

THE ESTATES OF TANGLEWOOD LAKES
HOA Meeting Minutes for February 1, 2023

The Meeting of the Board of Directors was held on February 1, 2023, via zoom. Notice of the Meeting was posted at the Association's entrance forty-eight hours prior to the meeting.

The following board members were present:
Harry Stevens (Lot 072), and Linda Elizalde (Lot 074)

The following guests were present:
Danielle Wade (016), Doreen Small (Lot 066), Rhiland Davis (Lot 027), Mark Edwards (Lot 045), and Dayami Morales (Lot 024)

The following Miami Management representative was present:
Arleth Broderick, CAM and Marlin Quintero Mora, CAM

Board Meeting

I. Call to Order

Harry Stevens called the meeting to order at 7:00 pm.

II. Approval of Minutes

Harry makes a motion for minutes to be approved as amended. Linda seconds.

III. Treasurer's Report

Harry presented the following report:

As of 12/31 the account in Banco Popular has a balance of \$157,559.61, in Checking, \$216,846.65 in savings, plus CDs of \$165,975.01 for total funds in Banco Popular of \$540,381.27. We earned \$320.72 extra income, unexpected income of \$77.28 and \$0.00 in reimbursement income. We have accounts receivables over \$900 which includes no legal fees, no unit repairs and no violations. The total amount for collection is about \$980.00.

Year End Update:

Treasurer states that the status of the association's finances appears to be very strong. The HOA will be able to complete the front entrance project using both operating and reserve funds and will not require a special assessment.

In analysis FY 2022 spending against budgeted monies, treasurer finds that the association stayed somewhat close to budget although there was one area of significant variances between budgeted and actual. The area of variance was in ground maintenance (\$9,950 versus \$3900) this was due to the storm drain inspection and certification.

For the year HOA took in \$4140.90 – interest, late fees, reimbursements, gate key and violation income more than budgeted and spent \$15,643.56 less than budgeted. This was a direct result of no sidewalk maintenance or cleaning, and contingency issues. Reserve accounts earned \$1,359.16 in interest.

IV. Old Business

a. Delinquencies and Waiving of Fees:

Arleth states information from report dated December 20, 2022, and most recent January 18, 2023. She says that friendly reminder letters were sent to owners who owed from \$0.83 to \$93.08. Arleth continues to state that Notice of Late Assessment letters were sent to owners who owed \$120.51 to \$161.51. Arleth states that there are no delinquencies and that there is only one owner in bankruptcy but they continue to be up-to-date on their maintenance fee as of January 2023.

b. Violations:

Arleth states she cleaned up as much as possible for the transition to Marlin but that there are some pending that Marlin will have to follow-up on. Marlin was given all the pertinent information on the pending violations.

c. ARC Report:

- Lot 15 – Arleth states that the homeowner submitted request to:
 - install fence the pool,
 - paint the driveway
 - concrete slap.

The fence was submitted. Harry states that they are both ready to go.

- Lot 16 – submitted request to install fence. Board approved.
- Lot 96 –submitted request to paint driveway. Board approved.

Arleth states that there are a few more that will be submitted once request is complete.

d. Sidewalk Leakage (Lot 100 & 101)

Arleth went by to check, and the cones were removed. The section looks back to normal. She followed up with an email to the City of Pembroke Pines to make sure it was taken care of. She is pending response. Harry states that she might not hear back since they are working on many repairs.

e. Drainage Inspection

Arleth sent follow-up to PCI Stormwater Solutions and they advised that the repair would occur in around 10 days and that was on 01/24/2023. They apologize for the delay. PCI Stormwater informed that they had to order a part for the camera and it took longer than expected to get it.

f. Mailbox Hinge Repairs

Beautiful Mailbox completed the replacement of 36 stainless steel hinges for cast boxes in the community and billed the community on 12/16/22. Harry states that the invoice has already been paid.

g. Mailbox Issues

Arleth states that there are many issues with mailboxes this past month.

- Lot 20-21: Separation of mailboxes. Harry states that he and Jose marked the sidewalk in orange paint. Marlin to provide Beautiful Mailbox with pictures. They have billed it at \$1,091.40. Arleth states that apparently that mailbox continues to get hit because of the location. Harry states that it's the fourth time that it has been destroyed.
- Lot 15: Homeowner contacted Arleth about damage to mailbox and she submitted request to have the mailbox fixed 01/23/2023. Beautiful Mailbox advised that a temporary one will be installed right away.
- Lot 74 & 75 –Arleth states that request was submitted on 01/23/2023 to have mailbox repaired. Linda confirms that a black mailbox was installed temporarily. Linda asks what the next steps are and Harry confirms that they will bill the responsible person. Arleth asks if Linda has the contact information. Linda states that she will get the information. It is the homeowner right across from hers. Harry looked up the information and says its Lot 27.
- Lot 53 – Arleth states that request was submitted on same day 01/23/2023.

Arleth says that they will sort this out and bill us.

h. Transition to New Manager:

Arleth states Marlin Quintero Mora, has been assigned as the new property manager for The Estates of Tanglewood Lake HOA. To provide a seamless transition, she has visited the community with Arleth, the current property manager. She has been provided with all the pertinent associations documents, information, most recent updates, and keys/gate & card clickers. She is scheduled to begin as of February 1st, 2023.

i. Entrance Project Update:

Harry states that the L2 and L3 landscape prints have been received. Jose has electronic copy and will be sending to Sheila at expediting company to confirm if that is what is needed. He will also contact Troy to confirm mailing of hard copy. Harry states that now pending construction permits. He says that once received it should be a two week job. Arleth asks if the issues with the billing have been worked out. Harry says that yes it has. He states that the issue that payments must be fluid so that there are no hold ups. He says he and Jose need to be get the payments out in expediated fashion.

V. New Business

a. Volo System

Harry states that the system has been updated. He is working through to see how it works. He says that eventually he will reach out to the Volo company to get a

download of all the current units and their information to send out mass mailout so that homeowners can update and confirm the information. He says that he is sure that they don't have all the email and phone numbers for all the units.

b. Pressure Washing Sidewalks

Harry states property manager should reach out to Hartzell Painting to get quote for pressure cleaning the sidewalk and the gatehouse area.

VI. Open Forum

a. Trash Cans

Linda states that there is trash cans being left in the front and asks if it was put in the newsletter. Harry states that it was. He says that to curb that is to start citing the individual. The property manager will have to come by and do inspections on the next day. If she comes by and it is there, a letter will be sent out.

b. Boats

Harry says that he assumes that since the boats are gone it was taken care of. Linda says neighbor was very apologetic. Harry says that the bylaws state that boats need to be covered or behind something, or with permission from the association to park it. Linda states she was unsure and thought that no boats were permitted.

The owner of the boat states that the parking was temporary. He wants to know if permission has been granted. Harry states to look at the bylaws. Harry says that boat owner can send email to property manager and request temporary parking. Homeowner says that he understood temporary was permitted.

c. Mailbox Questions

Ms. Wade (Lot 16) questions the repair of mailboxes. She states that hers was screwed back and that her neighbor's box was replaced with a black one. Harry states that its temporary since they take original cast iron one back to repair. Ms. Wade states that her is still broke and not opening. She thinks that the wrong one was taken. Harry asks if it's a double and states that usually the cross piece is replaced. Arleth states that they will contact Beautiful Mailbox on this repair.

d. ARC

Ms. Wade wants to know if her request for painting was received. Arleth states that she has not received. Ms. Wade will resubmit. She also wanted to know about adding false stone on the outside around the garage. Harry says that there is nothing like that in the community and to submit request with pictures.

e. Front Entrance

Ms. Wade wants to know if pictures have been sent. She wants to know if there will be a new marquee. Harry says there will be and gives her a quick update.

Harry says that he will put something together and put on the website so that everyone can see.

Ms. Morales asked about the status of the entrance. She offers to assist with the city. Harry says that the project has been going on for seven years. Harry gives her update stating that construction permits have been obtained and are pending building permits. Once the GC has the construction permits pulled things will get going and the project should take two weeks once everything has been submitted correctly. Arleth states that the biggest set back was the space between the front entrance and the nearest house. Harry states no it is due to the job being so small.

Ms. Morales asks again if there is a GC for the project. The property manager confirms that yes there is a GC. Ms. Morales continues by stating that she is asking since she purchased the home from Audrey Carballo and Audrey had stated that the project had been approved. She says she hasn't seen any plans. She wants to make sure that this is still the case. Arleth states yes that is the case and that the permits are pending but once all received it will be 2 weeks and that it is the whole entire entrance.

f. Call information

Mr. Edwards wanted to know if the number Arleth gave him will be the same. Arleth states that it's the number that is given when she sets up the zoom. Arleth reminds Marlin to send the number so that residents have both. Harry states that the information is sent in the email and text that he sends out. He requests that homeowner check his spam folder if he has submitted email to HOA. Harry says that information was sent to all homeowners to go in and update their information.

VII. Adjournment

With no further business to be discussed, Harry motioned to adjourn the meeting. Linda seconded. Meeting adjourned at 7:45 pm.

Respectfully Submitted,
Harry Stevens
Treasurer/Interim Secretary
Estates of Tanglewood Lakes Homeowners Association

I hereby certify that the Minutes of February 1, 2023, have been approved without corrections.

Date:_____ Signature: _____ Title:_____