



DELRAY ESTUARY HOMEOWNERS ASSOCIATION, INC.

c/o Associated Property Management of the Palm Beaches, Inc.
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**BOARD OF DIRECTORS
COVID 19 ZOOM MEETINGS**

MINUTES

COVID-91 Emergency Board Meeting 4/24/20

Minutes

President Gar Whaley called the meeting to order at 10:00 AM

Board members present:

Gar Whaley, President

Chris Salamone, Vice President

Dianne Letzelter, Treasurer

Lisamarie Cohen, Secretary

Don Uselmann, Director

Representing APM: Meredith Rubin Community Association Manager

Minutes of 4.20.20 meeting approved.

Palm Beach County update: Little change. "Heard" Town Center may open in 2 weeks.

City update: No change.

Security update:

- Finalized policy for resident utilization of guest parking spaces. Will not distribute until a later date TBD.
- Approved \$500 expense for water heater at guardhouse.

Other issues:

- Cynthia Brown has agreed to serve as ALC chair. Working on Vice-chair candidate.
- Previously approved Phase 2 Areca Replacement to begin on Monday 4.27.
- 8 more Iguanas removed this week. Total to date is 18.
- Amy Reshefsky chosen to be our next profile for "know Your Neighbor"
- Will invite Security and ALC committee Chairs to alternate Friday meetings to give BOD a 15 minute update. Security began this week and ALC will begin May 1. Security Committee Report below:

There being no further business the meeting was adjourned at 10:56 AM

Respectfully submitted by Don Uselmann, Director

SPECIAL EMERGENCY COVID-19 SECURITY COMMITTEE REPORT

April 24, 2020

Security Committee

- The security committee has not met due to social gathering restrictions.
- On April 23, we set up a trial Zoom meeting, which was successful. No committee business was discussed at that meeting.
- We will now resume committee meetings using Zoom.
- We will need to set up a Zoom account.

Security Staff and Gatehouse Operations

- After Alfredo's departure, Frontline assigned a road captain to temporarily fill the Senior Officer position.
- Carol Holder was elevated to the Senior Officer position and is working out well.
- Carol has been growing into the job and is working hard to get things back in order.
- We found a lot of things had been neglected by Alfredo.
- The computer system was severely disorganized which required the services of a computer tech.
- The phone system was not receiving voice mail. This has temporarily been fixed.
- Comcast will need to be contacted by an authorized administrator to fix other issues.

Actions taken regarding the Covid-19 Emergency

- The gatehouse gets cleaned and sterilized daily M-F by our handyman (not on weekends)
- Guards have been supplied with gloves and hand sanitizer
- Guards have been supplying their own facemasks.
- Guards have been instructed to:
 - o Maintain a 6 ft. distance from all entering visitors and contractors.
 - o Not to touch drivers' licenses (scan remotely using handheld scanner)
 - o Not to touch returning visitors' passes. (remote scan only)
- The need for a water heater was identified. Waiting for approval and installation.
- Guards have been handing out bulletins as directed:
 - o Contractor restrictions and rules pertaining to emergency orders
 - o Facemask Mandatory bulletin to contractors, delivery, and service people.
- Pedestrians and cyclists have been directed to either use the locked pedestrian gate or the vehicle gate while identifying themselves to the security staff.
- This procedure has not been adhered to by all residents and has caused potential safety issues. This should be addressed by the security committee as a high priority issue.

Bob Smith
Security Committee Chair