

**SILVERLAKES-GATEWAY HOA**

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

**Board of Directors Minutes  
November 22, 2023 – 6:00 pm  
Silverlakes Community Clubhouse**

**LCSO** – Lieutenant, Angelo Vaughn, from the Lee County Sheriff's Office addressed the members. LCSO has been monitoring the traffic at the two Gateway schools. They are attempting to move traffic though the round – a – bout during school pick up hours. Several complaints have come in regarding the use of golf carts. All golf cart operators on county or city roadways must have a valid driver's license. Golf carts cannot be driven on the sidewalks, they can only be driven on the grass area. They can also not be driven on the roadways because they cannot be registered with the DMV. Silverlakes' roadways are private. Golf carts can be driven on the HOA's roadways.

- 1. Establish Quorum/Call to Order:** The meeting was called to order at 6:19 pm with President, Joe Conners; Vice President, Ray Beard; Treasurer, Catherine LeGendre; Secretary, Manoj Sam; 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. October 25, 2023, Board of Director's Meeting Minutes**

**Motion:** A motion was made by Ray Beard to approve the **October 25, 2023**, Board of Director's Meeting minutes. Seconded by Claude Marku. **All in favor - Motion Passed.**

**5. Consideration & Approval of the 2024 Budget –**

There are expected increases in five (5) operating accounts. The Management contract with CRM will increase by 4%. Insurance premiums are expected to increase by 25%. Utilities, contractual increases with vendors, and administrative cost will also increase. The new landscape vendor, Leapin' Lawns, will save the HOA approximately \$13,000 per year. Reserve contributions for 2024 are \$58,000. The single-family homes quarterly assessment for 2024 is \$248 and the villas is \$591. The HOA assessment at \$248 is still lower than the assessments were in 2018, 2019, 2020, and 2021.

**Motion:** A motion was made by Ray Beard to approve the 2024 Budget as submitted. Quarterly assessments at \$248 for single-family and \$591 for villas. Seconded by Sam Manoj. **All in favor – Motion Passed.**

**Old Business-** Joe Conners reported that the pool light was leaking. This was repaired but there is still a small leak. The vendor, Duck Duck, will arrive Friday to investigate this secondary leak. The repairs to the roof and gutters caused by Hurricane Ian have been repaired. The AC safety switch was replaced. The power outage earlier today caused the gates to malfunction, but this has been remedied by the time of this meeting.

**6. Treasurer's Report:** Catherine LeGendre reported.

Reporting as of October 31, 2023:

Aged Owner Balances Total: 4,100.

Cash – Operating: 231,513

Cash – Reserves: 734,191

Total Cash: 965,704

In September there were sixteen (16) delinquent assessment accounts totaling \$4,069. Nine (9) of those were from fines and seven (7) were from past due assessments. In August there were twenty-six (26) delinquent assessment accounts. At the end of October there are forty (40) past due accounts. \$2,298 is due to outstanding fines and \$5,888 is due to past due assessments. There are budget to actual overruns in Repairs and Maintenance and Administration.

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

**7. Old Business**

**a. Committee Reports**

**i. Architectural Control** – There were four (4) ACC requests in November. All were approved.

One (1) Exterior Paint and Driveway Expansion

One (1) Gutter Installation on the first floor

One (1) Raised Garden Bed

One (1) Driveway Concrete Overlay Application

**ii. Communications** – There was no report.

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

**November 25** – Bingo at 7 p.m.

**November 26** – Decorate the Clubhouse, Guardhouse, and the Entry Gates

**November 26** – Tree Lighting Ceremony at 7 p.m. with a holiday sing a long RSVP to Pat Macchia

**December 2** – Breakfast with Santa from 9:30 – 10:30 p.m.

**December 16** – Bingo at 7 p.m.

**December 31** – New Year's Eve Party 7-10 p.m. RSVP to Pat Macchia by December 22

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

**iv. Finance** – The Finance Committee appointed Toros as their Secretary. The appointment of the Committee Chair has not yet occurred.

**v. Fine Appeal** – No requests were received.

**vi. Exercise** – There was no report.

**vii. Vendor Oversight Committee** –Dan Dobson stepped down as Chair of the VOC. Joe Dowling will replace him as Chair of the VOC moving forward. Painting of the ramp at the clubhouse due to chipped paint will take place shortly. The common area park benches were cleaned. The fountain timers in the HOA's ponds were adjusted. The VOC received a bid to soft wash the exterior coach lights at the pool and the cleaning has been completed. Leapin' Lawns recently applied fertilization and pest control to the common areas. They will adjust some irrigation heads in the cul-de-sacs that are watering the roadways rather than the landscaping. Claudia Lisena is working with and overseeing the janitorial company, Jan Pro.

**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.

**8. New Business –**

**a. LCSO –** This was already addressed.

**9. Homeowner's Forum:**

- Homeowner asked why he had to wait until the homeowner's forum to ask a question. Joe Connor is following Robert's Rules so the meetings are organized and efficient.

- Homeowner asked what the reserve study suggested the reserve contribution be. Answer 78,000. The HOA is using \$20,000 from surplus funds. A new reserve study will be conducted in 2024.

**10. Next BOD Meeting –** January 24, 2024

**Adjournment:** With no further business to discuss, the meeting was adjourned at 6:45 pm.