

THE ESTATES OF TANGLEWOOD LAKES
HOA Meeting Minutes for September 6, 2023

The Meeting of the Board of Directors was held on September 6, 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:

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

The following guests were present:

Adrian Blake (Lot 008), Carlos Harrison (Lot 024), Sandra Spence (Lot 003), Glen Smith (Lot 035), Shirley Hayes (Lot 076), Averyl Blake-Fraites (Lot 018) and Ariola Williams (Lot 091)

The following Miami Management representative was present:

Marlin Quintero Mora, CAM

Board Meeting

I. Call to Order

Jose Ockerman called the meeting to order at 7:00 pm.

II. Approval of Minutes

Minutes were reviewed. Harry motions to approve and Linda seconds it. Minutes were approved.

III. Treasurer's Report

Harry presented the following report:

As of 7/31 the account in Banco Popular has a balance of \$160,231.00, in Checking, \$224,368.40 in savings, plus CDs of \$166,120.17 for total funds in Banco Popular of \$550,719.57. We earned \$390.03 extra income, unexpected income of \$118.76 and \$0.00 in reimbursement income. We have accounts receivable over \$1.1K which includes \$0.00 in legal fees, \$0.00 in unit repairs, and \$0.00 in violations. The total amount for collection is about \$1.1K. There is currently one lot (99) that is behind, but they came current as of the meeting date.

IV. 2022 Tax Returns

The management company received the 2022 tax return from the CPA on 8/28/2023. They were delivered to the board's treasurer for signature on 8/29/2023. The management company sent returns to the PA to send to the IRS on 8/30/2023.

V. Insurance

Community 2023-2024 insurance was renewed this month. The board approved and signed on 8/23/2023. The payment was completed on 8/30/2023.

Harry asks that a red-letter day be added to the calendar for next year to start the process at the beginning of August. Marlin explains that she does request the information at the beginning, but that insurance agent sends renewals towards the end of the month. She states that it is not only with this community. Jose feels that insurance agencies wait to see if there will be a price increase. He says that it will be more difficult in the upcoming years to get insured. Marlin informed the group that the agents are stating that the couriers are giving the information late in the month.

VI. Financial Reports

The Treasurer sent an email to the manager on 08/24/2023 regarding the financial report. The manager consulted with the PA and provided an answer to the Treasurer and was pending response. Harry stated that everything is clear.

VII. Old Business

a. Violation Report

Marlin stated that the report was provided to the board. She is happy to inform that the community is working together to keep the property nice. She says that there are a few homes that continue to have minor violations which are not of too much concern such as cutting of grass and trimming hedges. Jose noted that there was a homeowner with an ac unit on the lawn, but that Marlin had reached out to them. Marlin states that the homeowner is addressing the issues.

b. ARCs

Marlin states that she has two pending ARCs that Jose is reviewing.

- Lot 86 - 9401 SW 6 CT- ARC to install back patio glass door – Submitted 8/13/2023 - Pending Approval
- Lot 15- 641 SW 94 Ave – ARC to install retention wall for pool. The pool was already approved. - Submitted 8/15/2023 - Pending Approval
- Lot 87 - 9411 SW 6 Court - ARC to remove tree which died. – Application was originally submitted on 5/11/2023. The management requested vendor information on 5/12/2023. The owner submitted the requested documentation on 7/20/2023. The management informed her that we continue to have missing information. Document provided on 8/29/2023 - Pending Approval

c. Drainage Video

Drainage video was received, and Marlin sent a link to the Board. Jose states that he looked at some of the videos but questions why the company didn't send a write up with the videos. Marlin questioned the same thing and requested a report with the findings.

d. Front Entrance Status

Harry sent various emails then he reached via telephone to the permit expeditor and that he hadn't heard anything back. He is not sure what the status is. As far as he can tell, they have all the paperwork signed by the association and the contractor. Harry thinks it would be nice to get an update. He says that once he returns to town, he will reach out once again. Jose states that one of the homeowners is very discontent and that the homeowner's wife went to City Hall to ask why the project was not progressing.

e. Mailboxes

Marlin received an email from Beautiful Mailboxes stating that they would be on the property on Thursday, September 7th. They will inspect all the boxes and provide an estimate on all the repairs or refurbishments. Jose says that he is glad they will be coming. He thanked Harry for helping with the springs. He continues stating that there are mailboxes with two bolts, there are mailboxes with one bolt, there are mailboxes with locks and some with no locks. Harry asks if the quote will be for the whole community or individual mailboxes. Marlin stated that she requested an estimate for the mailboxes and that the company was going to go and see which are the ones in need of repair or replacement. Harry states that he wants the company to come and pick up the mailbox, take it to their shop and put new hinges or hardware, sand blast and coat. He wants them to put a temporary box in while the original is in the shop getting repaired. Jose states that the mailboxes need to be refurbished. Harry says that maybe he should talk with the company when they are onsite. Marlin says she is unsure of the time but will reach out to Beautiful Mailboxes to see.

f. Street Sweeping

Harry states that starting in about two-weeks that trees will start shedding and the street sweepers need to be called. He says that the board needs to start thinking about it so that they get the community on the company's schedule. Marlin says that she will make a note to address it.

g. Budget

Harry states that he submitted a draft budget and two dates to review and approve the draft budget. He would like to have it sent out by the 18th and approved at the next meeting or approve the budget at the next meeting and send it out by the 16th. Marlin states that she has received his email but has not had the chance to sit and compare it with the GL received from the accounting department. She will be working with the budget department to review everything between the end of the current week and the following. Marlin states that she must sit also with her supervisor, Paula, to ensure that the numbers are accurate. Harry states that the budget submitted is the budget for the association and is not something Miami Management puts together. He states that they have gone through this in the past. He says that unless Miami Management says that their rates will increase, the budget he submitted will be it.

Jose states that they will review the budget and will follow the dates outlined by Harry. The draft will be brought to the October meeting.

Dates: Oct 4: approve draft budget
 Oct 16 send budget to homeowners
 Nov 1: Approve Budget

h. Bulk Trash

Linda states that once again someone was putting out the bulk trash too early. Marlin states that she has sent out notices.

i. New Board Member

Jose states that one of the homeowners, Shirley Hayes (Lot 076) has volunteered to be on the board our committee. He asks if she wants to be a committee member

or a board member since you cannot be both. She states that she wants to be on board. Harry explains that the secretary is the most needed. She says that she is comfortable right now. Jose explains that she gets in the role and does not like it that she can change.

Jose makes a motion to nominate Shirley Hayes as Secretary. Linda seconds it. Motioned carried.

Marlin informs Shirley that she needs a copy of her driver's license and Jose states that it is for the state. He informed her that the state requires this.

Marlin also informs them that she is looking into a class that is required for all the board.

Harry will send her information on how to set up email for association.

Jose asks if Harry wanted to address the other homeowner that wanted to participate, Mr. Glen Smith. Jose asks Mr. Smith how he would like to participate. Mr. Smith states that he is happy where most needed. Jose states that committees such as the ARC or the Fine Committee. He says they can talk offline to discuss which is best. He says the ARC is the most concerning but there needs to be 3 on the committee. Mr. Smith states he is talking with neighbors to see if they will participate also.

Averyl Blake-Fraites has also volunteered. Danielle Wage Lot 016 also volunteered but she was concerned about time. Jose clarified how the committee members worked and that each committee set their time.

Marlin gave more information on the Fine Committee. She stated that she inspects the property and sends violations monthly. She adds that information to the management report so that the Board knows what violations have been sent and what is open. The Fines Committee would also receive a copy of the report of all violations sent. Marlin explains that normally three notices are sent. One is a courtesy notice requesting the correction, then a second notice is sent and then a final notice. After the final notice, Marlin presents that report to the Fines Committee. The committee reviews the violations that are on final notice. The committee will investigate the matter and establish a date for a meeting. Marlin then sends the homeowner notice of the meeting date. At the meeting, the homeowner has a chance to explain the situation, why they haven't responded and why the matter has not been resolved. Marlin continues to state that many times the homeowner will correct the violation prior to the meeting and then the file is closed. It is up to the committee to determine if the homeowner is going to be fined. Marlin continues by stating that if the homeowner does not address the violation and does not attend the meeting, they can be automatically fined. She explains that it is a little work but not something that the committee would be doing every week. Marlin explains that the ARC Committee is different. On a monthly basis, six to eight ARCs can be received. At times some are not presented immediately due to the homeowner not having all the proper documentation attached to the request. Once the package is complete, the management company will deliver it to the committee but currently to one of the board members. The committee would be responsible for reviewing the requests and making sure that they are all approved and inline with the guidelines of the community.

Only one homeowner of each lot can participate on the committees and also no tenants can participate.

VIII. Open Forum

a. Entry Gate

One of the homeowners asks what was the outcome of the lady that addressed City Hall in reference to the gate. Jose states that she didn't get anywhere since she didn't have all the information such as the permit number. The personnel in the city office didn't want to look it up. The homeowner asks if she can get the permit number and go harass the city. Jose stated that she and the other homeowner (Danielle Wade Lot 016) that had requested the information could go. Any help was welcomed.

IX. Adjournment

With no further business to be discussed, Jose motioned to adjourn the meeting. Linda seconded. The meeting adjourned at 7:37 pm.

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

I hereby certify that the Minutes of September 6, 2023, have been approved without corrections.

Date:_____ Signature: _____ Title:_____