

THE ESTATES OF TANGLEWOOD LAKES

HOA Meeting Minutes for September 14, 2022

The Meeting of the Board of Directors was held on September 14, 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), Danielle Wade (Lot 16), and Doreen Small (Lot 66)

The following Miami Management representative was present:

Arleth Broderick, CAM.

I. Call to Order

Audrey Carballo called the meeting to order at 7:04 pm.

II. Approval of Minutes

Audrey Carballo motioned to have August 2022 minutes approved as amended with corrections and it was seconded by Linda Elizalde.

August 2022 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 \$169,492.38, in Checking, \$212,371.67 in savings, plus CD's of \$165,870.71 for total funds in Banco Popular of \$414,566.24. We earned \$194.34 extra income, unexpected income of \$52.25 and \$588.80 in reimbursement income. We have accounts receivables over \$7K which includes \$0.00 in legal fees, \$615 in unit repairs and violations of about \$0.00. The total amount for collection is about \$1.3K.

Lots 52 and 38 have demand letters since they are falling behind.

IV. Old Business

a. Delinquencies and Waiving of Fees:

Arleth states that on August 23rd a friendly reminder was sent out to those owners that owed \$59.67 and \$150.88. There is yet no response and the 45 days expires on September 17th. Arleth checked with the attorney and as of September 2, the homeowners had not made any contact with the attorney. Then next step is to ask the board to authorize the proceed with the lien.

b. Violations:

Arleth informs that there are violations for Lot 102 but it has been cleared. She reached out to the owners for status of the painting of the house and they responded that they are in the permitting stage of the roof repair and once that is completed they will be able to paint.

Lot 77 – rust on the house. Arleth had informed board that apparently letter worked. The owners had rust on the house that they painted without ARC. They provided ARC that was approved on August 13th. Arleth advised the attorney so that file can be closed.

Lot 37 – There is an unleashed pet violation for the friendly pig in the neighborhood. One of the owners informed Arleth that he has contacted the city to submit a formal complaint.

c. ARC Report

- Lot 14 – Arleth states that request for exterior paint was still under review and asked Jose the status. Jose still questions what is wanted. The owner just color scheme. Jose doesn't have email and Harry states it was sent on August 17th. After review, Jose has no issue and asks if the others have issue. Jose will add the information to the request.

d. Entrance Project Update:

Arleth states just on September 14th they had approved the permit with all the corrections. She will follow up with the GC to see what the next steps are to proceed with the project. City has approved so now it's on the contractor. Harry states that he received email from contractor stating next step is for contractor and city to set up pre-construction meetings. In his email, he is asking who needs to be in the meeting from association, whether Munson, the engineer, Troy, the architect, and the attorney that was retained to write the cost-plus contract between association and the GC. The permits are all approved and now they are waiting on one of two people in permit department to set up the pre-construction meeting. Harry says he has no clue what will be in that meeting and that is why he is asking the question about who needs to be.

Arleth states that she will investigate this and asks if there is a cost. Harry states not to worry about cost now since this is a cost-plus contract. If there is any cost for this, it is billed to the contractor and the contractor will bill the association. Harry says that the association needs to step back and stop paying bills. He feels that association needs to have a contractor take over and to bill the association. Contractor should get all the receipts from sub-contractor. Harry feels that the only ones that will have an issue will be Pauls Walls and Sign Company. He state that the association needs to find out from the GC who or what entities from the association should be involved in this pre-

construction meeting. Should it be Shane Munson? Should it be the contracted attorney. He is just unsure. Arleth state she will find out. Harry says that he would ask the attorney but the GC to see who should attend. He says to ask if a board member should be there, if the architect should be there or should the engineer be there? Harry suggests that the first person to contact be the GC to find out what is involved and who needs to be involved. On the side, he says they may reach out to the attorney and Munson to find out what their thoughts are on attending the pre-construction meeting.

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.

f. Community Mailbox Repairs

Arleth states Beautiful Mailbox sent a quote and the board approved the quote of \$1,271.16 to replace 36 stainless steel hinges for cast boxes. They requested deposit of \$635.58 and the rest to be paid upon completion of work. She requested invoice and upon receipt she uploaded into system for approval.

g. Drain Inspection Proposals

Arleth states she had sent proposals to the board. She sent another proposal recently from another company since one of the original companies was not responsive. Arleth asks if the board has had a chance to review the proposal. Jose questions the cost. Arleth states it was \$5500 for just the drainage certification and \$20,000 for cleaning. She says that one was for just cleaning the drainage and another for cleaning and video. She thinks that they submitted two pricing. Arleth states it was pricier than the others provided.

Harry states that it looks like it is around \$28,700 for cleaning and certification. What he doesn't quite understand is that in the first one they have a quantity of 35 in the cleaning and a quantity of 50 in the second one. He is unsure what they are referring to in the quantity. He notices that they are saying 50 hours at \$415 an hour. Estimation of 5 days and 50 hours and 35 hours. Quantity refers per hour not per number of drains.

Arleth asks if the board is prepared to decide or want more time considering that they just recently received the last proposal. Harry states that the first two were close in price. He says that the association has used PCI before, and their proposal was very similar with the others. Harry suggests that the association go with the company they know.

Harry motioned to move forward to contract using PCI Stormwater to clean, video and certify. Jose seconds the motion.

Motion approved to move forward with PCI Stormwater.

Harry states that they need signed contract and deposit.

Arleth will submit for signature.

h. 2021 Taxes Update

Arleth states that the 2021 taxes were signed and mailed out.

i. Insurance

Arleth stated that a quote from HUB International provided for renewal. The board decided to remove the auto coverage on the policy. The revised quote without the auto insurance coverage was for \$5940.49, which was paid by accounting and proof of payment was mailed to the board. Insurance has been renewed.

j. Budget

Arleth sent the proposed budget to the board on September 14, 2022. Harry states that the only problem is they don't go above \$70 and the proposed but is at \$73.55. He also noted that the reserve was upped. Harry remarked that he after looking at the reserve and old reserve survey, he feels that the association is very well capitalized and there is no need to raise our monthly rate. He says that the association brings in an extra \$2400 a year and that is about what the \$3.55 cents brings in. He says they don't raise assessment fee because they are able to pay items with operating budget. Even front entrance project can be funded completely out of operating budget. The painting in the community and still pay out of reserve and have plenty of money. Arleth questions if Harry is suggesting reducing the reserve. Harry replies that he is requesting that they go with the budget he submitted. Arleth states that there were certain items that were not matching with what the management company had with actuals. Harry states that it does not make a difference. He states that the budget is the HOA budget not that of the management company. Arleth questions if what he means that with the discrepancy, they want to move forward with the budget that Harry submitted. Harry confirms. Arleth state that in the budget submitted there are fees that are different. Harry confirms and states that Arleth is new to this budget, and he has 15 years of backup to confirm what is spent every year. Arleth questions the management fees. She states that the fees have not changed in the last five years. Harry states that it is correct since that was the contracted price and is still the contracted price. Arleth goes on to state that is the amount that is in the budget for 5 years but if the board looks at cost being more the board budget has been stagnant. She says usually you get a 3% increase every year and that the board has not had any. Harry confirms because Miami Management has never come to the board with a request for an increase in fees. He says that they have only come to the board one-time mid-year and the board held them to the contract. Harry says that if Miami Management is going to raise the fee, they need to come to the board with a contract proposal with the new contract fees and the date it would start. Arleth says that it will be a contract proposal. She will go back to her

regional manager and inform them that the board is not going with the budget that the management company proposed but with the budget submitted by the HOA.

Jose states that they have never had anyone audit or change the budget submitted by HOA. He questions when the management company decided what the budget was going to be. Arleth states that she was informed that they provide budgets and that is what she did. Her and her regional manager sat down and came up with a budget. Harry interrupts to say that he was probably the only community that submitted a budget to Nelly. She had to do all the others but not this one. She took what Harry provided and submitted it as the budget. This was because Harry had the knowledge, and it was one less thing that Nelly had to do. He understands that Miami Management does the budget for other communities, and the communities are okay with that. In this case, he runs the budget and looks at the numbers and can crunch the numbers. He has the data. So, for the moment, his data tells him that the budget that he submitted will get the association through anything that needs to be done.

Arleth states that she will take this back to corporate and see what they say about it. Harry states that they are running up to the deadline and he really doesn't care what corporate has to say. He says that the HOA budget is what was submitted to Arleth. Harry states that it needs to go out to the homeowners by the 18th of September in order to make dates and deadline set by law. Arleth states that she understands, and she will take to her office tomorrow and they will create the proposal as requested so it can be submitted to the board. In that manner the board can discuss if the HOA will grant Miami Management the increase in management fees. Arleth questions that the HOA does not want to give the increase. Harry states again that its not a matter of not wanting, its that Miami Management has not come to the board with a proposal. Arleth states she will let corporate know. Harry states that if they send a contract proposal the board would review at a duly called meeting and if agreed that would be next year's price or the prices starting at a certain date. He says that until that happens, they cannot arbitrarily change that management fee. Arleth states that it was a proposed not set in stone. She says that is the reason she brought to the board's attention for discussion. Jose says that he doesn't understand how the board can have numbers based on the associations running rates and history but the management company (he uses the next work loosely) manipulates the budget because they are proposing an increase on the management fees. Arleth asserts that the budget brought forth is based on the actuals that the management company has and not based on information arbitrary. Jose says that the proposed increase is arbitrary since they don't have a proposal. He states that his point is, if the board submitted a financial document, why would someone audit it and say we are planning to hit the community with an increase in management fees and let's make a couple of changes in the budget. Then to send the budget to review when they were never advised. He is concerned since there are many items going on: change

in the budget and change in the contract. He says that he doesn't understand how this works in the management side when they have never had the budget altered with the possibility of an increase in a fee that is under a contractual agreement. Arleth states that she understands but she was unaware of any arrangement that Nelly had with the board. She is coming in new and has gone with what corporate is asking her. Arleth will relay the message of what the board is stating. There is a standard and she was unaware of the change for this community. Jose says he is fine, but he is bewildered by the numbers being altered and now he understands since Arleth is stating that other communities do not do their own budget and relay on the management company to do it for them. Arleth expresses that the board is making it sound as if the management company was doing something wrong and manipulative. Harry says that they did since in the proposed budget the management company increased their fee to \$1700 and in the budget submitted by HOA it was \$1055. He expresses again that no new contract was submitted for review with an increase in management fees and had they received that it would have been reflected in the HOA budget. Arleth states that she now knows that the board requires a contract proposal and will provide one. Jose states that the contract protects both the HOA and the management company because without it the HOA could just change whenever. Arleth states that it is seen that way since this HOA has not had any changes per the norm of 3% increase each year. She goes on to explain that each year there is a cost of inflation, and it should have been done and it hasn't. Jose affirms that he understands but that he is concern that it was done without even informing the board. He states that the management company should have sent a letter stating their intention and sent a contract for the board's review and approval to be inline with the proposed budget, but it was not done this way. This is not what was done, it was submitted as a line item in the budget. He continues that in the manner proposed the board doesn't know what they are receiving for the new rate and if it's standard rate. Jose acknowledges that Arleth may not know all the answers, but he still feels it was sneaky way to go about this. He maintains that he understands that Arleth was complying with instructions given to her but still WOW. It blows his mind that absolutely nothing was mentioned prior to the receiving of the budget to review. He says it's mind boggling considering that there is an agreement in place and the board has been relatively happy with the service provided. He says that he doesn't discount that everything has gone up in price but that it was executed in a very poor manner. Harry says that another concern is that in the email sent by Arleth it states that everything highlighted in yellow is different to what he submitted but that this line item was not highlighted. He is uncertain if it was an oversight or someone trying to pass through.

Harry makes a motion to accept his proposed budget for the next fiscal year starting January 1. Linda seconded the motion. Motion carried.

Jose requests that Arleth send a proposal of what the management company wants and the board will review.

V. Open Forum

a. Street Sweeping

Harry states that it with September and October upon us that the leaves will start falling and they will have to call to have street sweeping done. Audrey asks if it was the previous month that they had come out and Harry confirms it was after July 4th.

b. Ice Cream Social

Linda asks if this idea has been cancelled. Jose states that he was just texting Audrey to know her moving date so that the social can be scheduled prior to her departure. Jose says he found another vendor. Everyone agrees for the following weekend. Sandra wants to know how the community will know about the social. Jose will print a sign and place on each door.

c. Front Gate

Ms. Wade states she is back in town and will try to make all the meetings. She asks about the front gate. Jose states that the association just received approval. He lets her know that they are currently set up the pre-meeting. She wants to know what about the two gates that belong to the homeowners. Ms. Wade wants to know if there will be concrete placed there. Jose explains that there will be two concrete partitions like those seen on I95. They are concrete prefabricated walls that will go on both sides. She wants to know it will be a double gate that you must wait. Harry and Jose both state no since it is not permitted by the city. Harry explains that she is talking about a capture gate. He states it will be two parts since it can't be done at the same time. She asks if there can be a stop sign added. Harry states that the stop sign will be at the gate. She questions if the sign should be on the side when they are exiting. She is concerned that the cars coming in will get hit down on the car. Harry explains that the gate only comes down on a car that is trying to sneak in. She is concerned with tailgating.

d. Trees

Ms. Wade wants to know if the trees are part of the homeowner is responsible to cut. Jose says that yes, it is the homeowner responsibility.

VI. Adjournment

With no further business to be discussed, Harry motioned to adjourn the meeting. Linda seconded. Meeting adjourned at 7:53 pm.

Respectfully Submitted,
Audrey Carballo

Vice President/Interim Secretary
Estates of Tanglewood Lakes Homeowners Association

I hereby certify that the Minutes of September 14, 2022, have been approved without
corrections.

Date:_____ Signature: _____ Title: _____