

SILVERLAKES-GATEWAY HOA

**c/o Compass Rose Management
1010 NE 9th Street
Cape Coral, FL 33909
239-309-0622**

**Board of Directors Minutes
February 17, 2021 – 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, Rick Anderson; Treasurer, Markus Albrecht; Secretary, James Wisniewski and Director, Claude Marku in attendance. Scarlet Milano, CAM, was also present representing Compass Rose 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 20, 2021 Special Board of Director's Meeting Minutes- 5 p.m.

Motion: A motion was made by Lauren Siegel to approve the January 20, 2021 Special Board of Director's Meeting minutes. Seconded by Jim Wisniewski. **All in favor - Motion Passed.**

b. January 20, 2021 Board of Director's Meeting Minutes- 6 p.m.

Motion: A motion was made by Lauren Siegel to approve the January 20, 2021 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: **\$30,219**

Cash – Operating: **\$249,336**

Cash – Reserves: **\$635,032**

Total Cash: **\$884,368**

Expenses over budget: **\$3,275**

At the end of January there were sixty-six (66) delinquent owners. In December there were fifteen (15) delinquent owners. In November there were twenty-five (25) delinquent owners. The outstanding balance is \$30,219. The increase in delinquent accounts is likely due in part to the change in payment procedures following the transition in management companies. Of the sixty-six (66) delinquent owners, three (3) are with attorney, Richard DeBoest's office. A long-standing delinquent account is in lien foreclosure and is scheduled for sale in March. The HOA is over budget by \$3,275 because of the startup cost for the Tele Entry system. The initial expense for the RFID entry stickers will be partially reimbursed to the Association as residents purchase additional stickers. The HOA has budgeted funds for a 2021 Reserve Study update. The CAM will reach out to Reserve Advisors. The HOA has also budgeted funds for an audit of their 2020 financials. The CAM will reach out to the CPA to schedule an audit planning meeting.

b. Committee Reports

- i. Architectural Control** – Lauren Siegel reported that there were ten (10) applications submitted. All applications were approved. There were two (2) roof replacement requests, five (5) exterior paint requests, one (1) window replacement request and two (2) front entry screen enclosure requests. One (1) request was forwarded to the board per the applicant’s request.
- ii. Communications** – No report.
- iii. Clubhouse Social** – The committee reported that coffee in the clubhouse is every Monday, Wednesday, and Friday. Bingo will be held on Saturday. There will not be a breakfast function in March.
- iv. Finance** – Ray Beard reported for the Finance Committee. The committee suggested the Board consider waiving all late fees and interest until the end of February due to the change in management companies and banks.

Motion: A motion was made by Markus Albrecht to waive all late fees and interest until April 1, 2021. Seconded by Lauren Siegel. **All in favor - Motion Passed.**

The committee had questions regarding budgetary overruns. Jim Wisniewski explained there were some unexpected costs that arose when the Tele Entry system was installed. Securitech hoped to pull wires through conduit located under the pavers at the entry but the conduit had collapsed. This caused the association to have to set up a wireless connection to the system rather than to dig up the entry pavers to install new conduit. There was also electronic equipment in the clubhouse that needed to be replaced. The committee again requested the Board consider not publishing the names of all delinquent owners to the membership. This information is confidential and has never been shared outside of the board and the finance committee. Florida debt collection statutes prohibit the publication of a delinquency list to members. If the finance committee wishes, the information can be removed from the financial reports it receives each month. The committee has a new member, and another resident may join next month.

- v. Fine Appeal** – No appeals.
- vi. Exercise** – No report. Commercial Fitness will replace a cup holder on one of the stationary bicycles.
- vii. Vendor Oversight** – Dan Dobson reported that the leak in the pond at the exit waterfall has been repaired. The VOC will obtain bids for the monthly maintenance of the pool and waterfalls. They will also obtain bids for pest control. Ramiro Rogers Landscaping has damaged two (2) of the LED lights at the entrance monument. The VOC has communicated with Ramiro. They also suggest trimming the bushes at the two (2) entrances to the clubhouse parking lot. Markus Albrecht would like the VOC to obtain landscape bids for the 2022 budget. The VOC obtained bids for pressure cleaning of the entry monument signs, the clubhouse and gatehouse, the waterfall rocks, park benches, stop sign posts, and the pool awning. They recommend Ultra at \$595.

Motion: A motion was made by Lauren Siegel to accept the bid from Ultra at a cost of \$595. Seconded by Markus Albrecht. **All in favor - Motion Passed.**

Ritchie Grethey reported that Solitude Lake Management has cleaned the lights in the lake fountains following a report that the lights were dim. There have been reports of issues with the RFID stickers. The VOC has found that many stickers have been placed incorrectly on

windshields and some residents are driving too fast as they approach the RFID reader. The VOC recommended the purchase and installation of a Knox Box which will allow the Fire Department to enter the building without damaging the doors. Keys to the clubhouse and proxy cards will be placed inside of the Knox Box and the Fire Department will have the only key to the box.

Motion: A motion was made by Lauren Siegel to purchase the Knox Box. Seconded by Jim Wisniewski.
All in favor - Motion Passed.

VOC also researched the ADA codes on the motion detector and exit button at clubhouse. These need to be replaced per the Fire Department. Securitech provided an estimate to repair the motion detector and exit button for \$639.45.

Motion: A motion was made by Lauren Siegel to accept the bid from Securitech to repair the motion detector and exit button. Seconded by Claude Marku. **Discussion followed - Motion Failed – Item will be Tabled.**

The Board discussed the fact that the motion detector and exit button worked prior to Securitech's installation of the new camera system. The Board believes Securitech should return both items to their state prior to their involvement. Lauren will reach out to Edwin and Tony from Securitech for an explanation regarding why these items no longer work.

vii. Committee for Updating Community Standards- Mailboxes – Judy Dobson reported that the current mailbox standard is twenty-four (24) years old. 217 of the mailboxes are not set per the USPS requirements. Several mailboxes do not match the current community standard and because they are “grandfathered in” the community has several different styles throughout. The VOC suggested the HOA revise the community standards to require all future mailbox replacements by current owners be of the exact type of black metal mailbox and address numbers as displayed at the clubhouse entry. Further, all new homeowners would be required to replace their mailboxes within thirty (30) days of their home purchase. The transfer application would need to be modified. The new mailbox current cost is approximately \$420. Homeowners would be responsible for all costs and any damages that occur during installation. The proposal would result in a mix of mailbox types and colors in the community for over a decade. The Board will consider the recommendation.

c. Legal Issues – The Board discussed the home that is scheduled for foreclosure on March 3, 2021. If the association obtains the home, they will need to insure the property, change the locks, have the utilities transferred over to the association, and maintain the property's pool, landscaping, and interior. The homeowners informed the judge that they will vacate the property by March 3, 2021. Jim and Markus will coordinate for the care of the items that need to be addressed if the HOA gets the property. Claude Marku will take the lead on the ground if the HOA obtains the property as he is a long-time rental property business owner. The CAM will reach out to Brown and Brown regarding insurance if the association is the sole bidder.

d. Rental tracking – Jim Wisniewski advised there were twenty-three (23) rentals in Silverlakes. There may be two (2) duplicates on the report. Jim and the CAM will work on the report.

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

f. Homeowner's Forum:

- 1) A homeowner reported that she observed a USPS driver enter the community through the exit side.

6. New Business

a) Entry System Update- This has already been discussed.

b) Gym & Clubhouse Door Motion Detector- This has already been discussed.

c) Noise Complaint-Shoreside Court- The Board has eight (8) complaints regarding excessive noise from a specific property on Shoreside. The Fines Appeal Committee waived three (3) of the fines last year. Jim Wisniewski recommends contacting attorney Richard DeBoest's office for a Cease and Desist. If the association can get an injunction against them, the association can contact the police.

c) Lien Foreclosure Sale Update- This has already been discussed.

b) GSCDD Vegetation Removal- Gateway Services Staff will treat the littorals in the lakes behind individual homes at the homeowner's request.

a. Next BOD Meeting – Annual Membership Meeting-Wednesday, March 17, 2021.

Adjournment: With no further business to discuss, the meeting adjourned at 8:01 pm.

Meeting adjourned at 8:01 pm.