

THE ESTATES OF TANGLEWOOD LAKES

HOA Meeting Minutes for October 6, 2021

The Meeting of the Board of Directors was held on October 6, 2021, 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, Audrey Carballo, Harry Stevens and Linda Elizalde .

The following guests were present:

Sandra Spence, Marjorie Samerson.

The following Miami Management representative was present:

Nelly Gordillo, CAM.

I. Call to Order

Audrey called the meeting to order at 7:02 pm.

II. Approval of Minutes

Update on the person taking the minutes. Jessica Castro is the Special Assistant to the CFO and Assistant Director of Admin Services for Finance and Administration at FIU. She will be assisting the Board with transcription of the minutes. Jose will be sending her the audio of the meeting. Harry will email the Treasurer's report to her. Once she has both items, she will put together the minutes and email them to Audrey.

III. Treasurer's Report

Harry presented the following report:

As of 9/30 we have, in Banco Popular, \$130,521.47, in Checking, \$122,077.42 in savings, plus CD's of \$165,678.98 for total funds in Banco Popular of \$418,277.87. In We Florida Financial, we have \$82,455.48 in Savings. We earned \$88.13 extra income, unexpected income of \$188.14 and 0.00 in reimbursement income. We have accounts receivables over 2.5K which includes \$0.00 in legal fees, \$181.90 in unit repairs and violations of about 1.5K. The total amount for possible collection is about 1.2K.

Lot 52 is out of legal.

Lots 38 and 68 are two months in the arrears.

IV. Old Business

a. Entrance Project Update:

Nelly spoke with the contractor in regard to the entrance. Contractor states that the engineer submitted the additional paperwork required by the city. Contractor agreed to call Nelly to inform her where in the process the paperwork was with the city. She had not received any information as of the date of this meeting. Nelly would be following up with a call.

b. Violations:

Nelly submitted some for-roof cleaning and fence repairs. The Board had requested that the account be sent to legal. However, Nelly observed that the notices were sent to the mailing address and not the physical address. At one point the homeowner had requested items be sent to the mailing address but since then the homeowner has moved into the unit. Nelly sent notice to the physical property in hopes that the homeowner will correct the items. If he has not repaired the items or responded to the notice in 10 days, Nelly will forward the account to the attorneys.

c. Pressure Cleaning of Sidewalks:

Jose signed the proposal submitted by Hartzell. Nelly sent it to the contractor and is pending the schedule. Included in this project are all the sidewalks, the gate house, the cleaning of all the mailboxes, and the cleaning of the street signs. After this Nelly will contact the sweeping company.

d. Budget for 2022:

Nelly demonstrated the affidavit that all letters were sent to homeowners with the new proposed budget. Motion to approve the budget is needed. Jose moved to approve the budget and Linda seconded. All board members present were in favor of approving the proposed 2022 budget. Motion was passed.

V. New Business

a. Destruction of records:

Nelly had sent a form to the board about the destruction of records. She needs authorization from the board for the destruction of three boxes that are older than seven years. They need to be discarded unless one of the board members would like them. Normally, in prior years the board has destroyed the records. Harry asked if the form was sent to the entire board or just to Jose and himself. It was only sent to Harry and Jose. Nelly will resend to the entire board. Harry made a motion to allow Nelly to sign for the destruction of records since he is out of town. Audrey seconded the motion. Motion passed.

b. Additional Assistance.

Nelly forwarded email from Marjorie Samerson stating she will assist the board. Harry asked if she had other interests since there were other openings such as the Arts Committee and the Fines Committee. Marjorie feels that the Architectural Committee and Fines Committee go hand in hand. She wants to know if a person can be on both. Nelly feels that it is possible if the person is not on the board. She has not seen anything in the articles and asks if the board would like to ask legal. Audrey doesn't think there is an issue. Marjorie would like to participate but not be the sole person. Harry would like to find someone to assist so that Marjorie has a second. This will permit the Fines Committee to properly operate. Marjorie decides to go with the Architectural Committee. Nelly states that the Fines Committee has two members, and she can only confirm that one is active. Marjorie states that she feels that the Fines Committee should have two to three members at a minimum to be fair to the homeowners in the hearings. Harry states he would prefer to have a functioning Fines Committee first. Marjorie agrees that if they can get a second person she will help. Audrey says that for now for the Architectural Committee items can continue to come to the board until the committee is set up. Marjorie agrees to try to get other homeowners to participate.

c. Gate Entry System:

Harry states that work on the system was cancelled due to the rain and are scheduled for following Tuesday. This is to swap out controller for both gate arm. \$85-\$130 do get it done. It will then be monitored to see if gate arms stay up. If it does then a new ground loop needs to be cut in. He is hoping to nurse this through until the front entrance project is going so that it negates the ground loop cutting for the exit.

d. Drain Clean:

Harry saw the email that Nelly sent out about the company recommending it. It is a five-year certification. The company will be doing a three-year cleaning and then the certification. Harry questions if the cleaning can be done this year and the certification the next. Nelly states that it

must be cleaned every 18 to 24 months. The district recommends that it be cleaned yearly. Basically, another cleaning must be completed at the same time as the certification. The last time it was done was in 2018. Harry states that certification is not due for another couple of years and that this is a recommendation from the company. It is not in the budget for this year and not on the budget just passed. This is not to say that there are no funds for the cleaning. An estimate can be requested to see the cost. Not certain of the value of doing an interim cleaning versus that certification cleaning that has always been done. There may be a benefit of interim cleaning so that the association is not hit with an astronomical bill at certification. They may also note items which may become an issue in near future. These items can be handled prior to certification. Nelly will request an estimate.

e. Sidewalk repair and maintenance:

Harry inquires if the board feels that sidewalk repair and maintenance should be looked at during this dry season. Harry states that since the permitting takes time, this item should be looked at for August or September of 2022 so that the work can commence in December 2022 or January 2023. Harry suggests that permitting is confirmed and locked down. This will also allow time for it to be included in the budget.

VI. Open Forum

- a. Audrey brings up that additional assistance is always welcomed and always looking for volunteers.

VII. Adjournment

With no further business to be discussed, Audrey motioned to adjourn the meeting. Harry seconded. Meeting was adjourned at 7:31 pm.

Harry requests that Nelly look into seeing if Dunkin Donuts is available for the next meeting.

Respectfully Submitted,

Jessica Castro

Transcriber

Estates of Tanglewood Lakes Homeowners Association