

SILVERLAKES-GATEWAY HOA

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

**Board of Directors Minutes
May 17, 2023 – 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, Joe Conners; Treasurer, Catherine LeGendre; Secretary, Manoj Sam; in attendance. Director, Claude Marku, was absent. 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. April 19, 2023, Board of Director's Meeting Minutes

Motion: A motion was made by Lauren Siegel to approve the **April 19, 2023**, Board of Director's Meeting minutes. Seconded by Catherine LeGendre. **All in favor - Motion Passed.**

5. Old Business

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

Aged Owner Balances Total: **\$11,700**

Cash – Operating: **\$216,577**

Cash – Reserves: **\$763,211**

Total Cash: **\$979,788**

Expenses over budget: **\$826**

In April there were forty-eight (48) homeowners in arrears totaling \$11,700. In March there were seventeen (17) owners in arrears totaling \$5,142. One (1) owner is currently with the attorney. This will be resolved during the closing of the real estate transaction. There are ten (10) fines. The total due in quarterly assessments is \$7,889. The HOA has a 24-month CD maturing in October 2024 with Bank of the Ozarks in the amount of \$139,000. The HOA could close this CD early and move the funds to a higher yielding CD.

Motion: A motion was made by Catherine LeGendre to terminate the CD held at Bank of the Ozarks and reinvest into a 7-month CD at 4.4% APR. There is an early termination fee of approximately \$100. The interest that will be earned by the new seven (7) month CD is approximately \$3,533. Lauren seconds. **All in favor – Motion Passed.**

Motion: A motion was made by Lauren Siegel to approve the Treasurer's Report. Seconded by Joe Conners. **All in favor – Motion Passed.**

c. Committee Reports

i. Architectural Control – There were four (4) ACC requests for May. All were approved.

- One (1) Exterior Paint Request.
- One (1) Pool Cage Replacement Request.
- One (1) Window Replacement Request.
- One (1) Window and Door Replacement Request.

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

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

- May 20** – Bingo 7 pm
- June 2** – Book Club at 2 pm
- June 17** – Bingo
- July 4** – Annual July 4th Cookout and decorated golf cart parade.

Game nights are held every Monday, Tuesday, and Thursday. Morning coffee is held every Monday, Wednesday, and Friday.

iv. Finance – Ray Beard reported that FPL has raised their rates and fuel costs, which has increased the electric bills the HOA receives. The timers that have been added to the entryway waterfalls have had a positive result on the invoices. Ray Beard suggested switching the community pool from electric heat to solar powered heat.

v. Fine Appeal – There were no appeals.

vi. Exercise – There was no report. The new elliptical has been delivered. Jan Pro will begin to disinfect the gym floor weekly as part of their maintenance contract.

vii. Vendor Oversight Committee– Joe Dowling reported on the clubhouse acoustics project. Several options have been explored over the past couple of years to address the issue including the use of sound absorbing wall panels and cellulose spray applied to the ceiling. An acoustical engineer was also consulted, and he prepared a report of his recommendations following his inspection of the clubhouse space. The VOC then reached out to companies in Tampa, Naples, and Ft. Lauderdale for bids. The costs ranged from \$13,700 - \$24,050. The VOC recommended the bid from Florida Spray Systems in Naples for a one (1) inch application of a cellulose product called Sona Spray applied to the ceiling and a small section of the wall. The spray is applied directly to the drywall. Florida Spray Systems has proposed that they can complete the job in 2-3 days following the arrival of the material, which is 2-3 weeks out. All interior furnishings and décor will need to be removed from the space before work can commence. The Board will rent two (2) PODs during the project for the storage of the furniture and pictures.

Motion: A motion was made by Joe Conners to move forward with the bid prepared by Florida Spray Systems Inc. in the amount of 13,700 to be paid from the reserves. Seconded by Lauren Siegel. **All in Favor – Motion Passed.**

Two (2) bids were obtained to repair the eight (8) small can lights in the clubhouse ceiling. One (1) bid was obtained to cover the lights with plastic covers. The original function of the lights was to illuminate a model of the HOA while the developer was trying to sell lots. Several homeowners are opposed to the lights being covered as they like the additional light offered during the evening events. There are also three (3) cameras that no longer function on the clubhouse ceiling. The VOC recommends removing the cameras. The cost is \$309.10. The VOC obtained a bid to replace two (2) cameras in the amount of \$1,500.12. One (1) camera mounted

outside and pointed at the clubhouse double entry doors is \$960.86. Any additional cameras will need a new NVR.

Jane Grethey discussed the gate equipment and the issues that have been ongoing since Hurricane Ian. Following the hurricane, attempts were made to reach the HOA's gate vendor, Securitech 1. Since most of the attempts to reach Securitech 1 were unsuccessful, the VOC was made to investigate other gate and gate database companies. The HOA eventually hired Key Securities, who they have worked successfully with previously, to repair the four (4) damaged gate operators and to take over the owner database for proxy card and RFID sticker entry. As Key Securities began to replace the damaged equipment at the gate, they discovered damaged conduits under the pavers at the entrance which prevented them from running the cables and wires from the guardhouse to the new call box. The pavers were removed, and a new conduit was installed under the roadway. A new call box was then installed. Securitech 1 would not provide the existing database information that they had so Key Securities and Jane Grethey had to piece together the information that they could find in order to rebuild the database. This consisted of information compiled on a spread sheet and obtained from Securitech 1 two (2) years earlier, information CRM began compiling when Securitech 1 stopped responding to the HOA in August of 2022, and information obtained directly from the owners following several email blasts requesting the information. Despite efforts to obtain the database information, there remained several proxy cards and RFID numbers that were not recorded. Additionally, 10% of the residents have not responded to the HOA's email blasts requesting their proxy card and RFID sticker numbers. Key Security has also replaced the RFID card reader and will move it to the east side of the entry swing gates on Monday. This should resolve the issues with the stickers not opening the gate and will be completed at no cost to the HOA. Key Security has also reset the gate exit detector to open for motorcycles. Some lighter vehicles, such as a Vespa, may not weigh enough for the sensor to detect the vehicle. Key Security does recommend switching to a Liftmaster RFID reader as it is a more reliable piece of equipment but the Liftmaster reader will not read the existing RFID stickers so all 329 homes would need new stickers. The cost for the stickers would be approximately \$8,500.

The VOC would like to obtain bids for the 2024 Landscape Contract. The Board discussed the annual attempt by the VOC to replace Rodgers Landscape.

Motion: A motion was made by Joe Conners that the VOC get bids based on the majority of the Board's request only. The Board must preauthorize bid requests. Three (3) bids must be obtained unless there is a reasonable cause to prevent three (3) bids. Once the bid is selected by the Board, all contracts will be passed onto CRM. The Board will work with the vendor alongside the VOC. Seconded by: Manoj Sam. Discussion: Lauren Siegel commented they are already doing this. The VOC only gets bids if the Board requests it. Catherine added that the full Board needs to be informed on what the VOC is getting bids for and what the status of the various projects are. The Board is not fully informed about the details of certain projects such as the gates. **All in favor – Motion Passed.**

d. Legal Issues –

- i. Deactivation of Proxy Cards-** There are no new proxy cards to be deactivated at this time.
- ii. Rental tracking –** The report generated by Compass Rose indicates twenty-two (22) rentals.

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

f. Homeowner's Forum:

- Homeowner asked how the acoustic project will impact the reserves. There is no negative impact on the reserves. The Board expected the paint and acoustic projects to be approximately \$30,000. The bid for the acoustic project and the paint project are under budget.
- Homeowner suggested after six (6) months with the gates remaining open, perhaps they are not needed.
- Homeowner suggested adding arms to the gates so there are two (2) barriers vehicles must travel through to enter the community.
- Homeowner commented that the new Board needs to be able to work together and that the Board meeting is the time to conduct professional business. The current Board meetings appear to lack structure and order. The agenda is not being followed, members are talking out of turn, which is causing the meetings to last too long, and the meetings are no longer efficient.
- Homeowner questions the amount of money spent on cameras in the clubhouse. Homeowner made the comment that the Board should not be watching the residents in the clubhouse without a cause. He feels it could be construed as spying on the residents. He questions a return on the investment. He cannot recall a time when the cameras ever successfully captured any resident who caused damage or mayhem at the clubhouse.
- Homeowner commented that the owners residing near the clubhouse are taking advantage of the clubhouse parking lot by using it as overflow parking. Homeowner suggested amending the governing documents to include a limit on the number of vehicles permitted per home.
- Homeowner wanted to know how we can get in touch with the full community. The volunteers who manage the HOA's website have email addresses for almost all 329 homes. Homeowner suggested sending a text or a mass automated voice message via phone in addition to email blasts.

6. New Business –

- a. Vendor Oversight Committee – Already discussed.

7. Next BOD Meeting - August 16, 2023 – BOD Meeting

Adjournment: With no further business to discuss, the meeting adjourned at 8:36 pm.

Motion: A motion was made by Joe Conners to adjourn the meeting at 8:36 Seconded by Sam Manoj. **All in Favor – Motion Passed.**

