



## DELRAY ESTUARY HOMEOWNERS ASSOCIATION, INC.

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Web Site: [www.theestuaryonline.com](http://www.theestuaryonline.com)

### BOARD OF DIRECTORS MEETING

7:00 pm. Monday, October 5, 2015  
At Community Pool Cabana

## MINUTES

### CALL TO ORDER

Jeff Steiner called the meeting to order at 6:58 pm stating there was quorum. Board members present: Jeff Steiner, President; Julie Hagnauer, VP; Cara Destefano-Greif, Treasurer, Don Uselmann, Secretary and Director Bob Smith. 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 held on August 6, 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, delinquent \$8,727, is presently at the attorney for collections and two other homeowners are past due, totaling \$8,904 as of September 16, 2015.
- **COMMUNICATION COMMITTEE REPORT** – Bob Smith reported that 17 emails bulletins were sent out since the last meeting and that the DE Directory was update and posted on the website October 2<sup>nd</sup>. Bob commented that owners were starting to send in comments to the 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. Owners continue to utilize the “Notes From Neighbors” feature and the 15<sup>th</sup> edition was just published. Bob reported that 39 owners have responded to the “Shutter Replacement” program, more are expected as the residents start returning, many opting to replace all wood shutter with PVC that will not ‘Rot’.
- **SECURITY COMMITTEE** – Joe Huturk reported on the Security activities, stating the Committee would be meeting with Command Security to review issues that have happened since their last meeting. He also reviewed statistical report totals from August and September.
- **SEAWALL COMMITTEE** – Jeff Steiner, President, filling in for chairman Cynthia Brown reported on Phase II progress at buildings no. 6 and 11, noting that Murphy Constructions was now in the final steps to completion. Jeff again advised owners, to mark Paver changes with Orange or Red paint on the ground, and to contact Majestic Landscape concerning making plans for replanting of trees and hedge plants between units. Irrigation and Fences are being planned now and will be put in soon.

- **ALC COMMITTEE** – Chairman Julie Hagnauer reviewed the Committee’ recommendation to the Board of Directors of the following ALC Applications. The Board unanimously approved “French Doors” installation at 1479 and ‘Ratified’ the Board’s approval in-between meetings of an AC installation at 1547 and the placement of a ‘Dumpster’ in the driveway for two weeks at 1391.

## **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**

- Majestic Landscape is on their summer schedule mowing weekly schedule on Thursdays and will continue until November. The monthly trimming was scheduled and completed the last week of the month.
- The 2<sup>nd</sup> planting was completed. Note that very few calls came in from homeowners this summer about plant problems.

## **GROUNDS PEST CONTROL**

- No new sign of root rot fungus and Pestalotiopsis which turns the palm fronds brown as they start to grow. When they are found they are treated twice with both a systemic and contact fungicide. The fungal pathogens can be trans-located through air movement.
- The following home were treated for pest problems, the plant by the front door at 1543, 1320 and 815. Several area were also treated for chinch bug and a couple brown areas were treated with a fungicide and insecticide. A small infestation of white fly was treated across from 1409.
- Safe Planet does four turf and ornamental fertilizations per year, which includes a special Palm fertilizer. There were service calls to inspect specific locations brought our attention by homeowners calling in reporting a suspected problem for treatment.

## **IRRIGATION**

- Work Orders are being addressed as problems are reported and the ‘monthly wet-checks’ to inspect all equipment was done on schedule earlier this month. There was another main line break which was address in a timely manner.

## **PRESERVE**

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

## **GATEHOUSE LANDSCAPE RENOVATION**

- The Plans for the installation of new Plants around the new golf cart parking area should be completed this month. Once approved by the Board the work will be done.

## **COMMITTEES**

- The Board asks that anyone interested in serving on one of the Associations committee to advise any Board member or our Property Manager, Steve Polino at 561.624.5888.

## OLD BUSINESS

Bob reported on the Shutter Replacement program in detail and outlined the response from owners. The next step was discussed for the contractor to start contacting owners to sign contracts for the shutters they wish to have replaced. 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 starting to show. The PVC shutters will significantly reduce the future maintenance cost for owners. As previously advised the PVC Shutters have been pre-approved by the association and no ALC Application will be required. It was noted that 'Shutter Inspections' would resume in January and those owners without executed contracts would start receiving Notices from the Association, which could ultimately result in Fines being levied against the home if not address by the deadline given in the notices. As there were a number of details presented in Bob's report, a copy is attached to these minutes. The Board unanimously approved sponsorship of Josafa as the contractor for this project. Bob Smith was commended by the Board of Directors and owners present for his hours of work on the project.

*See attached "Shutter Replacement Program" prepared by Bob Smith and submitted to the Board on October 5<sup>th</sup>.*

The Association's 'Compliance Program' was reviewed and discussed. After discussion, **a motion was made, seconded, and unanimously approved to use a two Notice Program with the first Notice being sent by Email from CRA to the Owner giving 30 days to correct a structural/or maintenance problem.** (email notice language to be provided by the Board of Directors) **If not corrected a second Notice, sent 'Certified & Regular Mail' giving another 30 days to correct, would be sent. If still not corrected by the deadline given, the owner would be sent a Certified & Regular Mail "Notice of Hearing & Intent to Levy Fine".** The Notice to contain the invitation to attend the 'Hearing' and date of the next scheduled Hearings Committee 'Hearing' meeting. (The letters titles and language as written are to be sent from the 'Board of Directors') Inspections of the homes will begin this month and notices outlining problem(s) will be sent to owners. It was recommended that homeowners check the exterior of their homes for maintenance problems and handle as the problems are seen.

Two plans for the landscaping around the main entrance gatehouse were reviewed and discussed. The Plan is to remove the present plant material and re-landscape the small area around the gatehouse structure and golf cart parking area. Julie would be contacting Majestic Landscape to review and discuss the plan approved. After discussion, **a motion was made, seconded and unanimously approved the plan and cost not to exceed \$5K for Majestic Landscape to provide the contract.**

## NEW BUSINESS

The quotes for the annual pressure cleaning done every year were reviewed and discussed. After discussion, **a motion was made, seconded and unanimously approved the quotes from 'Allways Under Pressure' to clean the gutters and curbing throughout the community including the pavers at the main entrance and the Pool Area Pavers, the deck, walkways, and parking area a total cost of \$1,530.00.**

The annual legal services contract renewal and retainer fee was reviewed and discussed. After discussion, **a motion was made, seconded and unanimously approved to renew the Brogan Law Group legal retainer at an annual cost of \$2,500.00.**

The Board reviewed and discussed a proposed alternative plan for the landscape improvements around the Gatehouse and the Security golf cart parking area on the north side of the Gatehouse. After discussion, **a motion was made, seconded and unanimously approved for an expenditure not to exceed \$5,000.00 for the project to be completed by Majestic Landscape.**

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The quote for the annual fall mulching of the community was reviewed and discussed. After discussion, **a motion was made, seconded and unanimously approved to award Majestic Landscape the mulching contract at a total cost of \$17,530.00.**

The Board reviewed and discussed plans for decorating the community for the holidays. After discussion, **a motion was made, seconded and unanimously approve to appoint the following homeowners that have volunteered to serve on the DE Holiday Decorating Committee: Cynthia Brown, Barbara Conahan, Ingrid Hackenbruch, Debbie Uselmann, Frank Biscotti, Barbara Hurtuk, Gar Whaley, Kim Maca and Bob Smith, serving at the Committee Chairman.** It was noted that the committee would be participating in putting up the decorations and the entrance area and gates, the Security gatehouse and possibly owners' mailboxes in the community.

A 2016 Annual Budget draft work-sheet with initial estimates of annual maintenance expenses was presented to the Board for review and discussion at the next Board meeting.

Treasurer Cara Destefano-Greif advised the Board of Director that she would be resigning as soon as they could sale their home. The main reason for leaving the community was because a larger home is needed.

## **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 November 2, 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.

**Minutes prepared by Steve Polino - Approved by the Board of Directors on November 2, 2015 as written.**