



DELRAY ESTUARY HOMEOWNERS ASSOCIATION, INC.

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**BOARD OF DIRECTORS
ANNUAL BUDGET MEETING**

7:00 pm. Monday, December 7, 2015
At Community Pool Cabana

MINUTES

CALL TO ORDER

Jeff Steiner called the meeting to order at 7:02 pm stating there was quorum. Board members present: Jeff Steiner, President; Julie Hagnauer VP; Don Uselmann, Secretary and Director Bob Smith. Representing Capital Realty Advisors, Inc. (CRA) was Steve Polino, LCAM and Community Association Manager.

APPROVAL OF PREVIOUS MEETING MINUTES

After review, a motion was made, seconded and unanimously approved to accept the minutes from the BOD Meeting on November 2, 2015 as written.

OFFICERS & COMMITTEE REPORTS

- **FINANCIAL REPORT** – Jeff briefly reviewed the October Financial reports. It was noted that two accounts are presently at the attorney for collection totaling \$9,066 and one account has an outstanding balance total of \$254 due to a guest driver damage requiring replacement of the Guest Entrance gate barrier arm. There is a total outstanding balance of \$9,326 as of December 16, 2015.
- **COMMUNICATION & DECORATING COMMITTEE REPORT** – Bob Smith, chairman reported on the number of emails bulletins that were sent out since the last meeting. Also a brief update report on the status of the shutter program commenting that Josafa's prices were only good until December and that owners interested contact him. Bob reported on and thanked the Decorating Committee members for doing a great job putting up decorations for the Holiday Season.
- **SECURITY COMMITTEE** – Joe Huturk, Acting Committee chairman, reported on the meeting with Command Security to address certain issues with of the staff. He reviewed gatehouse attendant's activities, statistical report totals.
- **SEAWALL COMMITTEE** – Jeff Steiner, Board President reported that Phase II of the construction at buildings. no. 6 and 11 was basically completed and the final walk-through would be done in the near future, before Murphy's final invoice would be paid and the Paver installation was progressing.
- **SOCIAL COMMITTEE** – Ingrid Hackenbruch, Committee Chairman, reported on the social event held at the community pool Cabana on Dec 6th. There was a large turn out with many new homeowners attending. It was a success with everyone having a great time. More monthly event are being planned.
- **ALC COMMITTEE** – Julie Hagnauer, Board VP and Chairman of the ALC Committee presented the two pending committee recommendations to the Board for Landscape improvements at 1580 and 807, both were unanimously approved by the Board of Directors.:

MANAGEMENT REPORT

Steve Polino provided a written report on assigned projects, key issues and various events during August and September and invited directors to ask questions and to contact him if there were questions later.

LANDSCAPING - GROUNDS

- Majestic Landscape mowed 3 times in November and will mow twice during December and will trim monthly around the homes and the lake plant areas around the lakes both months.
- Majestic will be trimming the exterior of the west wall required by the City of Delray Beach later in December.. This area is required trimming a semi-annually.
- The second trimming of the Palm Trees is schedule to be done the beginning of the second week in December. Only Trees came in with the best price and was already approved by the Board of Directors.
- Lack of normal cold spells and Rain has resulted in areas of turf with weeds, especially "Carpet Grass Weed" showing signs of yellowing and die off which is normal and not due to lack of irrigation. Irrigation was increase to 3 time a week to save 'Grass'.
- The 3rd Association and final 2015 Association Planting has been delayed due to the demands put on Majestic preparing for the re-installation of Patio landscape at buildings 6 and 11 after the to the completion of the Seawall. This Association Planting will be scheduled and completed as soon as possible.
- Owners with plants that need to be considered for replacement by the Association should contact Steve Polino at 561.624.5888, to make an appointment during January.

PEST CONTROL

- **Homeowner are urged to contact Jason at 624.5888 to request a WORK ORDER for any plant(s) that appears to have damaging insects or is starting to look like it is dying.** Safe Planet Pest Control will check out the problem at the home reporting the problem and the adjacent homes immediately and treat plants as needed.
- The IPM pest control inspections of the grass and shrubs are contracted to be done eight times per year, monthly during the summer months and needed treatments are done immediately. The months Safe Planet provides this service are February, April, May, June, July, August, October, and December.
- Safe Planet does four turf fertilizations per year and completed the fertilization last month. A weed and feed product to help control weeds is applied during the cooler months. More herbicide treatments on weeds are planned in 2016.
- Safe Planet does four ornamental shrub and palm fertilizations per year and they are done on a quarterly basis.
- The First Semi-Annual Spiraling White Fly treatment on all Trees and specific plants is scheduled in January and the Ficus White Fly treatment, done annually will be done during the 1st quarter of 2016.
- **Note that there is NO blanket spraying of insecticides** in the DE, treatments are done ONLY on an as needed basis in specific area when problems are found. Any area requiring treatment is signed and **once the insecticides are dry, they WILL NOT harm pets or humans.** Owners may remove 'JUST SPRAYED' signs on their property the following day.

IRRIGATION

- Image Sprinkle, the DE irrigation contractor continues to make repairs where required during their monthly visual 'Wet Check' of the complete community, turning on the system at every home and handling owners concerns when reported.
- **Owners still need to report any very bad brown area around their home so Jason at CRA, 561.624.5888, can issue a WORK ORDER.** Keep in mind that there is some normal yellowing in the winter month, especially with weeds.
- The areas reported as "dying" or "turning brown" are being checked to insure the irrigation coverage is correct, misalignment of sprinklers heads is often the cause of turf stress and yellowing, All areas are checked monthly and specific spots whenever reported.

LAKES

- A careful balance between weed and algae treatments have to be maintained to keep fish population healthy and doing their job of keeping the BLIND AQUATIC MIDGE population as low as possible. **They are attracted to light on patios and home lights on the Lakes. See Preserve below***
- The lakes will be evaluated this coming year for possible re-stocking of the fish that help control the Aquatic Midges, they can make a real mess on lakeside patios when allowed to get out of control. This will be forth year since the lakes were stock with new fish.

PRESERVE

- The wood fence next to the north lake were cleaned and a wood sealer applied. This close to the intracoastal and salt water, it is recommended to be an annual application to help prevent wood rot and unnecessary replacement and/or repair costs.
- ***The Preserve where Aquatic Midges are allowed to grow unchecked** without any treatments being allowed by the State of Florida will increase and have caused several lake side patios to be affected with this insect. The stocking of fish in the lakes three years ago has helped greatly. Lake Master has advised that re-stocking is not needed as yet.

SECURITY

- **It is recommended that all homeowners consider leaving their outside garage lights on overnight.** This will greatly increase their safety and improve overall security for owner’s personal property. The extra monthly charge, estimated to be around \$2.00, that your electric bill may increase, will be well worth this small additional cost.
- It’s best to put your car in the garage but if you leave your car in the driveway, be sure no valuables are visible in the car. Even locking the car doesn’t insure they won’t get in, especially if something of value is visible, but if your garage lights are on, your vehicle is less likely to be bothered, as these individual prefer to check vehicles that are in the dark.....

OLD BUSINESS

The quote to have a custom gate made to hide the trash can on the north side of the Security Gatehouse was reviewed and discussed. The issue was tabled for further investigation.

The Board reviewed and discussed another quote for repairs and new equipment on the lighting at the entrance. **After discussion, a motion was made, seconded and unanimously approved for \$966 to be spent with Biscot Electric for lighting repairs at the entrance.**

NEW BUSINESS

The Board reviewed and discussed the 2016 contracts proposed by Safe Planet for Pest Control services and quarterly Fertilizations. After review and discussion, **a motion was made, seconded and unanimously approve to accept annual contracts for: Annual Ficus White Fly Treatment, One yr-Guarantee \$3,550.00. Turf & Plant Inspections (8) - IPM Monthly and treatments as needed: per service \$475 Annual Total: \$3,800.00. Turf Fertilization – 1st and 4th Quarters – Weed and Feed Applications: “ \$1,764 “ \$3,528.00. Turf Fertilization – 2nd and 3rd Quarters – 2 summer month Applications: “ \$1,450 “ \$2,900.00. Palm Tree & Ornamental Shrub Fertilization – Quarterly (4): “ \$2,394 “ \$9,576.00. Spiraling White Fly – 2 Treatments – all trees types & plants:Jan/Feb\$8,978–Jun/Jul \$8,089 “ \$17,066.00.**

Note that these are the same contracts and costs as the last two years except for the “Annual Ficus White Fly” treatment which has been reduced due to the removal of a number of Ficus hedges on the patios of the three buildings on the intracoastal.

Ficus hedges and tree are not being used in the Delray Estuary and will not be approved. Re-infestations of the ficus material that is left in the community are treated at no cost.

The Board reviewed and discussed the required replacement of Sod due to the damage by Seawall construction equipment and the staging of materials. Replacement of these damaged turf areas required for ‘access’ to the Seawalls were excluded from the Murphy Construction contract so the bidding process could be undertaken by the Association. At the recommendation of the ALC Committee the contract originally approved to put in 14,000 sq ft of new sod at a cost of \$8,200 and the work scheduled to be done prior to December 25th, was put on hold. It was noted that originally the contract included only the damaged areas where replacement was planned and chargeable to the Seawall Reserves as part of the Seawall Project but the ALC noted that there are several areas right next to the damaged areas that are completely full of weeds.

The ALC Committee recommended these areas be included as the “Weed” condition of the DE Turf, originally discussed in

2013 for action to be undertaken in 2014 was required to be put on hold due to the failure of the Seawall in January of 2014. This problem of the ever-expanding ‘Weeds’ in the turf is under consideration for 2016 and will be reflected in the 2016 Approved Budget. The Board asked the ALC to meet with the contractors involved and develop a plan of action. The ALC Committee asked Safe Planet earlier to provide a report on the overall condition of the DE turf. *See attached report.*

Page 4 of 4
DE BOD Annual Budget Meeting Minutes
December 7, 2015

The Board reviewed, discussed and **unanimously approved by motion the following pending Majestic Estimates for work needed in the Community:**

- **Penta Flowers, Planting Soil, Osmacote & Mulch – Circle across from 1448 - \$525.00.**
- **Re-installation & Improvements on the north side of 1399 due to Seawall work - \$1,473.00.**
- **Removal of Cardboard Palm damaged by Murphy Construction Seawall work - \$135.00.**

The Board took up the issue of appointing a new Board Director to complete the term of office, due to the resignation of Treasurer Cara Destefano-Greif, as she and family will be moving from the community in the near future. After discussion, **a motion was made, seconded and unanimously approved appoint James L. Winn to the Board of Directors as Treasurer.** The Board thanked James for volunteering and Cara for her contribution to the Board’s activities over the past year.

The 2016 Proposed Budget was reviewed and discussed by line item. After discussion and recommendations were reviewed and considered, **a motion was made and seconded to approve the adjusted 2016 Proposed Budget, which was immediately approved unanimously and adopted by the Board.** It was noted that the 2016 Approved Budget and Reserve Schedule would be sent to the membership with the 2016 1st quarter statements scheduled to go out later in the week.

RESIDENTS FORUM

Jeff opened the floor for homeowners to speak, ask questions and make comments on any issues, on the agenda or not on the meeting agenda. The Board answered questions, discussed various issues and considered comments from the membership present.

If you are unable to attend the Board Meeting(s), homeowners wanting to raise issues or make comments on any subject are asked and encouraged to direct correspondence to the Association's Website or send to CRA addressed to the Delray Estuary Board of Directors. Each Board member will receive copies if sent to CRA and the issue(s) raised in all correspondence received will be reviewed and discussed by the Board members at the next Meeting.

All Board of Directors meetings are open and all homeowners and residents are invited to attend.

ADJOURNMENT

The next Board of Directors Meeting is scheduled on January 4, 2016. No other Association business being on the agenda, **a motion was made, seconded and approved unanimously to adjourn.** The meeting was adjourned at 9:01 pm.

Minutes prepared by Steve Polino - Approved by the Board of Directors on January 4, 2016 as written.