

**SILVERLAKES HOMEOWNERS ASSOCIATION, INC.**

**c/o Alliant Association Management**

**13831 Vector Avenue**

**Fort Myers, FL 33907**

**Office: 239-454-1101 \*\* Fax: 239-454-1147**

**Board of Directors Minutes**

**February 19, 2020 – 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. January 15, 2020 Board of Director's Meeting Minutes**

**Motion:** A motion was made by PJ Stratton to approve the January 15, 2020 Board of Director's meeting minutes. Seconded by Jim Wisniewski **All in favor - Motion Passed.**

**5. Old Business**

**a. Treasurer's Report:** The report was provided by Markus Albrecht.

Aged Owner Balances Total: **\$21,300**

Cash – Operating: **\$242,783**

Cash – Reserves: **\$625,978**

Total Cash: **\$868,761**

Unrestricted cash available: **\$137,900**

Expenses under budget: **\$1,160**

At the end of January there were twenty-nine (29) delinquent owners. In December, there were twenty (20) and in November, there were twenty-nine (29). The outstanding balance is \$21,300. There are two payment plans and both plans are current. Alliant continues to make repeated errors when completing the association's financials and the Accounting Department is not completing the monthly reports in a timely fashion.

The Association has \$242,783 in their operating account; \$137,900 is unrestricted available cash which is above the targeted amount. The overall expenditures are \$1,160 below budget. The association's landscape vendor repaired four (4) irrigation leaks, located near the gatehouse, which will reduce utility costs in the future. Two (2) credits were also issued to the association by the law firm, Goede, Adamczyk, DeBoest, and Cross for erroneous billings. The amount was just over \$1,000.

**b. Committee Reports**

- i. Architectural Control** – The committee received a total of eight (8) requests: four (4) for roof replacement, two (2) for exterior paint, one (1) for impact window installation, and one (1) for impact door installation. All of the requests were approved.
- ii. Communications** – Copies of the updated Director’s Manual have been printed. The Committee needs to add tabs and purchase binders. The completed binders will be distributed to the Board of Directors.
- iii. Clubhouse Social** – Thirty (30) homes participated in the community wide garage sale, which took place on February 2<sup>nd</sup>. The committee will host bingo on February 22<sup>nd</sup>, Casino Night on February 29<sup>th</sup>, Book Club on March 2<sup>nd</sup>, breakfast on March 7<sup>th</sup>, Irish Dinner on March 17<sup>th</sup>, and bingo on March 21<sup>st</sup>.
- iv. Finance** – No report.
- v. Fine Appeal** – Richard Macchia reported that the committee received one waiver request. The request was approved.
- vi. Exercise** – No report.
- vii. Vendor Oversight** – Dan Dobson reported that the gates are functioning properly. The roadway gutters were pressure washed this month by Brightside cleaners. There were residents who were unhappy because debris and dirty water was splashed onto their driveways during the cleaning. The vendor rinsed the driveways after all high-pressure cleaning was completed throughout the community. The entry sidewalks were also cleaned, and an algaecide was applied to the concrete. There were residents who expressed the opinion that the cleaning should not have been scheduled at this time as the oak trees were shedding their leaves. The Board will determine next year if they wish to have the cleaning completed in 2021. The roadway gutter and sidewalk cleaning cost approximately \$6 per home. Aquablast has been scheduled to pressure wash the clubhouse roof and exterior walls in March. The total cost to perform all of the pressure cleaning throughout the community will be higher than previously calculated. The cost will be \$10,305.80.

**Motion:** A motion was made by Markus Albrecht to increase the approved budget for pressure cleaning from \$9,000, which was quoted during the January Board of Director’s meeting, to \$10,305.80. Seconded by Lauren Siegel. **All in favor - Motion Passed**

The committee also purchased new shower curtains and rods for both restrooms. They are still collecting bids to update the restrooms. The committee will also consult with an Acoustic Engineer regarding solutions to the acoustic issues in the clubhouse main room. Dan also suggested the HOA purchase a commercial vacuum as the other three (3) vacuums are old and barely functioning.

**Motion:** A motion was made by Markus Albrecht to purchase a Hoover brand commercial vacuum cleaner and vacuum bags at a cost of \$332.99. Seconded by Jim Wisniewski. **All in favor - Motion Passed**

- c. Legal Issues** – There are two (2) accounts with significant delinquent assessments, units 188 and 158; both homes were purchased in 2019. Unit 188 has not made any payments to the HOA since purchasing the home. Unit 158 made a partial payment in December 2019 and the Q1 payment in January 2020. Jim Wisniewski suggested sending a final warning letter to 158 through the office of GADC. Markus Albrecht suggested voting on the issue during the meeting as the HOA will not conduct a Board meeting in March due to the Annual Membership meeting.

**Motion:** A motion was made by Markus Albrecht to proceed with the foreclosure as scheduled on unit 188. Seconded by Jim Wisniewski. **All in favor - Motion Passed**

**Motion:** A motion was made by Markus Albrecht to send a final warning letter to unit 158. In the event no payments are made within thirty (30) days, the HOA will proceed with foreclosure as scheduled. Seconded by Jim Wisniewski. **All in favor - Motion Passed**

Jim discussed additional information regarding the parcels which were recently discovered to belong to the HOA. There is no access to one of these parcels due to its envelopment by private property belonging to the adjacent church, the FPL easement, and Silverlakes homeowners. A review of the insurance policy indicates that the parcels appear to be insured. There is the option of a quit claim deed if a recipient can be found (GSCDD has already declined), however 75 percent of the association's homeowners would have to vote in favor of transferring the parcels and it is unlikely the association would receive that percentage of votes. No further action is required by the HOA at this time.

**d. Rental tracking** – Jim Wisniewski advised there are twenty-three (23) rentals.

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

**f. Homeowner's Forum:**

- 1) A homeowner reported that someone is using the small trash can located at the entrance to the clubhouse to dispose of their pet's waste. She would like to post a laminated sign above the trash can prohibiting that behavior.
- 2) A homeowner asked for details regarding the progress made on the ongoing vacation rental issue. The association's attorney sent a letter and a screenshot of the advertisement on VRBO to the offending homeowner. The homeowner again denied the accusation and the advertisement has since been removed from the internet. The situation is being monitored and a lawsuit may be filed if the owner does not cease the activity immediately.
- 3) A villa owner commented that when their roof was completed by BP Roofing, the vendor did not replace the valley cap. It was confirmed that valley caps are no longer recommended by the roofing industry or Lee County as they create a damn trapping water and debris.
- 4) A homeowner reported that the temporary fence installed by his neighbor after hurricane Irma demolished the cage, is in disrepair. He has contacted Lee County Code Enforcement and the county has contacted the homeowner.
- 5) The Board thanked PJ Stratton for his time on the Board of Directors and announced that there is an open position.

## **6. New Business**

**a) Villa Re-Roofing Schedule-** There have not been any changes in the proposed schedule. Four (4) of the seven (7) roofs have been completed. The remaining three (3) will begin after rainy season this year. The HOA will most likely select another vendor to complete the project and bids will be obtained closer to the project's commencement date. The Board does not anticipate the cost will differ greatly from that offered by BP Roofing. A homeowner asked why the HOA did not attempt to file an insurance claim on behalf of the villa owners. The HOA cannot file a claim on someone else's insurance policy. Because there are fourteen (14) villas and so fourteen (14) separate policies with different carriers and different coverages, the HOA offered two (2) options to the villa owners. The first option was that the HOA would replace the roofs under the current process. The second option was that individual owners could receive their portion of the villa reserves and then could file their own insurance claim. Thirteen (13) of the villa owners voted for the HOA to replace the roofs, to avoid the risk of a lengthy postponement to the project should the claim be denied, and litigation required.

**b) Proxy Card Deactivation-** The HOA has the option to deactivate amenities cards for homeowners with

finances or unpaid assessments on their accounts. A motion must pass, and a letter must be sent to the homeowner whose card will be shut off. The current policy is to deactivate cards if two or more assessments are delinquent or there are unpaid fines of at least \$1,000.

**Motion:** A motion was made by Lauren Siegel to deactivate the amenities cards for units 209, 138, and 287 for unpaid fines or assessments. Seconded by Markus Albrecht. **All in favor - Motion Passed**

**c) Insurance Renewal- Flood Insurance-** The HOA intended to purchase flood insurance for the entry area and clubhouse in 2019, however the premiums were not paid, and the insurance was not obtained. The HOA has obtained and purchased flood insurance for an additional \$4,194 for 2020. All of the other insurance policies, except the Worker's Compensation insurance, have been renewed for 2020.

**d) 2019 Financial Audit-** Markus Albrecht will sign the engagement letter for a full audit of the association's financial statements for 2019.

**e) New Clubhouse Chairs-** Replacement of the clubhouse chairs was discussed. There is an option to purchase thirty-six (36) new chairs at a total cost of \$3,800 including delivery and assembly. The old chairs can be listed on Craigslist or otherwise sold. The quality and durability of the new chairs was discussed. Another option is to reupholster the current chairs however the cost to do so is more than the cost for new chairs. Markus suggested purchasing one (1) new chair to test it. Lauren suggested purchasing four (4) so there would be a complete set around one (1) of the round tables.

**Motion:** A motion was made by Lauren Siegel to purchase four (4) new chairs using funds from the unrestricted available cash to test the quality and durability prior to committing to the expense of thirty-six (36) new chairs. Seconded by Markus Albrecht. **All in favor - Motion Passed**

**f) Website Upgrades-** Volunteers and Jim Wisniewski will meet with the website designer tomorrow. The speed of the site has increased across different device platforms and several other areas have been organized and reformatted.

**g) Lien Foreclosure-Unit 158-** Already discussed.

**g) Voting Certificate-**The voting certificate that Alliant has included in their 2020 Annual Membership meeting mailings was discussed. The certificate was included due to legal issues that arose due to a recall in another Gateway association. The certificate is intended for the purpose of assigning a designated voter if the property is owned by an entity or co-owners cannot agree on their vote.

**Motion:** A motion was made by Jim Wisniewski to remove the voting certificate and to amend the first page of the notice to exclude reference to the certificate. Seconded by Markus Albrecht. **All in favor - Motion Passed**

## 7. Meetings:

**a. Next BOD Meeting** – Wednesday, April 15, 2020. The members meeting is scheduled for Wednesday March 18, 2020.

### Adjournment:

**Motion:** A motion was made by PJ Stratton to adjourn meeting at 8:38 pm. Seconded by Jim Wisniewski. **All in favor – Motion Passed**

**Meeting adjourned at 8:38 pm.**

