

SILVERLAKES-GATEWAY HOA

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

**Board of Directors Minutes
November 16, 2022 – 6:00 pm
Silverlakes Community Clubhouse**

1. Establish Quorum/Call to Order: The meeting was called to order at 6:01 pm with President, Lauren Siegel; Vice President, Joe Connors; Treasurer, Catherine LeGendre; Secretary, James Wisniewski; and Director, Claude Marku (via speaker phone) 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. October 19, 2022, Board of Director's Meeting Minutes

Motion: A motion was made by James Wisniewski to approve the **October 19, 2022**, Board of Director's Meeting minutes. Seconded by Joe Connors. **All in favor - Motion Passed.**

5. Consideration & Adoption of the 2023 Budget: Catherine LeGendre reported that overall, the association will incur an 1 % increase in the 2023 operating expenses in the amount of \$3,363. Administrative costs will increase \$4,684. Utilities will increase \$1,400. The reserves contribution will increase \$1,500. Repairs and Maintenance will decrease \$4,621. Landscape Improvements will decrease. The assessments for single family homes will be \$241 and the villas will be \$614.

Motion: A motion was made by James Wisniewski to approve and adopt the proposed 2023 Budget. Seconded by Lauren Siegel. **All in favor - Motion Passed.**

6. Old Business

a. Treasurer's Report: The report was provided by Catherine LeGendre.

Aged Owner Balances Total: **\$12,604**

Cash – Operating: **\$244,377**

Cash – Reserves: **\$751,518**

Total Cash: **\$995,895**

Expenses under budget: **\$3,682**

At the end of October there were forty-one (41) accounts in arrears totaling \$12,604. The Board suspended late fees and interest in October due to Hurricane Ian. One (1) account is with the attorney, thirty-one (31) accounts have not paid their assessments and six (6) accounts have outstanding fines.

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

c. Committee Reports

i. **Architectural Control** – There was one (1) ACC request for exterior paint.

ii. **Communications** – Input for the newsletter is due by Monday.

iii. **Clubhouse Social** – The following events have been scheduled:

Nov 19 – Harvest Dinner 6:00 p.m.

Nov 26 – Bingo

Nov 27- Holiday Decorating Party & Tree Lighting Ceremony

Dec 3 – Breakfast with Santa

Dec 3 – Gingerbread House Contest

Dec 17 – Bingo

Dec 19 – Book Club

Dec 31 – New Year’s Eve Party

iv. **Finance** – The Finance Committee sent the report to the Treasurer; no additional questions at this time.

v. **Fine Appeal** – One (1) parking violation was considered. The fine was not waived.

vi. **Exercise** – Commercial Fitness completed the October preventative maintenance visit. The interior and exterior of all machines were cleaned. The vendor also lubricated, calibrated, and adjusted all machinery.

vii. **Vendor Oversight Committee**– Dan Dobson reported that the remaining gutter work has been completed. A new “Green Thumb” committee member is needed. The entrance waterfall needs a new circulation pump. Bernie Pacquin is researching the replacement of the AC preventative maintenance company. The current vendor, Service Experts, is no longer able to service commercial accounts.

Ritchie Grethey reported on the four (4) bids obtained for the replacement of the four (4) gate operators. The equipment will take 2-3 weeks for shipping. The installation time is 3-4 weeks. Three (3) of the companies bid a Liftmaster 1/2 HP motor. The estimate from Securitech 1 is for a Viking 1 HP motor. The three (3) companies who proposed the Liftmaster motor stock parts for the motors at their warehouses. Securitech 1 would have to rely on the manufacturer if parts were needed. All proposed motors have a one (1) year warranty. The Board and the VOC are unhappy with the current vendor, Securitech 1. The vendor is non-responsive, unorganized, and on most occasions promises things they are unable to deliver. Securitech 1 sent Ritchie twenty-one (21) different versions of their bid. These versions all had different identifying numbers, and some were incorrectly titled invoices. This caused a lot of confusion and additional work for the VOC and the Board. One (1) of their bids was for sliding gates. Silverlakes has swing gates. Additionally, during the VOC’s research, they discovered that Silverlakes’ entry system has never been cloud based, as promised by Securitech 1. This has caused several issues programming access cards and RFID stickers. The HOA was also promised that they would have access to the database, either through the management company, the Board, or both however, the management company was only granted access to the database for a brief period of time after several denied requests were made. Currently, in order for RFID stickers and access cards to be activated, Securitech 1 must come to the guardhouse and activate them. Securitech 1 did repair the metal gates damaged during Hurricane Ian promptly.

Motion: A motion was made by Lauren Siegel to move the \$7,960.88 cost of the gate leaf repair from the operating account to the reserve account. Seconded by Jim Wisniewski. **All in favor - Motion Passed.**

Motion: A motion was made by Jim Wisniewski to approve the estimate prepared by Key Security for the replacement of the gate operators. Seconded by Lauren Siegel. **All in favor - Motion Passed.**

Ritchie spoke with a representative from Brivo's corporate office regarding locating a Brivo authorized dealer so the HOA can move to another vendor to manage the community access points and gate database. The representative provided Ritchie with two (2) local authorized Brivo dealers. These two (2) vendors can train the Board on using the cloud-based system for a nominal amount. The VOC recommends shifting away from Brivo altogether as authorized Brivo dealers are difficult to find locally, and it limits the HOA's ability to competitively bid projects and it could potentially bind the HOA to a vendor they are not happy with. The HOA has hired Key Security for several projects in the past and has been satisfied with their work. Key Security can move the HOA away from Brivo by removing all Brivo equipment, replacing the equipment with Liftmaster equipment. There are numerous Liftmaster authorized dealers in the area. The cost would not exceed \$10,000.

The cameras by the entry that are not currently functioning are not part of the Brivo system and have to be addressed separately. Securitech1 stated that the cameras were damaged and needed to be replaced, however, it is possible that the problem is a damaged switch in the gatehouse that controls the cameras. Joe Connors suggested holding off on replacing the cameras until he can determine if the switch is the problem. If the problem with the cameras is caused by the switch the cost would be approximately \$200 to fix. Joe will work with Securitech 1 to try to get the cameras up and running.

Motion: A motion was made by Lauren Siegel to have Joe Connor move forward with working with Securitech 1 on the cameras. Seconded by Jim Wisniewski. **All in favor - Motion Passed.**

The VOC obtained three (3) bids for the 2023 common area and villa landscaping contract with mulch and tree trimming included. The committee also asked the landscape vendors to bid on replacing the bushes in the front entry island and at Silver Park. The new bushes would be Mammie crotons and Trinet shrubs.

Motion: A motion was made by Lauren Siegel to remain with Rodgers Landscaping for the 2023 common area and villa landscape contracts. Seconded by Joe Connors. **All in favor - Motion Passed.**

Motion: A motion was made by Joe Connors to accept the estimate prepared by Rodgers Landscaping for the entry island and Silver Park renovations. Seconded by Catherine LeGendre. **All in favor - Motion Passed.**

Timber's Tree Service will be trimming the trees that hang over the roadway after the holidays. There is one (1) tree that the vendor recommends taking down as it is decaying and could fall during another intense storm. The owner of the tree already has plans to remove this tree.

The VOC and the Social Committee have finalized the clubhouse interior paint selections. They will paint swatches of the color choices on the interior walls for homeowners to view. Homeowners will be asked to vote on their favorite color choice. The Board previously considered three (3) bids the VOC obtained for painting the interior of the clubhouse. The bids

also included painting the ramp and walkways to the clubhouse along with the stairs leading to the porch.

Motion: A motion was made by Jim Wisniewski to accept the proposal prepared by Ryan Hammond to paint the interior of the clubhouse and the walkway ramp area (color to be determined after the community can vote on the paint swatches). Seconded by Joe Connors. **All in favor - Motion Passed.**

d. Legal Issues –

i. Deactivation of Proxy Cards- There are no new cards that need to be deactivated.

ii. Lien Foreclosure Authorization –

Motion: A motion was made by Jim Wisniewski to direct GDC to move forward with the lien foreclosure suit for account 18397. Seconded by Catherine LeGendre. **All in favor - Motion Passed.**

iii. CDD Lake Bank Remediation Update – The north and middle lakes were originally scheduled for bank remediation last year during our dry season however, the CDD staff failed to timely follow up on the county permits delaying the start date and rainy season started early so the project was delayed one (1) year. The remediation is now scheduled to begin shortly after Thanksgiving. Lake vendors will be in the community in the next week surveying and mobilizing for the remediation. The north and middle lakes will be done this year. The south lake will be completed in the future.

ii. Rental tracking – The report generated by Compass Rose indicates twenty-one (21) rentals.

e. Association Manager’s Report – The CAM read her report which included the proposal to replace the fountain circulation pump at the entrance waterfalls.

Motion: A motion was made by Lauren Siegel to accept the proposal prepared by Gulf Stream pools for the fountain circulation pump replacement. Seconded by Jim Wisniewski. **All in favor - Motion Passed.**

f. Homeowner’s Forum:

- Homeowner asked the Board to explain how they were able to confidently increase the budget by only 1% when the CPI is at 8%. Jim Wisniewski explained that items that drive the CPI such as food, housing, transportation, and medical expenses do not affect the HOA. Additionally, some budgeted items such as bad debt expense could be reduced as the number of homeowners in arrears has decreased and the money is no longer needed. Repairs and maintenance and landscape improvements also decreased.
- Homeowner commented that Securitech 1 should be replaced. They question why the HOA is still doing business with them.
- Homeowner commented on political signs in the community. He would like the Board to approve sending an email blast to the residents directing them to remove any signs they are displaying in their lawns.
- Homeowner commented that many of the lawns in the community have “Florida Snow” weeds.
- Homeowner commented that replacing the AC preventative maintenance vendor should be a matter of extreme importance. Failing to act with urgency could result in equipment deterioration which could lead to premature equipment replacement. Maintaining the costly AC system is critical.
- Homeowner asked if the Board has noticed a decrease in FPL expenses since the gates have been non-functioning. There has been a decrease of approximately \$200.

7. New Business

a. Halloween 2022 – Joe Connors commented that it was his understanding that if the debris was cleaned up for Halloween 2022, there would be no restrictions as to who could enter the community for trick-or-treat. Joe Connors asked the security company to update their post orders and allow everyone to enter during the final hours of trick-or-treating. A homeowner read a letter he composed for the Board regarding the Halloween hours. He disagreed with the Board’s decision regarding restricting outsiders. He commented that in previous years the gates have been open. The only restriction observed was the prohibition of cars entering the community.

Motion: A motion was made by Joe Connors to allow all trick or treaters inside the community during future Halloween events with the restriction on cars to remain in effect. Seconded by Lauren Siegel. Affirmative votes: Joe Connor, Lauren Siegel, Catherine LeGendre. Negative Votes: Jim Wisnewski -
Motion Passed.

8. Next BOD Meeting –January 18, 2023

Adjournment: With no further business to discuss, the meeting adjourned at 8:33 pm.

