

**What: Monthly Board Meeting**  
**When: Wednesday, December 11, 2019**  
**Where: Veranda Club, 2<sup>nd</sup> floor**

**Board of Directors Meeting – Agenda/ Minutes**

<p><b>Call to order, introduce Board members attending</b>          President – Toby Maners - present          Vice President – Glenn Calabrese - present          Treasurer – Debbie Covitz - absent          Secretary – Julie Goodwin - present          Director – Jill DePalo - present          Director – Hugo Infante - absent          Director – Ed Keisch - present          Alternate Director – Mark McCullough - present          Owners attending: 0</p>	
<p><b>Motion made by _Toby_, seconded by _Glenn_:</b> Approve (and waive reading) Minutes from 11/6/19 Board Meeting:  <b>In Favor: All</b>  <b>Against: None</b></p>	
<p><b>Report from the Treasurer</b></p> <ul style="list-style-type: none"> <li>• 2019-20 Dues as of 11/6/19: Paid in full – 215.</li> <li>• 2018-19 Dues as of 11/5/19: Paid in full – 215.</li> <li>• HOA budget, bank account status as of 12/11/19: \$76,892.45 in accounts.</li> <li>• HOA Budget for 2019-2020: need budget vs actuals by line item, including projected spending on light repairs</li> </ul>	Treasurer
<p><b><u>Committee Reports</u></b></p>	
<p><b><u>Neighborhood Watch/ Crime (Jackie Perez, Kim Carpenter)</u></b></p>	
<ul style="list-style-type: none"> <li>• Neighborhood Watch report from NW Block Captains. <b>No NW block Captains attended the meeting, so no updates.</b></li> </ul>	
<p><b><u>Communications Committee (Debbie Covitz, Julie Goodwin)</u></b></p>	
<ul style="list-style-type: none"> <li>• Review Amberwoods website usage statistics from Google Analytics from November.</li> <li>• Matching Mailbox Program: 45 installed (1 new mailbox - Nov ).</li> <li>• February meeting package to owners – approve at January 2020 Board meeting             <ul style="list-style-type: none"> <li>- dues invoice for 2020-2021 annual dues</li> <li>- cover letter: annual meeting Monday March 2, 2020 at Veranda Club; dues amount; proposed resolution to amend By-Laws moving annual meeting date; encourage owners to volunteer; matching mailbox</li> <li>- 2019-2020 budget vs actuals, 2020-2021 approved budget</li> <li>- agenda: officer/committee reports; motion to amend By-Laws to move annual meeting to 1<sup>st</sup> Monday in March at 7pm? (see p. 23, 27, 28 of full copy of By-Laws and Restrictions on HOA website) or as required by Board.</li> </ul> </li> </ul> <p><b>2. <u>Members Meetings.</u></b></p> <p>1. <u>The annual members' meeting shall be held at the office of the Association at eight o'clock P. M., Eastern Standard Time, on the first Tuesday in March of each year for the purpose of electing directors and transacting any other business authorized to be transacted by the members; provided, however, if that day is a legal holiday, the meeting shall be held at the same hour on the next day which is not a legal holiday.</u></p> <p><b>10. <u>Amendments.</u></b> These By-Laws may be amended in the following manner</p> <p>1. Notice of subject matter of a proposed amendment shall be included in the notice of any meeting at which a proposed amendment is considered.</p> <p>2. A resolution adopting a proposed amendment may be proposed by either the Board of Directors of the Association or by the members of the Association. Directors and members not present in person or by proxy at the meetings considering the amendment may express their approval in writing, providing such approval is delivered to the Secretary at or prior to the meeting. <u>These By-Laws may be amended, at regular or special meeting of the members, by a vote of a majority of a quorum of members present in person or by proxy.</u> No amendment shall discriminate against any lot owner nor against any lot or class or group of</p>	

lots unless the lot owners so affected shall consent. No amendment shall be made which is in conflict with the Declaration of Restrictions or the Articles of Incorporation.

2. A copy of each amendment shall be attached to a certificate certifying that the amendment was duly adopted as an amendment of the By-Laws, and a certificate shall be executed by the officers of the Association with the formalities of a deed.

- candidate names – By-Laws require the Board to appoint a nominating committee (see p 25 of full copy of By-Laws and Restrictions on HOA website). Who are the nominees?

(b) A nominating committee of five (5) members shall be appointed by the board of directors not less than thirty (30) days prior to the annual meeting. The committee shall nominate one (1) person for each director to be elected as determined by the Board of Directors. Nominations may also be made from the floor.

- postcard ballot
- proxy
- other \_\_\_\_\_

? what happens if HOA doesn't have 3 Board members

? cost of Property Management companies & services provided – 10/28/19 mailed request for bids to 7 companies, requested response by 11/29/19.

**Review proposals received from 3 Property Management companies:**

- Toby to consult with Gelfand about strategy to convince homeowners to hire a management company.
- Request Gelfand to attend March Annual Meeting.

**Lighting Committee (Glenn Calabrese, Toby Maners)**

- **HOA streetlight repairs:**  
11/6/19 6673 Hollandaire W streetlight still not working, sent email 11/7/19, 11/26/19 to repair company asking about the delay. No response.  
11/12/19 order for parts to repair poles was submitted. 12/4/19 Requested update on expected delivery date.
- **Light pole repair starts on Monday Dec 16.**
- **Repairs reported to FPL:**

**Landscape Committee (Glenn Calabrese, Jill DePalo, Julie Goodwin)**

- Sunpatiens have been planted at all 4 entrances.
- 11/15/19 installed 2 solar spotlights to Redbay west sign; raised height of all 8 solar spotlights.

**Maintenance Committee (Toby Maners, Debbie Covitz, Glenn Calabrese, Ed Keisch)**

- **Welcome letters:**  
6800 Hollandaire W 12/11/19 Ahern & Blanco
- **Approvals**  
6719 Hollandaire W 11/10/19 new garage door
- **Violations**  
21583 Redbay 11/20/19 via email – boat and trailer in driveway – remove and don't bring them again  
6163 Amberwoods 11/27/19 via email – trash still at street at end of pickup day must be brought back in  
6376 Amberwoods 12/5/19 via email – coconut palm is a hazard, needs to be trimmed

**Other Topics/Other Business from Board Members**

- Board

Next Board meeting is Wednesday 1/15/20 7pm at the Veranda Club.

- Board

Motion to Adjourn made by Toby, seconded by Ed at 8:40pm.  
In Favor: All  
Against: None

2019 – 2020 Approved Budget (Board approved January 9, 2019)

Item	Budget	Explanation
Boca Del Mar dues estimate \$135 unit/yr	29,000	
Landscaping – Swale, Hedge	22,000	maintain common landscape (grass, hedge)
Legal Fees, incl reimbursement from owners	10,000	Collections, Liens, Foreclosures, Bankruptcies, Violations
Utilities – FPL	4,500	Electric for streetlights, sign lights, sprinkler pump
Street Light Maintenance	7,000	includes solar lighting projects
Ins - Officers, Directors Liability	1,900	
Bad Debt	250	
Maintenance - Sprinklers	1,300	
Postage	600	
Office Supplies (ink, labels, etc.)	600	
Corp. Inc. Taxes & Fees	0	
Printing & Reproduction	600	
Licenses/Permits (HOA Corp. return)	65	
PO Box rental fee	145	
Pressure clean entrance signs 2x year	600	
Meeting Signs, Misc expense	100	
Internet Expense incl online Quickbooks	252	
Maintenance HOA-owned Lot	0	
Insurance HOA-owned Lot	0	
Website: GoDaddy, WordPress (1 year)	324	includes 6 domain names
Long term storage HOA records \$26/mo	312	increased to \$25.95/month 1/1/19
Replenish Reserves >> NEW LINE ITEM <<	11,600	Repaired Toledo west sign+plants, sprinkler well pump+motor, streetlight boxes
<b>Total HOA Budget/Expenses</b>	<b>91,148</b>	(215 properties, average is \$423.94 per property)
<b>Total dues / Property / year</b>		<b>Amberwoods dues for 2019-2020 due 4/1/19 = \$425 per property</b>

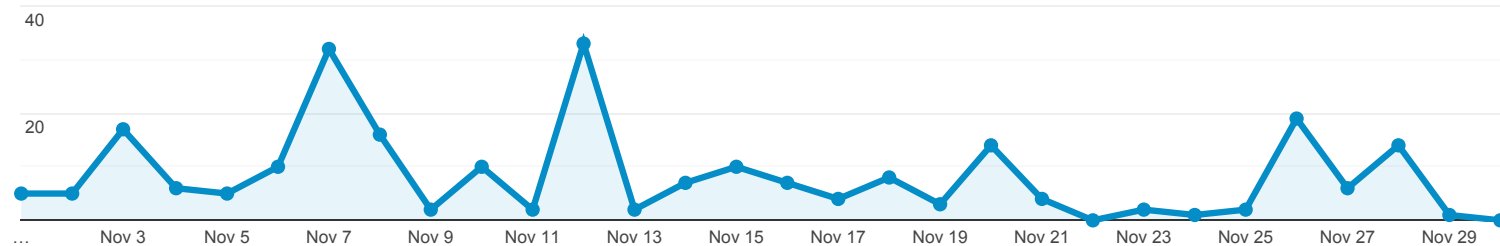
Content Drilldown

Nov 1, 2019 - Nov 30, 2019

All Users  
100.00% Pageviews

Explorer

● Pageviews



Page path level 1	Pageviews	Unique Pageviews	Avg. Time on Page	Bounce Rate	% Exit
	<b>247</b> % of Total: 100.00% (247)	<b>207</b> % of Total: 100.00% (207)	<b>00:01:23</b> Avg for View: 00:01:23 (0.00%)	<b>62.40%</b> Avg for View: 62.40% (0.00%)	<b>50.61%</b> Avg for View: 50.61% (0.00%)
1. /	<b>84</b> (34.01%)	70 (33.82%)	00:00:33	47.69%	42.86%
2. /pay-annual-dues/	<b>27</b> (10.93%)	17 (8.21%)	00:01:21	70.00%	48.15%
3. /verde-k-8-news-school-bus-stops/	<b>22</b> (8.91%)	21 (10.14%)	00:09:41	95.00%	95.45%
4. /information/	<b>15</b> (6.07%)	13 (6.28%)	00:02:35	75.00%	53.33%
5. /news/	<b>15</b> (6.07%)	13 (6.28%)	00:03:10	100.00%	53.33%
6. /arch-review-board-forms/	<b>11</b> (4.45%)	8 (3.86%)	00:01:06	0.00%	45.45%
7. /contact-us/	<b>11</b> (4.45%)	10 (4.83%)	00:01:38	25.00%	45.45%
8. /trash-pickup/	<b>11</b> (4.45%)	7 (3.38%)	00:02:27	33.33%	45.45%
9. /meeting-minutes/	<b>10</b> (4.05%)	9 (4.35%)	00:03:24	100.00%	60.00%
10. /estoppel-requests/	<b>9</b> (3.64%)	8 (3.86%)	00:05:27	75.00%	55.56%
11. /nextdoor/	<b>8</b> (3.24%)	7 (3.38%)	00:00:15	100.00%	50.00%
12. /calendar/	<b>7</b> (2.83%)	7 (3.38%)	00:00:27	100.00%	42.86%
13. /neighborhood-watch/	<b>5</b> (2.02%)	5 (2.42%)	00:00:15	100.00%	60.00%
14. /wildlife-in-amberwoods/	<b>4</b> (1.62%)	4 (1.93%)	00:00:28	100.00%	50.00%
15. /committees/	<b>3</b> (1.21%)	3 (1.45%)	00:00:22	0.00%	0.00%
16. /?s=invoice+copies	<b>1</b> (0.40%)	1 (0.48%)	00:00:00	0.00%	100.00%
17. /?s=invoice+sopies	<b>1</b> (0.40%)	1 (0.48%)	00:00:05	0.00%	0.00%
18. /?s=invoices	<b>1</b> (0.40%)	1 (0.48%)	00:00:16	0.00%	0.00%
19. /by-laws-and-restrictions/	<b>1</b> (0.40%)	1 (0.48%)	00:00:35	0.00%	0.00%
20. /forms-used-by-board/	<b>1</b> (0.40%)	1 (0.48%)	00:00:11	0.00%	0.00%