

PO Box 2054, Boca Raton, FL 33427

Website <http://www.amberwoods33433.org/>

Email [amberwoods33433@gmail.com](mailto:amberwoods33433@gmail.com)

What: Monthly Board Meeting

When: Wednesday, April 1, 2020 at 7pm

Where: Online Meeting

**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 - present                  Secretary – Julie Goodwin - present                  Director – Jill DePalo - absent                  Director – Lee Hasson - present                  Director – Mike Lynch - present                  Director – Mark McCullough - present                  Director - Caryn Pomeranz - present                  Owners attending: 1</p>	
<p><b>Motion made by _Lee_, seconded by _Debbie_:</b> Approve (and waive reading) Minutes from 3/11/20 Organizational 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>• <b>2020-2021 Dues as of 4/1/2020:</b> 154 paid in full, 7 partial pay with balance due, 5 on payment plan.</li> <li>• <b>One property in lender foreclosure, non-jury trial scheduled for 06/17/2020.</b></li> <li>• <b>HOA budget, bank account status as of 4/1/2020 - \$120,376.02 (includes reserves)</b></li> <li>• <b>Discussion: COVID-19</b> and potential owner requests regarding dues payment; Board's options and HOA attorney's advice</li> </ul>	Treasurer
<p><b>For Board Discussion</b></p> <ul style="list-style-type: none"> <li>• <b>Property Manager Agreement</b> (documents placed on: <a href="https://amberwoods33433.org/forms-used-by-board/">https://amberwoods33433.org/forms-used-by-board/</a>)                         <ul style="list-style-type: none"> <li>• Review Comments for Phoenix Property Management contract</li> <li>• Review proposed contract Addendum from HOA counsel</li> <li>• Review Toby's comments on proposed contract Addendum from HOA counsel</li> </ul> </li> </ul> <p>Is there a motion to discuss?</p> <p><b>Board decided to defer this discussion to the May 6 Board Meeting since the Contract Addendum and Toby's comments were recently updated. The latest versions of all property management documents have been uploaded to <a href="https://amberwoods33433.org/forms-used-by-board/">https://amberwoods33433.org/forms-used-by-board/</a> under heading: "Property Management – Current Documents".</b></p> <ul style="list-style-type: none"> <li>• <b>Review 3 insurance bids for HOA general liability with D&amp;O rider (from Toby's email).</b> Is there a motion to discuss?</li> </ul> <p><b>Motion made by Toby and seconded by Lee:</b> Change from current Directors &amp; Officers Liability insurance policy (current cost \$2117 per year) to a General Liability Policy with Directors &amp; Officers rider offered by Banker's at a cost of approximately \$3413 per year.  <b>In Favor: All</b>  <b>Against: none</b></p> <ul style="list-style-type: none"> <li>• <b>Discussion items recommended by Mike Lynch:</b> <ul style="list-style-type: none"> <li>• Information transparency. Board members should be copied on all transactions related to HOA Business. Create a common distribution list for board members, like <a href="mailto:board@amberwoods33433.org">board@amberwoods33433.org</a> to be used on all transactions.</li> <li>• Common place to store all documents. Currently we email around documents to each other. We should utilize a shared secure cloud based site that all board members have access to and where all HOA documents can be maintained. Emails would then provide references to document locations rather than the document itself. All versions of HOA documents can be stored here. Paper can be digitized and uploaded.</li> <li>• Use of private email addresses for official HOA business. We should leverage the HOA domain site to use as the primary email server. Communications need to come from the HOA domain rather than a gmail account. Over time as board members transition, information is maintained on the domain site will simplify support. We should have accounts for board officers to use for communications and business communications.</li> </ul> </li> </ul> <p>Is there a motion to discuss?</p> <p><b>Board decided to examine the "Generic Letter Requesting Bid – Oct 28, 2019" found on: <a href="https://amberwoods33433.org/forms-used-by-board/">https://amberwoods33433.org/forms-used-by-board/</a> under heading: "Property Management – Current Documents" and decide which tasks which are currently being performed by other board members to see which tasks that they are interested in learning how to perform, so they can become a backup for the board member currently performing those activities.</b></p>	Board

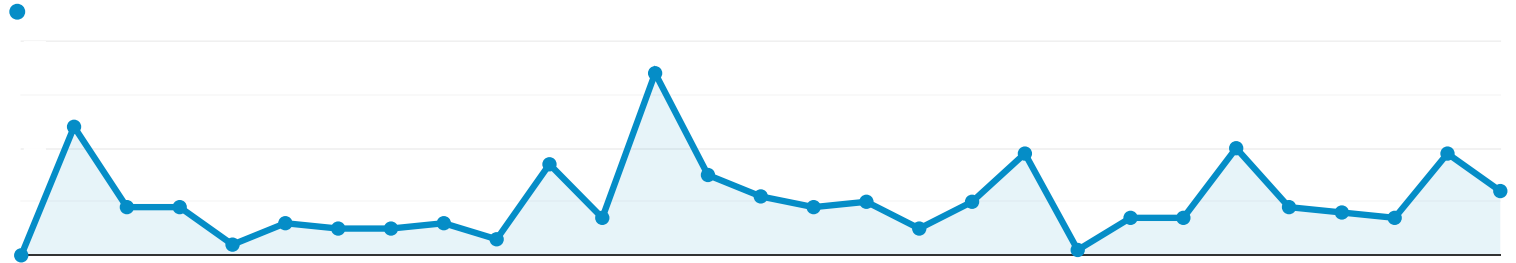
<p><b>Other Topics/Other Business from Board Members</b></p> <ul style="list-style-type: none"> <li>All Board members need to review HOA Restrictions, By-Laws and Articles of Incorporation and sign the Member Certification within 90 days of their election to the Board <a href="https://amberwoods33433.org/restrictions-and-by-laws/">https://amberwoods33433.org/restrictions-and-by-laws/</a></li> </ul>	Board																						
<p><b>Other Topics/Other Business from Owners</b></p>																							
<p><b><u>Committee Reports - FYI</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 – the NW Block Captains were not present at the meeting.</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 February and March.</li> <li>Matching Mailbox Program: 48 installed (3 new mailboxes installed in Feb ).</li> <li>By-Laws Amendment on annual meeting location, date time: approved 03/02/2020, sent to HOA attorney for formatting, waiting for document to be returned for HOA signatures.</li> </ul>																							
<p><b><u>Lighting Committee (Glenn Calabrese, Toby Maners)</u></b></p> <ul style="list-style-type: none"> <li>HOA streetlight repairs: 2/21/2020 Toledo/Amberwoods Dr on during the day, replaced photocell 02/27/2020</li> <li>Repairs reported to FPL: none</li> </ul>																							
<p><b><u>Landscape Committee (Glenn Calabrese, Jill DePalo, Julie Goodwin)</u></b></p> <ul style="list-style-type: none"> <li>No issues to report. Bill LeBaron, KMR President said that KMR will continue to perform their landscape maintenance service as usual during the coronavirus pandemic.</li> </ul>																							
<p><b><u>Maintenance Committee (Toby Maners, Debbie Covitz, Glenn Calabrese, Ed Keisch)</u></b></p> <ul style="list-style-type: none"> <li><b>Welcome letters</b> <table border="0" style="width: 100%;"> <tr> <td style="width: 20%;">21570 Plum</td> <td>2/28/20 Smith</td> </tr> <tr> <td>6293 Amberwoods</td> <td>3/11/20 Pinnella &amp; Luu</td> </tr> </table> </li> <li><b>Approvals</b> <table border="0" style="width: 100%;"> <tr> <td style="width: 20%;">6708 Hollandaire W</td> <td>3/9/20 paint garage door</td> </tr> <tr> <td>6708 Hollandaire W</td> <td>3/10/20 impact windows, doors</td> </tr> <tr> <td>6735 Hollandaire W</td> <td>3/18/20 resurface driveway</td> </tr> <tr> <td>6128 Amberwoods</td> <td>3/19/20 new roof</td> </tr> </table> </li> <li><b>Violations</b> <table border="0" style="width: 100%;"> <tr> <td style="width: 20%;">21565 Eucalyptus</td> <td>2/13/20 via email – commercial vehicle overnight</td> </tr> <tr> <td>21537 Kapok</td> <td>2/15/20 via email – holiday lights</td> </tr> <tr> <td>21579 Arbor</td> <td>2/21/20 via email – lawn/landscape maintenance violation (weeds in garden, etc.)</td> </tr> <tr> <td>6385 Hollandaire E</td> <td>3/18/20 via email – for rent sign in front yard</td> </tr> <tr> <td>6699 Hollandaire W</td> <td>3/25/20 via email and phone call – tree in front yard needs to be trimmed</td> </tr> </table> </li> </ul>		21570 Plum	2/28/20 Smith	6293 Amberwoods	3/11/20 Pinnella & Luu	6708 Hollandaire W	3/9/20 paint garage door	6708 Hollandaire W	3/10/20 impact windows, doors	6735 Hollandaire W	3/18/20 resurface driveway	6128 Amberwoods	3/19/20 new roof	21565 Eucalyptus	2/13/20 via email – commercial vehicle overnight	21537 Kapok	2/15/20 via email – holiday lights	21579 Arbor	2/21/20 via email – lawn/landscape maintenance violation (weeds in garden, etc.)	6385 Hollandaire E	3/18/20 via email – for rent sign in front yard	6699 Hollandaire W	3/25/20 via email and phone call – tree in front yard needs to be trimmed
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<p>Next Board meeting is 7pm to be held online on Wed 5/6/2020.  Motion to Adjourn made by <u>Toby</u>, seconded by <u>Glenn</u> at <u>8:45pm</u> .  In Favor: All  Against: None</p>																							

Content Drilldown

Feb 1, 2020 - Feb 29, 2020



Explorer



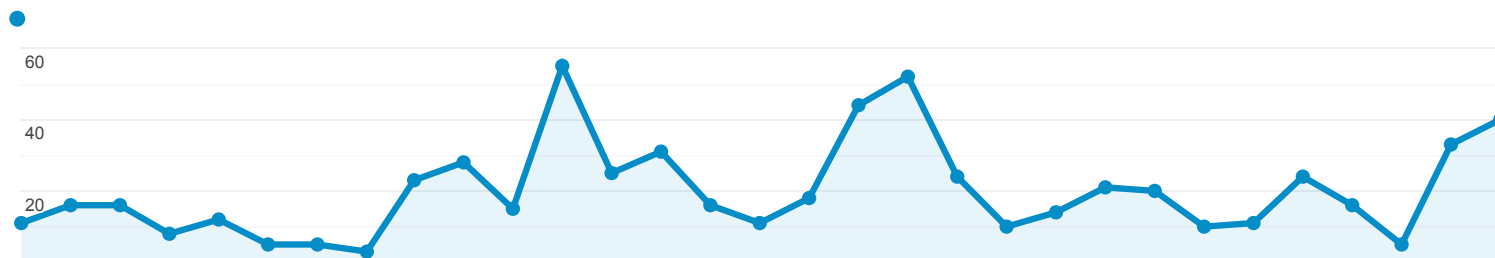
Page path level 1	Pageviews	Unique Pageviews	Avg. Time on Page	Bounce Rate	% Exit
	<b>296</b> % of Total: 100.00% (296)	<b>238</b> % of Total: 100.00% (238)	<b>00:02:08</b> Avg for View: 00:02:08 (0.00%)	<b>54.35%</b> Avg for View: 54.35% (0.00%)	<b>46.62%</b> Avg for View: 46.62% (0.00%)
1. /	<b>104</b> (35.14%)	77 (32.35%)	00:01:15	38.89%	36.54%
2. /news/	<b>38</b> (12.84%)	29 (12.18%)	00:00:21	46.67%	39.47%
3. /pay-annual-dues/	<b>38</b> (12.84%)	29 (12.18%)	00:04:08	75.00%	68.42%
4. /contact-us/	<b>15</b> (5.07%)	12 (5.04%)	00:05:12	66.67%	53.33%
5. /trash-pickup/	<b>11</b> (3.72%)	11 (4.62%)	00:00:13	100.00%	63.64%
6. /calendar/	<b>10</b> (3.38%)	8 (3.36%)	00:06:45	0.00%	50.00%
7. /meeting-minutes/	<b>10</b> (3.38%)	9 (3.78%)	00:06:44	100.00%	60.00%
8. /committees/	<b>9</b> (3.04%)	9 (3.78%)	00:00:16	100.00%	55.56%
9. /information/	<b>9</b> (3.04%)	8 (3.36%)	00:01:29	0.00%	33.33%
10. /verde-k-8-news-school-bus-stops/	<b>9</b> (3.04%)	9 (3.78%)	00:09:52	85.71%	77.78%
11. /wildlife-in-amberwoods/	<b>8</b> (2.70%)	7 (2.94%)	00:07:42	50.00%	37.50%
12. /estoppel-requests/	<b>6</b> (2.03%)	5 (2.10%)	00:00:11	100.00%	50.00%
13. /forms-used-by-board/	<b>6</b> (2.03%)	5 (2.10%)	00:03:31	100.00%	33.33%
14. /arch-review-board-forms/	<b>5</b> (1.69%)	5 (2.10%)	00:01:33	100.00%	60.00%
15. /by-laws-and-restrictions/	<b>5</b> (1.69%)	3 (1.26%)	00:02:50	0.00%	40.00%
16. /neighborhood-watch/	<b>3</b> (1.01%)	3 (1.26%)	00:00:09	100.00%	66.67%
17. /nextdoor/	<b>3</b> (1.01%)	3 (1.26%)	00:01:00	100.00%	33.33%
18. /?s=paint+colors	<b>2</b> (0.68%)	1 (0.42%)	00:00:27	0.00%	0.00%
19. /hurricane-preparation/	<b>2</b> (0.68%)	2 (0.84%)	00:00:20	0.00%	0.00%

Content Drilldown

Mar 1, 2020 - Mar 31, 2020

All Users  
100.00% Pageviews

Explorer



Page path level 1	Pageviews	Unique Pageviews	Avg. Time on Page	Bounce Rate	% Exit
	<b>622</b> % of Total: 100.00% (622)	<b>487</b> % of Total: 100.00% (487)	<b>00:01:45</b> Avg for View: 00:01:45 (0.00%)	<b>45.19%</b> Avg for View: 45.19% (0.00%)	<b>43.41%</b> Avg for View: 43.41% (0.00%)
1. /	<b>252</b> (40.51%)	<b>176</b> (36.14%)	00:01:05	29.75%	32.54%
2. /pay-annual-dues/	<b>73</b> (11.74%)	<b>62</b> (12.73%)	00:04:55	85.71%	69.86%
3. /contact-us/	<b>38</b> (6.11%)	<b>30</b> (6.16%)	00:01:52	45.45%	50.00%
4. /coronavirus-information/	<b>36</b> (5.79%)	<b>32</b> (6.57%)	00:02:47	45.45%	41.67%
5. /information/	<b>25</b> (4.02%)	<b>21</b> (4.31%)	00:02:16	80.00%	44.00%
6. /news/	<b>25</b> (4.02%)	<b>20</b> (4.11%)	00:00:39	37.50%	44.00%
7. /by-laws-and-restrictions/	<b>21</b> (3.38%)	<b>11</b> (2.26%)	00:05:58	50.00%	28.57%
8. /arch-review-board-forms/	<b>20</b> (3.22%)	<b>19</b> (3.90%)	00:02:59	81.82%	70.00%
9. /calendar/	<b>20</b> (3.22%)	<b>19</b> (3.90%)	00:00:19	50.00%	45.00%
10. /meeting-minutes/	<b>19</b> (3.05%)	<b>15</b> (3.08%)	00:04:18	66.67%	63.16%
11. /forms-used-by-board/	<b>18</b> (2.89%)	<b>14</b> (2.87%)	00:00:45	33.33%	27.78%
12. /restrictions-and-by-laws/	<b>17</b> (2.73%)	<b>16</b> (3.29%)	00:00:58	33.33%	52.94%
13. /trash-pickup/	<b>12</b> (1.93%)	<b>11</b> (2.26%)	00:01:31	100.00%	50.00%
14. /estoppel-requests/	<b>10</b> (1.61%)	<b>9</b> (1.85%)	00:01:13	75.00%	60.00%
15. /verde-k-8-news-school-bus-stops/	<b>9</b> (1.45%)	<b>8</b> (1.64%)	00:00:41	80.00%	55.56%
16. /wildlife-in-amberwoods/	<b>8</b> (1.29%)	<b>6</b> (1.23%)	00:00:38	0.00%	25.00%
17. /neighborhood-watch/	<b>5</b> (0.80%)	<b>5</b> (1.03%)	00:01:16	100.00%	40.00%
18. /nextdoor/	<b>5</b> (0.80%)	<b>5</b> (1.03%)	00:00:08	100.00%	60.00%
19. /committees/	<b>3</b> (0.48%)	<b>3</b> (0.62%)	00:00:54	0.00%	0.00%