



## DELRAY ESTUARY HOMEOWNERS ASSOCIATION, INC.

C/O Capital Realty Advisors, Inc.  
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# BOARD OF DIRECTORS MEETING

7:00 pm. Monday, January 4, 2016  
At Community Pool Cabana

## MINUTES

### CALL TO ORDER

Jeff Steiner called the meeting to order at 7:00 pm stating there was quorum. Board members present: Jeff Steiner, President; Julie Hagnauer VP; James Winn, Treasurer; 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 Board's Annual Budget Meeting on December 7, 2015 as written.**

### OFFICERS & COMMITTEE REPORTS

FINANCIAL REPORT – Treasurer James Winn reviewed the November Financial reports commenting on and questioning several line items on the Expense Variance Report. Steve reported that one owner in arrears for just over \$2,700 had paid the balance.

COMMUNICATION COMMITTEE REPORT – Bob Smith, chairman reported on the number of emails bulletins that were sent out since the last meeting and owners signed up to receive Association Emails. Bob also present a report showing owners that had taken advantage of the special pricing on shutter replacements and a brief up-date report on the status of the shutter program work being done. Bob commented that Josafa's special price offer was now over as the bulk order for shutter materials had been placed and that owners interested may still contact him for contracts to replace their bad shutters. It was noted that monthly inspections of the community would now include homes with rotten shutters and shutters that need to be painted. Homes not under contract, as noted on the most recent communication available, would initially be sent 'Courtesy Emails' from the Board of Directors.

DECORATING COMMITTEE – Bob Smith report the committees activities and reviewed the plans to remove and store the decoration put up by the committee members, he asked owners not to remove decorations put on mailbox posts as they would removed to save for future use. Bob commented he would be checking into replacing bulbs with LED type as a lot of bulbs seems to go out prematurely. Bob thanks the member for their help in preparations for the holiday season.

SOCIAL COMMITTEE – Bob reported that Ingrid was out of town and future events would be emailed.

SECURITY COMMITTEE – Joe Huturk, Committee chairman, reported on communications with Command Security to address certain issues with of the gatehouse staff. He reviewed gatehouse attendant's activities and the monthly statistical report totals. There was discussion and clarification on the Association's Policy concerning the 'Temporary Transponders' being use for short term rental and owners ability to request use while waiting for a permanent transponder to be programmed for installation by the gatehouse staff.

*See the 'Transponder Policy' on pg 5.*

SEAWALL COMMITTEE – Jeff Steiner, Board President, filling in for committee chairman Cynthia Brown, reported that Phase II of the Seawall construction at buildings. no. 6 and 11 was basically completed except for the punch list items at all three buildings, and the final walk-through that would be done before Murphy's final invoice would be paid. Jeff answered questions on owners concerns. Steve reported that arrangements had been finalized with the contractor for the completion of the final unit needing the Pavers to be done.

ALC COMMITTEE – Julie Hagnauer, Board VP and Chairman of the ALC Committee presented the pending Applications with the committee's recommendations to the Board on requested Landscape installations, on the seawall patios at 1471, 1495 and 1575, **which were unanimously approved by the Board of Directors.**

Co-Chairman, Cynthia Brown presented a report to the BOD on the tour of the property on December 10<sup>th</sup> with Bob Standish, owner of Safe Planet concerning the condition of weeds in the grass and a two year plan to replace turf area where weeds have taken over. *See Report on page 4 - planned 'Turf Replacement Program'.*

Part I of this growing problem is to be addressed this year, in response to Bob's assessments of the conditions which were reviewed at the December 7<sup>th</sup> meeting. The fronts of buildings 3, 4 and 5 [and possibly bldgs. 1 and 2] will be address starting at the beginning of the growing season in late February. Turf conditions and the cost of replacing the turf on the south lake behind buildings 3, 4 and 5 will be assessed and determined later in early February. It was noted that funds for Part I of this two year Turf Replacement Program were approved unanimously and are included in the Associations 2016 Annual Budget. No 'Special Assessment' for Part I of this turf improvement program will be required.

Part II, the remaining buildings in the community, is planned for late February 2017 and will be based on the results of Part I of the program and the required expenditures this year.

**A motion was made and unanimously approved to proceed with this two year plan and to review for approval the necessary quotes for an extra Weed & Feed fertilization, a necessary 'herbicide treatment' on certain grass areas to be addressed in Part I, the 'round-up' treatments as required and the installation of new sod in the areas required. .**

## OLD BUSINESS

The revised quote for the replacement of turf in the area damaged by the Seawall construction was reviewed and discussed. Adjacent areas, that were completely taken over were added to the contract, bringing the total area to be replaced to 17,000+ square feet. After discussion, **a motion was made, seconded and unanimously approved to add these areas to the contract with Williams Soils & Sod increasing the total contract to \$10,494.00.**

## **NEW BUSINESS**

The following tentative 2016 Board of Directors meeting scheduled was reviewed and discussed.

**Meeting Day, Time and Location:** first Monday - 7:00 pm. – Pool Cabana (unless otherwise advised)

**Schedule:** January 4<sup>th</sup>  
February 3<sup>rd</sup> (Annual Membership Meeting, 6:00 pm – sign in 5:30 pm at Delray Library)  
March 7<sup>th</sup>  
April 4<sup>nd</sup>  
May (as needed)  
June 6<sup>th</sup>  
July (as needed)  
August 1<sup>st</sup>  
September (as needed)  
October 3<sup>rd</sup>  
November 7<sup>th</sup> (Approval of 2017 Proposed Annual Budget for distribution with Notice of the Annual Budget Meeting)

- *Declaration requires 'Notice of Annual Budget Meeting' and 2017 Proposed Budget be distributed to the membership at least 14 days prior to the meeting.*

**FINAL DAY TO EMAIL TO MEMBERSHIP: November 21st**

December 5<sup>th</sup> (Annual Budget Meeting– BOD to Adopt 2017 Annual Budget)

## **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 following the Annual Membership scheduled on February 3, 2016. No other Association business being on the agenda, **a motion was made, seconded and approved unanimously to adjourn.** The meeting was adjourned at 9:18 pm.

Minutes prepared by Steve Polino - Approved by the Board of Directors on December 7, 2015 as written.

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DE BOD Meeting Minutes

January 4, 2016

ATTACHMENT: ALC recommended plan for a comprehensive 'Turf Replacement Program'

E Association Transponder Policy

**Safe Planet**  
**Fertilization and Pest Control Services, Inc.**

23084 S.W. 54<sup>th</sup> Ave

Boca Raton, Florida 33433

Phone (561-756-3333) Fax (561-483-4858)

[bstandish@mindspring.com](mailto:bstandish@mindspring.com)

December 2, 2015

Delray Estuary

RE: Concerning weed issues in the turf

After our meeting on Tuesday I wanted to provide you with a small report regarding the weeds on your property and a tentative plan going forward. There are currently no supplemental selective liquid weed applications for this property.

There are however two weed and feed applications; one in the first quarter and one in the fourth quarter. The weed and feed will suppress succulent broadleaf weeds such as dollar weed, clover and oxalis. It will not suppress the harder to kill broadleaf weeds that can exist in the high temperatures of the summer.

St. Augustine grass should be fertilized between four to six times per year. This property is receiving four and the quality of the turf is not where the board and their residents think it should be than the frequency of the fertilizer applications should be increased. The weed and feed herbicide for succulent broad leaf weed control will kill the fall and winter annual weeds such as clover, oxalis, dollar weed and yellow wood sorrel.

The rule of thumb for South Florida weed control is that if the weed can survive 90 plus degree temperatures in the summer it will be difficult to kill those weeds selectively in the fall and winter with weed and feed alone. To further suppress and control these weeds a liquid herbicide program should be put in place. The number of applications would vary on the level of aesthetics that is desired. 1-4 applications is usually sufficient.

Herbicide applications are a band-aid and temporary fix to a problem it is not the total solution. If there are areas of turf that begin to get dollar weed from this point forward the irrigation should be adjusted in those areas to eliminate as much moisture in the soil as possible. Dollar weed is an aquatic weed if the excess moisture is eliminated dollar weed will not survive without any chemical control at all.

There are also grassy weeds in this grass and there is **NO selective herbicide** that is labeled in the state of Florida to kill these weeds without killing the grass.

To be fair it is easy for me to come onto a property and point out all of the concerning issues. It is especially easy when a property is this old because the problems have compounded over the years. The weeds on this property have not occurred within the last three months. It has been year after year for a very long time that has taken this long to occur.

Weeds are only in turf from some type of previous stress that has weakened the grass in that area and the first material to grow back in those areas are more than likely weeds. Some of those weeds can be sprayed out selectively and others cannot (see explanation above). Some of the weeds that exist are going to have to be sprayed out with a non-selective and replaced with sod or they will continue to grow and invade more healthy turf. In my opinion the weeds have invaded this property over the years because of two main reasons.

The first is consistent water.

If the irrigation system has had previous problems during the hot dry time of the year even if for only four or five days and the grass got damaged in those areas because a zone didn't come on or a pump went down or sprinkler heads got clogged than that is most likely the culprit. It could be from five or six years ago. When these types of weeds get in the turf they will not eliminate themselves when you begin to get sufficient rainfall to correct the drought period.

Also, the maturity of the property is also a significant factor. This property does not have the same scale landscape it had ten to fifteen years ago. Tree canopies have grown ten fold and although the trees have grown into beautiful large specimens that have also created a tremendous amount of shade which is detrimental in growing grass as St. Augustine grass needs five hours of full sunlight a day to grow properly.

Lack of water during the hot dry times of year can have a permanent impact of the quality of turf going forward. Previously burned areas of grass from lack of water in May and June will have permanent damage that will show up in the form of weeds in the fall and winter time. When we are receiving consistent rains for two or three months and everything is green doesn't always mean everything is healthy. When the rains slow down or stop then the previous stress symptoms begin to show again and everyone seems to forget that these problems were here before but the rain has masked everything and made the grass and the shrubs appear to green and healthy but that is not really the case.

Also, when you have issues like this year after year, the normal maintenance schedule is in no way, going to fix these problems on their own. There is going to have to be sod replacement on this property where there are grassy weeds that have invaded the turf over the last ten to fifteen years as there is no chemical that can be sprayed to eliminate these types of weeds. A liquid herbicide program can be implemented along with an extra fertilization or two to control the broad leaf weeds and grow healthier grass.

The maintenance level will have to be increased or continue on the same schedule and live with the issues that this property is having now. Weed control is just a band-aide. It is not going to turn the grass green, it is just going to slow down the current damage. I can work with you on what to do agronomic ally to address these issues. The board and their residences will have to prioritize and figure out how they would like to proceed.

This is not going to be a one application and everything is fixed. This will be a process that involves the board and the residents to support a comprehensive plan to address these issues going forward to improve the overall quality, health and vigor of the turf.

One application of liquid weed control on this property would be \$1,950.00. An extra fertilization for all of the grass would be \$1,450.00. If you would like us to schedule this work we would suggest to begin this treatment at the end of February or the beginning of March as the real growing season will begin. It should follow the already scheduled weed and feed in the first quarter.

This would allow the grass to grow in behind the dying weeds thereby providing a better chance of not having all of the weeds return. There will most likely need to be more than one liquid application of weed control but I believe before you commit to a certain number of applications that we do one that is timed around a fertilization and re-inspect the progress at that time.

Please let me know how you would like to proceed. I provided these numbers as a reference for budgeting purposes. I did not put them in the contract as that would artificially inflate the contract.

Thank you,  
Bob Standish, Florida Certified Operator  
President, Safe Planet Fertilization & Pest Control Services, Inc.  
Licensed and Insured



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To: Delray Estuary Residents and Homeowners  
Re: Vehicle Transponder Policy - RFID Entrance Gate Access System

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## Transponder Policy

a) New or replacement Transponders will cost \$35.00, payable to the Delray Estuary HOA, anytime the Transponder stops working for any reason, known or unknown. Your Check no. must be shown on the CapSure Update form next to your signature to be programmed. [*Note: Removal will cause the Transponder not to function*].

b) Transponders will only be issued to vehicles that have the required Delray Estuary (DE) numbered vehicle ID Decal affixed to the vehicle in the location required. All homeowner's and residents vehicles are required to have a numbered ID Decal on the vehicle registering the vehicle to your home.

c) Transponders must be installed on vehicles by Security Staff and tested at the time of attachment.

d) Vehicle information must be programmed into the CapSure Gate System for the Transponders to open the entrance gates.

e) Transponders are not issued to homeowner's 'Guests' or 'Employees'. [NOTE: The term 'Guest' includes the owner's relatives residing in the home for extended periods.]

f) Tenants are charged \$35 dollars for each Transponder issued.

g) When you change vehicles, new ID Decals and Transponders will be available 5 to 7 days upon return of the required 'CAPSURE UPDATE' form to CRA. Gatehouse will call when ready for installation.

### **TEMPORARY TRANSPONDER USE POLICY – *this form is provided when the Transponder is issued.***

1) Temporary Transponders will be available for homeowners/residents use with a short term rental cars upon submission of a copy of the rental agreement. Transponders must be returned upon the designated date shown on the rental agreement and will be deactivated after that date, unless extended by contacting the staff at the entrance gatehouse with an new or updated Rental Agreement. Gatehouse staff will make a copy of your rental agreement for the Association Gatehouse files.

2) A temporary Transponders may be check out upon request after submitting the required \$35 fee and the required 'CapSure Update' form while waiting for a transponder to be programmed and delivered to the Security Gatehouse for installation.

Temporary Transponders will only be issued with agreement by the homeowner/resident to abide by the following rules: ***Agreement is confirmed by the homeowner/resident checking out the Temporary Transponder.***

a) Temporary Use Transponders may not be loaned to others or used to open the gates for guests.

b) Misuse will result in immediate deactivation and the homeowners use privilege revoked.

c) Transponders not returned at the end of a stated rental period, upon installation of a new Transponder, or returned not functioning or if the Temporary Transponder is lost will result in a replacement fee of \$100.00 being charged to the homeowners quarterly maintenance fee account.