

SILVERLAKES-GATEWAY HOA

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

**Board of Directors Minutes
August 16, 2023 – 6:00 pm
Silverlakes Community Clubhouse**

1. Establish Quorum/Call to Order: The meeting was called to order at 6:00 pm with Vice President, Joe Conners; Treasurer, Catherine LeGendre; Secretary, Manoj Sam; and Director, Claude Marku in attendance. Scarlet Milano, CAM, was also present representing Compass Rose Management. Joe Conner announced that Lauren “Bird” Siegel has resigned from the Board effective Monday, August 14, 2023.

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. May 17, 2023, Board of Director’s Meeting Minutes

Motion: A motion was made by Catherine LeGendre to approve the **May 17, 2023**, Board of Director’s Meeting minutes. Seconded by Claude Marku. **All in favor - Motion Passed.**

b. June 12, 2023, Board of Director’s Meeting Minutes

Motion: A motion was made by Catherine LeGendre to approve the **June 12, 2023**, Board of Director’s Meeting minutes. Seconded by Claude Marku. **All in favor - Motion Passed.**

5. Old Business

a. Treasurer’s Report: Catherine LeGendre reported that the short version of the monthly financials was inadvertently sent to the members. The Board will share the short version of the monthly financials semi-annually as the Board received several requests to do so.

Reporting as on July 31, 2023:

Aged Owner Balances Total: 7,900
Cash – Operating: 225,366
Cash – Reserves: 740,484
Total Cash: 965,850
Expenses under budget: 192

There are twenty-seven (27) delinquent assessment accounts. The outstanding assessments owed as of July 31, 2023, are \$4,152. There are ten (10) fines totaling \$2,598. One account is with the attorney totaling \$1,145.

In 2023, the HOA used \$45,730 from the reserve accounts.

Ian Gate Repairs: 15,600
Acoustic Project: 15,050
Clubhouse Painting: 10,567

Elliptical: 4,513

Throughout the remainder of 2023, \$28,000 will be deposited into the reserve accounts. The reserve account balance at the end of 2023 will be \$757,194.

Motion: A motion was made by Joe Conner to approve the Treasurer's Report. Seconded by Catherine LeGendre. **All in favor – Motion Passed.**

c. Committee Reports

i. Architectural Control – There were three (3) ACC requests in August. All were approved.

Two (2) Roof Replacements

One (1) Solar Panel Replacement

ii. Communications – No Report

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

August 19 – Bingo 7 pm

September 9 – Taco Dinner

September 11 – Book Club

September 16 – Bingo

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

iv. Finance – There was no report.

v. Fine Appeal – There were no appeals.

vi. Exercise – There was no report.

vii. Vendor Oversight Committee– Joe Dowling reported that the entry gate is fully operational. The VOC is working on a spreadsheet that will contain contract information on all the HOA's vendors. The VOC has met with several landscape vendors to bid for the 2024 monthly contract. They recommend terminating the contract with Ramiro Rodgers Landscape effective January 2024 and hiring Leapin' Lawns. Leapin' Lawns' proposal was \$13,000 less than Ramiro Rodgers for the 2024 monthly landscaping contract. Painting and acoustic projects have been completed. All the interior recessed can light fixtures in the clubhouse main room have been changed.

Motion: A motion was made by Joe Conners to terminate the contract with Ramiro Rodgers Landscape effective 1/1/2024 and to hire Leapin Lawns for 2024. Seconded by Catherine LeGendre. **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-five (25) rentals.

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

f. Homeowner's Forum:

- Homeowner asked what financial reports will be shared on a semi-annual basis? Answer: the short version of the financials that were inadvertently shared with the members in July will be shared with the members twice per year. He thanked the Board for sharing the reports. Homeowner also asked why there is a negative balance with one of the CIT accounts. He also asked why under the Budget Comparison Report the actual revenue is different than the budgeted revenue. Homeowner also asked why the HOA website is over budget. Catherine will look into the matters and if necessary a journal entry can be requested. Homeowner asked if clubhouse maintenance and exercise equipment was over budget. We are approaching the total budgeted amount but there are still some funds left in 2023. Homeowner asked why the landscape improvements, mulch, and tree trimming were over budget YTD. There are no further expenses expected for these GLs through the rest of the year. Tree trimming was approved. No further tree trimming will be done. Some trees had died due to Ganoderma and while the expense was unexpected, the removal of the trees could not be avoided. The mulch was spread at the end of 2022, but the invoice was not received and paid until 2023. This expense was last year's expense.
- Homeowner commented that in the future the gate leaves need to be removed prior to any threat of a tropical storm. The extensive damage caused due to Hurricane Ian could have been partially prevented if the leaves were removed.
- Homeowner thanked Lauren Siegel for his eleven (11) years of volunteer service on the Board of Directors.
- Homeowner further commented that Lauren Siegel genuinely wanted to help the community and the residents of Silverlakes. He suggested a card or thank you letter be sent to Lauren.
- Homeowner thinks the waterfalls are a waste of money. They constantly leak, break down, and the repair costs are too frequent. He suggested their removal and a replacement with landscape.
- Homeowner wanted to know how we can get in touch with the full community. Answer: The volunteers who manage the HOA's website have email addresses for almost all 329 homes.

6. New Business –

- a. HOA Debit Card – The HOA would like to order a debit card for Board use. The current process involves Board members and volunteers purchasing items for HOA use and then submitting receipts and seeking reimbursement from CRM. This reimbursement can take several days for the homeowner to receive. It is not proper that residents are using their personal funds for HOA items. The debit card would have a spending limit and the card would be left in the control of the President and/or Secretary. The Board would work with CRM to set a spending limit for the debit card. CIT does require background checks on the Board members who would hold the cards and receipts for all purchases must be sent to CRM so the purchases can be correctly accounted for.

Motion: A motion was made by Joe Conners for the HOA to open a debit card linked to the CIT operating account. The spending limit is to be determined. Seconded by Sam Manoj. **All in Favor – Motion Passed.**

- b. Camera Policy – At the last Board meeting, a homeowner commented that the common area cameras should only be viewed when a specific reason warrants it. Homeowners have the right to a certain amount of privacy when they are using the pool, fitness center, and clubhouse main room. It has made homeowners uncomfortable when they have been informed that they were watched as they enjoyed the amenities. Board members should not be viewing the cameras because they want to see how many people are at the morning coffee or how many people are attending a private event during a clubhouse reservation. In response, the Board has created a new camera policy. The cameras will no longer be accessible from anyone’s cell phone. If there is a reason to review the camera footage, a Board member will fill out a logbook and the cameras will only be viewed from the clubhouse office for that specific reason. The cameras will only be viewed if two (2) Board members are present in the clubhouse office.

Motion: A motion was made by Joe Conners to pass the camera policy. Seconded by Sam Manoj. **All in Favor – Motion Passed.**

- c. LCSO Community Liaison, Angelo Vaughn, visited the community and offered to bring an ice cream truck and the sheriff’s office’s robotic dog to an event at the HOA.

7. Next BOD Meeting – September 20, 2023 – BOD Meeting

Adjournment: With no further business to discuss, the meeting adjourned at 7:32 pm.

Motion: A motion was made by Claude Marku to adjourn the meeting at 7:32 p.m. Seconded by Sam Manoj. **All in Favor – Motion Passed.**

