

## THE ESTATES OF TANGLEWOOD LAKES

### HOA Budget and Board Meeting Minutes for November 2, 2022

The Meeting of the Board of Directors was held on November 2, 2022, 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:

Jose Ockerman (Lot 071), Harry Stevens (Lot 072), Audrey Carballo (Lot 024), and Linda Elizalde (Lot 074)

The following guests were present:

Sandra and Gifford Spence (Lot 003), Doreen Small (Lot 066), Shirley Hanks (Lot 076), Danielle Wade (Lot 16), and Nay Williams (Lot 055)

The following Miami Management representative was present:

Arleth Broderick, CAM.

#### **Budget Meeting**

##### **I. Call to Order**

Jose Ockerman called the meeting to order at 7:05 pm.

##### **II. Proof of Notice**

Arleth confirms that Proof of Notice was sent. She shows the envelope, the notice and the proof of mailing signed affidavit. She states that she has retained a copy on file if the Board needs a copy.

##### **III. Consideration and Approval of Proposed Budget**

Harry motioned to have budget approved as submitted and it was seconded by Linda seconded.

Jose states that motioned carried and the 2023 Budget was approved.

##### **IV. Adjournment**

With budget approved, Audrey motioned to adjourn the meeting. Linda seconded. Meeting adjourned at 7:07 pm.

#### **Board Meeting**

##### **I. Call to Order**

Jose Ockerman called the meeting to order at 7:07 pm.

##### **II. Approval of Minutes**

Arleth states that there are no minutes for October 5, 2022, meeting since there was not quorum for the meeting.

### **III. Treasurer's Report**

Harry presented the following report:

As of 9/30 the account in Banco Popular has a balance of \$159,888.15, in Checking, \$214,022.05 in savings, plus CD's of \$165,912.93 for total funds in Banco Popular of \$539,824.13. We earned \$160.06 extra income, unexpected income of \$95.25 and \$0.00 in reimbursement income. We have accounts receivables less than \$1K which includes no legal fees, no unit repairs and no violations. The total amount for collection is about \$790.00.

### **IV. Old Business**

#### **a. Delinquencies and Waiving of Fees:**

Arleth states that she sent report dated October 17<sup>th</sup> and updated one on October 29<sup>th</sup>. She says that a friendly reminder was sent out to those owners that owed \$6.00 and those who owe up to \$131.33. No notice of late assessment has been sent.

#### **b. Violations:**

Lot 38 – Arleth informs that the owner made payment in full and has enrolled in autopay to avoid being sent to the attorney again.

Lot 24 – Jose asks if they were able to accommodate the lot on the adjustment of HOA. Harry informs that this is covered under the settling when the owner does the closing. Audrey states that it was done under the estoppel letter, and it would be adjusted off. Arleth states that there is a November payment scheduled to come in on the 3<sup>rd</sup> and if they want an updated ledger she can provide. Audrey asks that Arleth sends to new homeowner.

#### **c. ARC Report**

- Lot 14 – Painting of the exterior was approved per Arleth.
- Lot 19 – Replacement of exterior side door: Arleth states that the board approved.
- Lot 91- Roof replacement: Arleth states the request was approved and signed.
- Lot 24 – Harry had a concern about trash bin in driveway and resident parking on street. Audrey states that the new owner will not be moving in until January as they are working on repairs.

#### **d. Entrance Project Update:**

Arleth states there was a preconstruction meeting and permit fee was provided for the meeting. She says that the attorney, Jeff Helf, will continue at the same rate to service the association on the gate entrance project. He was consulted to see who should attend the preconstruction meeting. Mr. Helf advised that anyone involved in the project should attend. Arleth asks if anyone else has any more information to add. Jose states that the only persons that attended were Tom, Richard, and Roger. They represent the vendor, contractor and the General Contractor. Jose continues by saying that there was no architecture or engineer present. Jose states that the permit was received. The only comment that the City had was the inspections that occurs outside Monday through Thursday, will be charged at a minimum at 3 hours at \$107 per hour. Basically, if they come out to do an inspection on Friday-Saturday, since they don't work on Sunday, it will cost the association approximately \$325 per inspection. Jose states that any deviations to the contract needs to go through Munson, the engineering firm for this project. This will ensure that any of the deviation do affect any city code. He states that there were discussion on the analysis of the sub-grade and the ground that they are working on. There was also discussion on the water. Jose informed them that there was a well and no meter required. He states that the inspector assigned to this project is Walter. Jose continues and states that the only outstanding item, now that all permits received, Saul Signs to provide shop drawings in order to move forward. He says the permit has shifted from the engineering side to the building side and that the has no idea of the cost.

**e. Mailbox Issues**

Arleth reports:

1. Lot 27: There was a broken base. Beautiful Mailbox states that a temporary unit was installed and original brought to their shop for repair. Vendor came on October 24<sup>th</sup> and fixed it.

**f. Community Mailbox Repairs**

Arleth states Beautiful Mailbox were paid and that they should be completing the work.

**g. Drain Inspection Proposals**

Arleth states proposal to vender and requested invoice to process the payment. She also sent vendor sign-off so that they can proceed with the drainage video and inspection as the board requests.

**h. Miami Management Addendum**

Arleth asks the board if the have had a chance to review. Jose states that he is ready to meet with the manager. He requests that Arleth set up a meeting. Arleth asks what times are best for him. Jose states basically any time between 10am and 2pm.

**i. Gate Issues**

Arleth states that the gate was broken twice, once on September 2 and again on October 7<sup>th</sup>. Diamond Gate came out and repaired. Arleth came out and inspected and it was working. She states if the board knows of any other issues to let her know.

Harry states he put the arm back up and when to look at video and then noticed the hard drive had failed. He states he had an extra hard drive sitting around and he used that one. The drive should give about 24 days of video recording.

**j. Permit Fees**

Harry makes a motion to have the permit fees of approximately \$4,400.00 paid. Jose and Linda second. Motion passed.

Jose says he will be meeting with the general contractor to get a better understanding of the service that he will be providing. Harry suggests that Jose should talk to attorney to know what should be paid by general contractor and what should be paid by association. He also suggests that the attorney review the contract prior to signing.

Arleth states that she provided a contract that needs to be executed. Harry says that is the one that they feel should be reviewed. He says that there is about 2 outstanding invoices but he feels that the general contractor should be paying not the association.

Arleth informs that the attorney stated that this was a Cost-Plus Contract. The association is responsible for making payments directly to vendors and the general contractor will then collect an additional 25% from the actual cost to the vendors. Harry questions if that is the current contract. Arleth states that this is what the attorney advises and that she is not sure if it's in the contract. Again, Harry states that Jose should meet with the attorney.

Harry says that they would reuse the signs. Jose will speak with the attorney and he says that if the GC is giving them the contract and not reviewing then are the paying the GC

**V. Open Forum**

**a. Thank You**

Jose took a moment to thank Audrey for all her years serving on the board in different capacities. And that the board wishes her the best on her endeavors. Everyone wishes her the best of luck. Audrey states it has been her pleasure to serve all these years.

**b. New Board Member**

Linda asks if the board needs to get a new member. Arleth states yes and that information will be sent out for the Annual Meeting.

**c. Roofing**

Sandra asks for one of her neighbor if a metal roof would be approve. Harry states that there should not be an issue, but he would like to see what they are going to do. He says there is nothing in the bylaws that states against it. Harry states currently there are different types of roofing. Jose states that he doesn't have a concern depending on the type they use. Harry says that it doesn't have to be an exception. Jose questions if a shingles were requested would they agree and Harry states again that there is nothing in bylaws. Linda questions about lightening. Jose says it has to be grounded.

**d. Ice Cream Social**

Sandra asks if the social is still a go and what has happened. Jose states that nothing since the second vendor wanted more money. He will be reaching out to the first vendor to see if it can be done when the plans for the front entrance can be seen and that Audrey can participate before she leaves.

**e. Holiday Decorations**

Ms. Hanks asks if there has ever been Christmas decorations out in the front gate. Jose says yes. He says not last year but in the past they have purchased lights and it was decorated. Jose states that it grew out of favor since it got busy with the different issues brought on by COVID. It has not been done in the last two years. He thinks that all decorations purchased in the past have gone bad or rusted out since the gate house is a damp and wet environment. He says it was discussed to hire a company to decorate but that it was expensive. Harry states that with the company, you had to contract them many months in advance. Jose states that yes it can be done, and the decorations purchased but the issue is getting people to commit to helping. He says in the past the turnout was poor and the only the board members were there. Arleth informs the group that she has contracted a company for another smaller community and the company is charging \$3,400. The community does not own the decorations, the company does. Jose says that if the community would want this, it should be discussed and added to the next year budget.

**f. Callbox**

Ms. Smalls wants to the process to have the gate call transferred to her cell phone. She is disconnecting the house line. Harry states that she just needs send the request to Arleth with the number and then he can update system. She wants to know how many numbers can be used. Harry states that only two numbers can be used. One will be primary and the other will be hidden. Arleth will send a request to Doreen Smalls.

Harry states that some of the lights in the display is out. He suggest that once the entrance is completed it should be replaced.

Audrey states that this will happen when the new owner closes. There will be an overlap. Harry states that it will change once she moves out.

## **VI. Adjournment**

With no further business to be discussed, Audrey motioned to adjourn the meeting. Linda seconded. Meeting adjourned at 7:47 pm.

Respectfully Submitted,  
Audrey Carballo  
Vice President/Interim Secretary  
Estates of Tanglewood Lakes Homeowners Association

I hereby certify that the Minutes of November 2, 2022, have been approved without corrections.

Date:\_\_\_\_\_ Signature: \_\_\_\_\_ Title: \_\_\_\_\_