



DELRAY ESTUARY HOMEOWNERS ASSOCIATION, INC.

Web Site: www.theestuaryonline.com

BOARD OF DIRECTORS MEETING

7:00 pm. Thursday, August 6, 2015
At Community Pool Cabana

MINUTES

CALL TO ORDER

Jeff Steiner called the meeting to order at 7:05 pm stating there was quorum. Board members present: Jeff Steiner, President; Cara Destefano-Greif, Treasurer, Don Uselmann, Secretary and Director Bob Smith. Julie Hagnauer VP was absent. Representing Capital Realty Advisors, Inc. (CRA) was Steve Polino, LCAM, 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 and the Special Membership Meeting held on June 4, 2015 as written.

OFFICERS & COMMITTEE REPORTS

- **FINANCIAL REPORT** – Treasurer Cara Greif reviewed the June Financial reports commenting on the monthly balance sheet, reserves status and budget variance report. It was noted that no homes were in foreclosure and One account is presently at the attorney for collections. Nine homeowners are past due, totaling \$26,554 as of July 15, 2015.
- **COMMUNICATION COMMITTEE REPORT** – Bob Smith, chairman reported that 15 emails bulletins were sent out since the last meeting and that the updated DE Directory was posted on the website on July 8th. Bob commented on a new section on the web site for owners, “Comments & Suggestions” which includes a “one click” button to send their comments directly to the BOD, Committee Chairman and/or the property manager.
- **SECURITY COMMITTEE** – Joe Haturk, Acting Committee chairman, reported on the Committees interview of proposed new Gate Attendants, stating two were determined to be unacceptable and two were approved for hiring. These two new Command Security employees are on board and working at the DE. He reviewed statistical report totals.
- **SEAWALL COMMITTEE** – Jeff Steiner, Board President, filling in for committee chairman Cynthia Brown reported on Phase II progress to date at buildings. no. 6 and 11, noting that Murphy Constructions progress was moving now that the necessary equipment had been received. The targeted project completion date was confirm at October 1st. The work hours were extended and the crews were allow to work 7 days a week whenever needed. Jeff answered owners questions. **Owners were advised to contact Tim at Majestic Landscape concerning making plans for replanting.**

- **ALC COMMITTEE** – Bob Smith ALC Committee member presented the committee recommendations to the Board due to Chairman Julie Hagnauer and Co-Chairman Cynthia Brown being absent. Upon review the Board unanimously approved gutter installation at 1579 and Ratified the Board's approval in-between meetings of Landscape improvement at 1341 and 1371.

MANAGEMENT REPORT

Steve Polino provided a written report on assigned projects, key issues and various events during June and July since the last meeting. There were a brief discussion on selected items from the below report.

LANDSCAPING

- Majestic Landscape is on their summer schedule mowing weekly schedule usually on Thursdays and will continue until November. The monthly trimming is scheduled for the 27th in August.
- Due to rain delay and the lack of plant problems the 2nd planting will take place in mid August. Note that very few calls have come in about plant problems and very few have been found by Tim and I during our inspection of the property.
- The Areca palm were not addressed as original planned and will be addressed in the future as may be required.

GROUNDS PEST CONTROL

- Safe Planet does four turf and ornamental fertilizations per year, which includes a special Palm fertilizer. This was completed earlier this week.
- Homeowner are urged to contact Jason at 624.5888 to request a Work Order for any plant that appears to have damaging insects or is starting to look like it is dying. Calling in to Jason for a work order will expedite service. When I do finally get the message I have to forward it to Jason. CRA track completion of Work Order in a computer program especially designed to keep track of on-going problem and how they are being addressed by the contractors hired by the Association.
- The IPM pest control inspections and as needed treatments was done earlier as scheduled. Starting last month Safe Planet provides monthly inspection through August and then will go to bi-monthly inspection. Note that the pest control IPM Inspection and treatments with spraying **ONLY** on as needed for the grass and shrubs that have damaging insects or other issues. Spray Treatments are **not harmful to pets or humans** after 4 hours.
- There is **NO BLANKET** spraying done of **ALL TURF OR ALL PLANT MATERIAL.**

IRRIGATION

- Work Orders are being addressed as problems are reported and the 'monthly wet-checks' to inspect all equipment will be done as scheduled this month.
- The irrigation system is set to water twice a week during the wet season.

PRESERVE

- The quarterly maintenance of the Buffer Zone and Mangrove Trimming in the Preserve behind the homes on the intracoastal waterway was completed in July.

GATEHOUSE LANDSCAPE RENOVATION

- The Plans for the installation of new Plants around the new golf cart parking area were completed and ready for the ALC Committee's review. The Board unanimously approved the expenditure of \$3,500.00.

COMMITTEES

- **The Board asks that anyone interested in serving on one of the Association's committees to advise any Board member or our Property Manager, Steve Polino at 561.624.5888.**

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OLD BUSINESS

Bob reported on the Permit applied for, a new Delray Estuary HOA sign, in the median at George Bush and Pine Trail. The City of Delray refused to issue a Permit for the replacement of this existing sign stating that the original sign was never applied for or approved by the City, "reasoning that every Association would feel they should be entitled to an additional sign leading to their community." The contractor had not been paid and the checks prepared in anticipation of approval would be voided.

The Replacement Shutter program being worked on by Bob Smith and Don Uselmann was reviewed and plans discussed for the notification of homeowners. Many of the wood shutter, mostly those not replaced 6 years ago when the buildings were painted are now requiring replacement as 'Wood Rot' is showing. The Association is recommending that homeowners replace the wood shutters with PVC shutters that look the same but will never require replacement or be required to be removed for inspection in the future. Only 'Painting' will be required in the future. The PVC shutters will significantly reduce the future maintenance cost for homeowners and add to the property value. Homeowners will be provided by email bulletins the structural details, pricing and contractors available to provide this replacement. Note that the PVC Shutter have been pre-Approved by the Board of Directors, No ALC Application will be required as the replacement PVC shutter MUST be the same as the present wood shutter in appearance.

Be advised that painting of the buildings is scheduled for next year and as was required at the last painting **ALL Wood shutters will be removed for inspection of the underside**, where Wood Rot is often found, not visible without removal, and when found requires replacement. This Inspection process is done at the homeowner's expense and will never be required again when wood shutters are replaced with the PVC shutters. The Association is recommending that homeowners seriously consider replacement of all wood shutter now.

It was recommended that each homeowner look at their shutter closely. Those with Wood Rot are very noticeable, the wood appearing wrinkled in spots, often discolored and sunken. If questionable contact one of the contractors handling replacement Estimates or Steve Polino, to review them with you.

The Association's Compliance Program was reviewed and discussed. After discussion, **a motion was made, seconded, and unanimously approved pending approval by the Associations Attorney**. Details of the program will be forwarded to the membership upon completion of the legal review. Inspection of the homes will begin later this month and notices will be sent to homeowners. It is recommended that homeowner check the exterior of their home for maintenance problems and handle the maintenance as problems are seen.

NEW BUSINESS

The quotes for needed maintenance of the Pier were reviewed and discussed. The pier is reaching an age where wood deterioration (like shutters) will speed up, it is recommend that sealing with a clear sealer be done annually and the sealer/stain be done at lease every 3 years. After discussion, **motions were made, seconded and unanimously approved to award contracts to the following contractors:**

- Wood replacement by ACA Construction Services (Josafa) at a cost of \$3,960.00.
- Construct Lift to raise Vine on Trellis by Majestic Landscape at a cost of \$190.00.

- Sealing/Stain (Canyon Brown) of all Pier wood by Paint Rite at a cost of \$1,860.00.

The Board reviewed and discussed Majestic's proposed plan for the landscape improvements around the Gatehouse and the Security golf cart parking area on the north side of the Gatehouse. Since ALC Committee Chairman and Co-Chairman were absent, Jeff asked that the ALC Committee reach agreement on the plan, have Majestic Landscape move forward to complete the project as soon as possible **and made a motion to approved an expenditure not to exceed \$3,500.00 for the project to be completed by Majestic Landscape, the motion was seconded and was unanimously approved.**

The State required Annual CPA Audit quote and agreement for 2015 was reviewed and discussed. The Board also consider the proposed Audit agreement for the year 2016 at the same price. The CPA firm advised they were offering to hold the price the same for long time clients as there will be a price increase for the 2016 audit year. It was noted there had not been an increase since 2013. After discussion, **a motion was made, seconded and unanimously approved to award Friedman, Feldmesser & Karpeles CPA LLC the auditing contract and the preparation and filing of the federal income tax returns for the 2015 & 2016 accounting years at a price not to exceed \$4,850.00 each year.**

Steve Polino presented the 2016 annual membership meeting and election Notice, proposing to have the meeting on the same first Wednesday in February as has been held for the past 3 years. The meeting room at the Delray Public Library is very cost effective, at \$150.00 and it is recommended the reservation be confirmed early. This meeting date allows the Board members an opportunity to review the "Year End Financial Reports" which are not available until later in January due to the year end. **After discussion, a motion was made, seconded and unanimously approved to hold the 2016 annual membership meeting and election on February 3, 2016, at the Delray Public Library at a room cost of \$150.00.**

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

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.

ADJOURNMENT

The next Board of Directors Meeting is scheduled on October 1, 2015. No other Association business being on the agenda, **a motion was made, seconded and approved unanimously to adjourn.** The meeting was adjourned at 8:41 pm.

