. Jim Wisniewski advised the bond has likely been refinanced several times, homeowners will not be reimbursed. Lauren Siegel recommended attending the next meeting of the CDD and asking the GSCDD Board of Supervisors directly.
- 5) Lauren Siegel discussed the cost of window tinting. The expense is not crucial at this time and will be postponed.

6. New Business

a) Unit 237-Request to Rent – The Board discussed the request made by a possible tenant to waive the single-family occupancy requirement. The Board will not waive this at this time because the scenario described depicts a roommate relationship.

b) Villa Roof Replacement – Markus Albrecht asked Alliant to send another letter to all villa owners regarding the meeting to discuss the roofing project and anticipated special assessment to cover the

expense. Markus requested Alliant add an RSVP request to the new letter. The meeting will be held at 4 pm on Wednesday, November 14, 2018.

7. Meetings:

- a. Next BOD Meeting - Wednesday November 14, 2018

Adjournment:

Motion: A motion was made by Claude Marku to adjourn meeting at 7:41 pm. Seconded by Markus Albrecht. **All in favor – Motion Passed**

Meeting adjourned at 7:41 pm.