

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, September 1, 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: 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"> • August 4, 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"> o 210 properties paid in full o 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, funds to repair/replace assets, 2021-2022 Budget vs Actuals (see pages 2 and 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: 21552 Arbor - 08/06/21 owner told work on rock wall and proposed fence on utility easement must stop. Board approval letter stated PBC permits required, but no permits in PBC system. 6510 Amberwoods - 08/20/21 boat w/ commercial sign, trailer, truck all parked on grass at intersection 21550 Cavandish - 8/27/21 via email - edge and clean out all landscape bids 21549 Cavandish - 8/27/21 via email - remove weeds from front xeriscape 6500 Amberwoods - 21521 Cavandish - Trash can was there on Thursday morning. 6375 Hollandaire E - bulk items in driveway the letter wasn't sent, items were gone on after trash pickup 21567 Toledo - Lawn needs to be treated for weeds and mowed, driveway pressure cleaned. 6719 H W - Mailbox 21530 Mahoe - Pressure clean Driveway <p><u>2nd Letters</u></p> <ul style="list-style-type: none"> • Architectural Modifications received and status. Revised form clarifying requirements placed on website https://amberwoods33433.org/arch-review-board-forms/ Approved 6335 Amberwoods - impact windows, doors 21594 Hollandaire E - impact sliders 6206 Amberwoods - exterior paint 21560 Toledo - impact windows, doors 6444 Amberwoods - 08/31/21 remove decorative wood trim, repair stucco 6454 Amberwoods - white PVC fence - PBC requesting written HOA approval for fence on owner's property's easement; owner sent detailed description of proposed fence location; revised approval letter sent 9/1/2021 Pending 6444 Amberwoods - 08/27/21 new owners making changes without Board approval, sent form and summary of restrictions 21536 Cavandish - 08/27/21 owner re-roofing without Board approval, sent blank form to owner • New homeowners / properties for sale: 6150 Amberwoods - 7/9/2021 estoppel requested, 7/23/2021 estoppel certificate sent, closing was 07/29/21 6206 Amberwoods - 7/27/2021 estoppel application submitted, 7/27/2021 estoppel certificate sent, closing was 08/09/21 	Property Manager

6354 Amberwoods - estoppel returned 08/27/21, closing is on 09/03/21
 6444 Amberwoods - estoppel returned 08/17/21, closing was 08/18/21

- **Estoppels Update:**
- **Tenants:**

Board

For Board Discussion

- **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 8/4/21 meeting.
 If no Fining Resolution, then Board needs to define process and rules for handling 2nd violation letters that are ignored. Albert provided draft text for website, newsletter, paper mailing. Sent to all Board members, **need Board's comments.**
Motion made by _____ Seconded by _____:
In favor:
Against:
- **Update on speed tables/speed limit signs:**
 - o County posted signs on Palmetto Circle N & S at proposed speed "hump" locations. Phone 561-684-4030.
- **Update on entrance sign enhancements:**
 - o 4/28/21: Selected Graphic Reproduction. Glenn notified and advised 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.
 - o Letters will look like this: **AMBERWOODS**
 - o 05/30/2021 Glenn painted color samples on signs at Redbay; 6/2/2021 Toby painted color samples at FigTree.
 - o 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 09/01/2021.
 - o Prior to work start, need to trim all landscape from signs, and pressure-wash front and back of all 6 signs.
- **Status of Next Board/HOA Newsletter**
 - 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 need to provide to Board members.
 - Need subjects for the next newsletter. Updates on speed tables, signs, solar street lights, and proposed Fining Resolution, "Opt out" of internet marketing via axiom.com, how to check on PBC permits for your property.
- **HOA has received a legal action from a homeowner**
 - o The claim is surrounding work done by ATT's contractor in 2017
 - o The HOA's attorney is currently engaged on the matter and the HOA will vigorously defend itself against this frivolous and baseless claim
 - o *Any updates?*

Board

Other Topics/Other Business from Board Members

- **Draft budget for 2022-2023 fiscal year (see page 4)**
 - o adjust or remove any current items
 - o add any new items
 - o Given the age of HOA assets (ex: streetlight poles are over 30 yrs old), how large of a "balance of funds" should HOA hold for repair/replace of HOA assets due to age or damage? 50% of total estimated costs? 75%? 100%? How many years should we take to accomplish the target percentage? Should 2022-2023 dues be higher in order to start to set aside more funds? If so, by how much?

2021-2022 Outlook		Amberwoods Assets and Estimated Replacement Costs	
Bank Balance as of 08/31/2021:	\$ 120,426.28	6 signs with landscaping	\$90,000.00
Less Estimated Payments left to go (Aug 2021 - March 2022)	-\$88,243.12	24 streetlights (poles + lamphoods)	\$36,000.00
Projected balance of funds after planned spending *	\$ 54,183.16	wellhead and pump	\$10,000.00
		Total	\$136,000.00

* The Board maintains funds in case HOA-owned assets must be repaired/replaced due to age or damage.
 \$54,183 is about 40% of the total estimated replacement cost of HOA assets. Does the Board consider this sufficient?

Other Topics/Other Business from Owners

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Committee Reports

Communications Committee (Julie Goodwin, Mike Lynch)

- Julie Goodwin to provide Website hits reports for the months of August

Committee members

Lighting Committee (Glenn Calabrese, Mike Lynch)

- **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) 8/17/21 - Toby called A-Lighting and asked to repair 6506 Amberwoods streetlight photocell.

Landscape Committee (Glenn Calabrese, Julie Goodwin)

- **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
 - **4/7/2021**- Julie spoke to Bill LeBaron regarding the estimates for replacing existing viburnum hedge plants. KMR's proposal quotes:
 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 the 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 where viburnum hedge not growing well. Zones: 5, 18, 21, and 22 need additional sprinkler heads inside the hedge bed. Estimate from irrigation contractor = \$1175.25; Board approved.
 - **8/10/2021** - Shoreline Irrigation installed additional sprinkler heads in front of sections of hedge not getting sufficient irrigation. Wait 2 months to see if hedge improves in these zones before replacing shorter plants in these zones.
- **FPL Electric Usage has doubled since Feb 2021** .
 - **8/9/2021** - Julie and Toby consulted Bill LeBaron (KMR Landscaping) to see if sprinkler timers were increased during May - July period, Bill said that Shoreline Irrigation adjusted the sprinkler timers in May 2021 for more irrigation days since there was little rain at that time. The sprinkler timers were readjusted on Aug 9, 2021 to 3 days per week and we will keep this schedule unless we see that the landscaping is not getting sufficient irrigation.

Maintenance Committee (Glenn Calabrese, Mike Lynch, Toby Maners)

- Any updates?

Note:

Amberwoods Homeowner Question – FYI (Board should read before meeting, no discussion, just FYI)

Next Board meeting is Wed October 6, 2021, 8pm.

Motion to adjourn made by _____ Seconded by _____ at _____ pm.

	8/31/2021	as of 08/31/2021		Sep 2021 - Mar 2022	over-/under+
Amberwoods HOA	Budget	2021/2022	over-/under+	Expected	Expected
Expense	2021/2022	Actual	Difference	Payments left	Difference
Boca Del Mar Fees	\$29,000.00	\$14,190.00	\$14,810.00	\$14,190.00	\$820.00
Property Management fee	\$27,000.00	\$8,301.98	\$20,698.02	\$14,630.00	\$6,068.02
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	\$9,250.00	\$12,750.00	\$12,950.00	-\$200.00
Legal Fees (incl reimbursement from owners)	\$10,000.00	\$3,441.48	\$6,558.52	\$7,319.62	-\$761.10
Utilities - FPL	\$4,000.00	\$973.34	\$3,026.66	\$2,100.00	\$926.66
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	\$1,421.25	\$78.75	\$250.00	-\$171.25
Postage	\$550.00	\$0.00	\$550.00	\$0.00	\$550.00
Office supplies (Ink, labels, etc.)	\$600.00	\$31.98	\$568.02	\$100.00	\$468.02
Corp Inc Tax & Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Printing and Reproduction	\$600.00	\$389.39	\$230.61	\$350.00	-\$119.39
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	\$600.00	\$0.00
Meeting Signs / misc expense	\$100.00	\$0.00	\$100.00	\$0.00	\$100.00
Internet Expense incl online Quickbooks / Zoom account	\$0.00	\$0.00	\$0.00	\$149.90	-\$149.90
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	\$161.50	\$226.10	\$226.10	\$0.00
PayPal fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Replenish funds to repair or replace HOA-owned assets *	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Budget and Recurring Expense	\$106,735.60	\$40,591.77	\$66,143.83	\$58,011.62	\$8,132.21
* The Board maintains funds in case HOA-owned assets must be repaired/replaced due to age or damage.					
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	\$8,231.50	\$200.00
Total Planned Budget and Expense	\$122,735.60	\$48,160.27	\$74,575.33	\$66,243.12	\$8,332.21

Should the 2022-2023 Budget line item "Replenish funds to repair/replace HOA-owned assets" be increased, and the 2022-2023 dues be higher, in order to have more funds for future repair/replacement of HOA-owned assets?

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	\$176.00
Pressure Clean entrance signs 2x year	\$600.00
Meeting Signs / misc expense	\$100.00
Internet Expense incl online Quickbooks / Zoom	\$149.90
Go Daddy Website Wordpress (1 year)	\$360.00
Long Term Storage HOA records \$30/month	\$387.60
PayPal fees	\$0.00
Replenish funds to repair/replace HOA-owned assets	\$0.00
Total Budget and Recurring Expense	\$107,098.50
Total budget / 215 properties	\$498.13
Draft annual dues for 2022-2023	\$500.00
\$500 x 215	\$107,500.00