

Amberwoods Homeowners' Association

PO Box 2054, Boca Raton, FL 33427

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

Email amberwoods33433@gmail.com

What: Monthly Board Meeting

When: Wednesday, August 4, 2021, at 8pm

Where: Online Meeting (This meeting is not recorded) Zoom.

Board of Directors Meeting

AGENDA

<p>Quorum Present: _____</p> <p>Call to order at _____, introduce Board members attending:</p> <p>President - Lee Hasson Vice President - Glenn Calabrese Treasurer – Toby Maners Secretary - Julie Goodwin Director – Mike Lynch Director – Albert Pinnella</p> <p>Management Company: Leidy Roca, Property Manager Absent:</p>	
<p>Owners attending:</p> <p>Motion made by _____ Seconded by _____: Approve (and waive reading) Minutes from the following meeting:</p> <ul style="list-style-type: none"> July 7, 2021, Board Meeting <p>In Favor: Against:</p>	Board
<p>Financial Report</p> <ul style="list-style-type: none"> Dues payment status <ul style="list-style-type: none"> 210 properties paid in full 5 properties on payment plans, all on schedule (5 owners have paid 3rd payment due 8/1/2021, 4th payment due 10/1/2021). Financials – checking account balance, amount in reserves, 2021-2022 Budget vs Actuals (see page 4) 2020-2021 Fiscal Year Audit and Tax Return status -> Toby/ Lee 	Property Manager/ Toby
<p>Report from Property Manager (Leidy Roca)</p> <ul style="list-style-type: none"> Violation Letters and Courtesy Notices Updates: <ul style="list-style-type: none"> 6082A – Pressure Clean Driveway 6264A - Pressure Clean Driveway 6493A – Pressure Clean Driveway 6271A - Pressure Clean Driveway 6364A - Pressure Clean Driveway 6082A - Pressure Clean Driveway 21579A - Clear landscape beds of weeds, straighten and level landscape wall 6317HE - Pressure Clean Driveway 6441HE - Pressure Clean Driveway 6658HW - Pressure Clean Driveway 21563K - Pressure Clean Driveway 6488A – Pressure Clean Driveway 6289HE – Pressure Clean Driveway 21579E – Pressure Clean Driveway 2nd Letters <ul style="list-style-type: none"> 21570R - Pressure Clean Driveway 6781H – Roof Tiles / Pressure Clean; owner has 30 days Architectural Modifications received and status. <ul style="list-style-type: none"> Revised form clarifying requirements placed on website https://amberwoods33433.org/arch-review-board-forms/ <p>Approved</p> <ul style="list-style-type: none"> 6293 Amberwoods - fence extension on sides of house 6728 Hollandaire W - impact windows and doors 6342 Amberwoods - exterior paint 6183 Amberwoods - white PVC fencing (from October 21, 2020 request that never received a response) 	Property Manager

Pending

- **New homeowners / properties for sale:**
6150 Amberwoods - 7/9/2021 estoppel requested, 7/23/2021 estoppel certificate sent
6206 Amberwoods - 7/27/2021 estoppel application submitted, 7/27/2021 estoppel certificate sent
6354 Amberwoods - 08/02/2021 incomplete application submitted, waiting on complete application
6444 Amberwoods - for sale
- **Estoppels Update:**
21566 Arbor - 01/07/2021 warranty deed filed in name of corporation violates 2015 Amendments; 05/18/2021 deed re-filed with name different from name of owner. HOA requires a deed with name of owner matching Estoppel Certificate. Owner has until 6/30/2021 to comply or HOA will refer matter to HOA attorney. As of 7/7/21, owner has not complied. Toby consulted HOA attorney: since By Laws and Restrictions do not give the Board approval rights on buyers, HOA cannot force a change to warranty deed to match the original buyer name on estoppel application.
21518 Kapok - 04/15/2021 sale, deed still not filed with PBC Clerk. 6/29/21 - Phoenix sent email to title company and owner to follow up. 7/8/2021 - New deed was recorded: **Sellers:** POSNER, DEBORAH ANN, SMITH, MONIKA and **Buyer:** PEDRAZA, DIEGO ALFONSO.
- **Tenants:**
21567 Toledo - 7/23/2021 lease renewal submitted for 9/01/2021-8/31/2022

For Board Discussion

Board

- **Do we want to reconsider implementing a Fining Resolution?** The violation letters that Phoenix prepares are for simple violations that shouldn't happen: parking on grass, lawns that need to be watered and/or mown, driveways and roofs that need to be cleaned, trash/recycle bins left in plain sight, unlicensed vehicles, commercial signs posted in the yard, etc. In addition, some owners are ignoring 1st and 2nd violation letters. A DRAFT for review is located here <https://drive.google.com/file/d/14tOWdOe9EvT2orhQWzbNZA1BkyRUv1WM/view?usp=sharing>
Discussion: A fining resolution is approved by the Board, not owners. Board members were encouraged to read the draft resolution. If, after receiving notice, the owners communicated with the Board and followed through on their commitment to correct the violation, they would not be fined. No motion made at the meeting.
If no Fining Resolution, then Board needs to define process and rules for handling 2nd violation letters that are ignored.
Motion made by _____ Seconded by _____:
In favor:
Against:
- **Update on speed tables/speed limit signs:**
 - County posted signs on Palmetto Circle N & S at proposed speed "hump" locations. Phone 561-684-4030.
- **Update on entrance sign enhancements:**
 - 4/28/21: We selected Graphic Reproduction. Glenn will notify them and advise them 1) the Board wants permits pulled, 2) letter font should be "TW cent MT" with the letter "A" 12 inches tall and remaining letters 8 inches tall (same size as current letters) in black, and request 3) final artwork and 4) recommend color combinations.
 - Letters will look like this: **AMBERWOODS**
 - 05/30/2021 Glenn painted color samples on existing signs at Redbay Road entrance. 6/2/2021 Toby painted color samples on existing sign at FigTree entrance.
 - 06/01/2021 contractor on site for final measurements for permit information; will submit for permits in a few days. Has contractor submitted permit applications? None on pbcgov.org as of 7/29/2021.
- **Status of Board/HOA Newsletter**
 - 06/18/2021 Emailed newsletter to homeowners with email addresses and mailed it to the 11 homeowners who did not provide email addresses. Newsletter also posted on the HOA website's homepage and News web page: https://amberwoods33433.org/wp-content/uploads/2021/06/Amberwoods-HOA-Newsletter-June-2021_v2.pdf
 - A Board member did not receive the newsletter - - Leidy to check email distribution list for all owners with email address on file with Phoenix. 7/30/2021 Newsletter sent to Board members and others that were missed
 - One owner has volunteered for an experimental solar street light on their property. Mike has information on solar street lights (unit cost, battery life) and will provide to Board members.
 - Need subjects for the next newsletter. Updates on speed tables, signs, solar street lights, and _____?
- **HOA Paypal Account for Annual Dues Payment**
 - The HOA allows owners to pay their annual dues using Paypal and charges an additional fee since Paypal charges a merchant fee for Paypal sales. In 2021, our fee was not high enough so we lost 60 cents per dues payment, but only 6 homeowners used Paypal to pay their dues. **Does Board want to continue to offer Paypal to pay dues for 2022-23 ? If so then calculate correct fee and update website.**
Board's decision: _____

<p>Other Topics/Other Business from Board Members</p> <ul style="list-style-type: none"> ● Request to lease before owning for 24 months (would be a violation of 2015 Amendments to Restrictions) <ul style="list-style-type: none"> ○ 6791 Hollandaire W - owners claim "financial hardship", due to unable to move in as planned. Motion: Made by _____ and seconded by _____: The Board does not approve this request, the requested information was not provided. In Favor: Against: ● Draft budget for 2022-2023 fiscal year (see page 4) <ul style="list-style-type: none"> ○ adjust or remove any current items ○ add any new items ○ how much for "surplus reserves" - equivalent to 20% of total budget? more? less? 	Board
<p>Other Topics/Other Business from Owners</p> <ul style="list-style-type: none"> ● 	
<p style="text-align: center;"><u>Committee Reports</u></p> <p><u>Communications Committee (Julie Goodwin, Mike Lynch)</u></p> <ul style="list-style-type: none"> ● Julie Goodwin to provide Website hits reports for the months of July. <p><u>Lighting Committee (Glenn Calabrese, Mike Lynch)</u></p> <ul style="list-style-type: none"> ● 6753 Hollandaire Drive W -> Light is NOT working AGAIN and the electrical cover is askew ● Update on Solar lights -> Costs, permitting, timeline, potential test install location (on Cavandish Dr) and/or county permission to install -> Mike ● Julie reported that LED streetlight at 6206 Amberwoods Drive periodically flashes -> Mike to check out. ● 6506 Amberwoods - 7/21/2021 streetlight on during the day (probably bad photocell, not covered by warranty) <p><u>Landscape Committee (Glenn Calabrese, Julie Goodwin)</u></p> <ul style="list-style-type: none"> ● Uneven growth of the viburnum at 6554 Amberwoods Drive and 6588 Amberwoods Drive. Homeowners have expressed concerns about the growth of the hedges the HOA installed. We need a proposal for what the board should considering doing to solve this -> Julie <ul style="list-style-type: none"> ○ 4/7/2021- Julie spoke to Bill LeBaron regarding the estimates for replacing existing viburnum hedge plants. KMR's proposal quotes: <ol style="list-style-type: none"> 1. Installed Viburnum (approximately 20 inches tall) 3 gallon plant = \$11.00* 2. Installed Viburnum (approximately 32 inches tall) 7 gallon plant = \$36.00* * - height is from root to top of plant and the plants should be at least the quoted height. Julie met w/ homeowners with issues w/ the viburnum hedge behind their homes, marked hedge plants to be replaced. Based upon Board motion passed at the April 7 meeting (spend \$1000 to replace the shorter hedge plants) we can replace 27 hedge plants with 7-gallon plants. Julie met w/ Bill LeBaron, reviewed marked hedge plants; he will inform Julie when marked plants will be replaced. ○ 5/20/2021- KMR trimmed the tops of the hedges in this area and will meet with Julie to finalize the selection of viburnum hedge plants to be replaced with larger hedge plants, for a cost not to exceed \$1000. ○ 6/2/2021- Julie met with Bill LeBaron and they agreed to first perform an irrigation check at these locations to see if irrigation enhancements are necessary to ensure successful growth of new plants. Julie, Bill, and the irrigation contractor will meet on the property in a few weeks to inspect these areas during an irrigation cycle. New plants will be planted when the rainy season gets underway, since it has been extremely dry recently. ○ 6/11/2021 – Julie met with Shoreline Irrigation contractor to perform wet test of areas where viburnum hedge is not growing well. Identified Zones: 5, 18, 21, and 22 which need additional sprinkler heads to be added inside the hedge bed. Estimate from irrigation contractor = \$1175.25; Board approved. ● Foxtail palm on east side of Fig Tree entrance contracted ganoderma fungus <ul style="list-style-type: none"> ○ 7/3/3031 - Contacted Bill LeBaron (KMR) and he agreed to remove the affected palm. No replacement palm can be planted in the same area due to possible spread of fungal spores. <i>Do we want to plant some other type of tree instead?</i> <p><u>Maintenance Committee (Glenn Calabrese, Mike Lynch, Toby Maners)</u></p> <ul style="list-style-type: none"> ● Any updates? 	Committee members
<p>Note: <u>Amberwoods Homeowner Question – FYI</u> (Board should read before meeting, no discussion, just FYI)</p>	
<p>Next Board meeting is Wed September 1, 2021, 8pm.</p>	
<p>Motion adjourn made by _____ Seconded by _____ at _____ pm.</p>	

Amberwoods HOA	8/3/2021		as of 06/30/2021		July 2021 - Mar 2022	over-/under+
	Budget	2021/2022	Actual	Difference	Expected	Expected
Expense	2021/2022				Payments left	Difference
Boca Del Mar Fees	\$29,000.00	\$7,095.00	\$21,905.00		\$21,285.00	\$620.00
Property Management fee	\$27,000.00	\$2,090.00	\$24,910.00		\$18,810.00	\$6,100.00
Annual Financial audit (+ tax return)	\$5,000.00	\$1,000.00	\$4,000.00		\$4,000.00	\$0.00
Landscaping (includes pest control)	\$22,000.00	\$5,560.66	\$16,439.34		\$16,650.00	-\$210.66
Legal Fees (incl reimbursement from owners)	\$10,000.00	\$2,386.48	\$7,613.52		\$9,000.00	-\$1,386.48
Utilities - FPL	\$4,000.00	\$577.06	\$3,422.94		\$2,250.00	\$1,172.94
Street Light Maintenance	\$1,000.00	\$0.00	\$1,000.00		\$850.00	\$150.00
Ins - Officers & Directors Liability, plus Gen Liability	\$3,413.00	\$3,345.00	\$68.00		\$0.00	\$68.00
Bad Debt (one property)	\$475.00	\$0.00	\$475.00		\$0.00	\$475.00
Maintenance - Sprinklers	\$1,500.00	\$86.00	\$1,414.00		\$1,175.25	\$238.75
Postage	\$550.00	\$0.00	\$550.00		\$0.00	\$550.00
Office supplies (Ink, labels, etc.)	\$600.00	\$31.98	\$568.02		\$0.00	\$568.02
Corp Inc Tax & Fees	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00
Printing and Reproduction	\$600.00	\$0.00	\$600.00		\$0.00	\$600.00
Licenses/Permits (HOA Corp. Return)	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00
PO Box	\$150.00	\$0.00	\$150.00		\$176.00	-\$26.00
Pressure Clean entrance signs 2x year	\$600.00	\$0.00	\$600.00		\$300.00	\$300.00
Meeting Signs / misc expense	\$100.00	\$0.00	\$100.00		\$0.00	\$100.00
Internet Expense incl online Quickbooks	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00
Go Daddy Website Wordpress (1 year)	\$360.00	\$105.85	\$254.15		\$120.00	\$134.15
Long Term Storage HOA records \$30/month	\$387.60	\$96.90	\$290.70		\$290.70	\$0.00
PayPal fees	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00
Replenish "reserves" *	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00
Total Budget and Recurring Expense	\$106,735.60	\$22,374.93	\$84,360.67		\$74,906.95	\$9,453.72
* The Board maintains "in reserve" funds equal to approximately 20% of annual budget in case HOA-owned assets must be replaced						
One-time Spending from Surplus, Approved March 1, 2021 Annual meeting						
One-time expense: Update 6 entrance signs	\$16,000.00	\$7,568.50	\$8,431.50		\$7,568.50	\$863.00
Total Planned Budget and Expense	\$122,735.60	\$29,943.43	\$92,792.17		\$82,475.45	\$10,316.72

Amberwoods HOA	Draft Budget
Expense	2022/2023
Boca Del Mar Fees	\$29,000.00
Property Management fee	\$27,000.00
Annual Financial audit (+ tax return)	\$5,000.00
Landscaping (includes pest control)	\$22,200.00
Legal Fees (incl reimbursement from owners)	\$10,000.00
Utilities - FPL	\$4,000.00
Street Light Maintenance	\$1,000.00
Ins - Officers & Directors Liability, plus Gen Liability	\$3,400.00
Bad Debt (one property)	\$475.00
Maintenance - Sprinklers	\$1,500.00
Postage	\$550.00
Office supplies (Ink, labels, etc.)	\$600.00
Corp Inc Tax & Fees	\$0.00
Printing and Reproduction	\$600.00
Licenses/Permits (HOA Corp. Return)	\$0.00
PO Box	\$150.00
Pressure Clean entrance signs 2x year	\$600.00
Meeting Signs / misc expense	\$100.00
Internet Expense incl online Quickbooks	\$0.00
Go Daddy Website Wordpress (1 year)	\$360.00
Long Term Storage HOA records \$30/month	\$387.60
PayPal fees	\$0.00
Replenish "reserves"	\$0.00
Total Budget and Recurring Expense	\$106,922.60