



**DELRAY ESTUARY HOMEOWNERS ASSOCIATION, INC.**

c/o Associated Property Management of the Palm Beaches, Inc.  
8135 Lake Worth Road, Suite B, Lake Worth, FL 33467  
(561) 588-7210 Fax: (561) 588-2411 EstuaryMGR@apm247.net  
Website: TheEstuaryOnline.com

**BOARD OF DIRECTORS MEETING**

**Tuesday, February 13, 2018 5:00 pm  
at Community Pool Cabana**

**MINUTES**

**CALL TO ORDER**

President Gary Rex called the meeting to order at 5:02pm stating there was quorum.

Board members present:

Gary Rex, President  
Garwood Whaley, Vice President  
Ellyn Miller, Treasurer  
Robert Smith, Secretary  
Patricia Vanderkwast, Director

Representing Associated Property Management of the Palm Beaches, Inc. (APM) was Meredith Rubin Community Association Manager.

There were approximately 45 members present.

**SECRETARY'S REPORT**

**Ellyn Miller made a motion to accept the January 11, 2018 minutes. The motion was seconded by Garwood Whaley. All in favor. The motion passed unanimously.**

**TREASURER'S REPORT**

Ellyn Miller presented the Treasurer's report.

She reported that the Board met with Brian McEntee from APM to review the financials. APM is still attempting to get information from TD Bank regarding the loan. The financials will be revised to indicate which bills, which were not turned over by CRA should have been paid in 2017.

**PRESIDENT'S REMARKS**

President Gary Rex explained that the Board would be following Roberts Rules of Order and copies were given out to all homeowners in attendance.

Gary Rex reported that there were several projects that the Board and Management Company were working on: Seal coating of the streets, house painting, redoing the cul de sacs, strategic planning, roof painting, the lake and the areca palms. All projects will be discussed later in the meeting or at a future meeting.

Gary Rex also reported that next few months, the Board will be reviewing all the Estuary's service contracts, some of which have not changed in many years (except of course our security and property management contracts, which we just changed).

The purpose is to ensure the Estuary is getting the best quality service for the best possible price. He emphasized "quality" because the Estuary is a quality community. To preserve the Estuary's value, the Association must consider using quality services and materials, even if it costs a little more. The Association will also assess other factors when deciding upon service and material providers, to include reliability, consistency, care in avoiding damage to Estuary common areas, responsiveness, and their reputation with other communities they serve in our region.

Since the annual meeting earlier this month, several members have come forward to offer good suggestions or to volunteer for committees. Thank you for your willingness to participate in supporting our community. We continue to need members for the security committee and the communications committee in case you are interested.

**Gary Rex made a motion to accept Roberts Rules of Order as presented to the Board and the Community. Gar Whaley seconded the motion. The motion passed unanimously.**

**Gary Rex made a motion to approve the proposal from Fiddler on the Roof to pressure clean the Community two times a year. Patty Vanderkwast seconded the motion. The motion was tabled until a review of the financials.**

**Gar Whaley made a motion to accept the proposal from APM to hire a handyman three (3) days a week three (3) hours a day. Gary Rex seconded the motion. The motion passed unanimously.**

#### **VICE PRESIDENTS REPORT**

Gar Whaley reported that several Board members went to the Board certification class and found it interesting.

Gar Whaley also reported that four (4) Board members met with APM to review the financials and to get a better understanding of the financial outlook of the Community.

#### **MANAGER'S REPORT**

Meredith Rubin reported on the ongoing projects. The full report is attached.

Meredith Rubin presented two (2) sales applications to the Board and suggested that the Board start interviewing new homeowners (prior to closing) as an initial welcome/explanation of the rules.

**Gary Rex made a motion that the Board start interviewing new homeowners and tenants. Ellyn Miller seconded the motion. The motion passed unanimously.**

Meredith Rubin presented a proposal to decrease the size of the cul-de-sacs and Estuary Way exit gate to make it easier for trucks to navigate around. The Board asked that she obtain additional proposals.

## **COMMITTEE REPORTS**

### **ALC COMMITTEE**

Cynthia Brown gave the ALC report.

The ALC is still working on the best method to stain and seal the roofs. Ronnie Gouz and Rob Walker are working on this project and will have more information at the next Board meeting.

The ALC is in the process of interviewing architectural landscape design firms to create a master plan for the community which would include the plan for redesigning the front entrance, areca replacement plan, creation of a plan for the heavily mulched areas, and the lake beds and common property.

**Gar Whaley made a motion to allow the ALC to interview companies to prepare a short/medium and long-range plan for the landscaping in the Community. Patty Vanderkwast seconded the motion. The motion passed unanimously.**

Twice a year the Association finds and replaced dead plants on homeowners' property which was originally installed by the Developer. The ALC suggested that homeowners should be replacing their own shrubs, as many do.

The ALC suggested that the Hearing Committee should have a monthly meeting on the calendar to ensure there is always a date for a hearing.

Cynthia Brown reported that the Majestic Landscaping contract needs to be updated. The Committee reviewed the RFP and made changes. The Board agreed to send out the RFP to several landscapers including Majestic.

Roof Painting and Sealing: Ronnie Gouz reported that he has found an engineer at a cost of \$2,8000 to evaluate six (6) roofs. A discussion ensued whose roofs should be done and if this was the Associations responsibility. They are also attempting to get bids for bulk roofing.

**Gar Whaley made a motion to approve the following applications:**

**1501: landscaping**

**1568: landscaping**

**1568: third floor patio – tile installation**

**Patty Vanderkwast seconded the motion. The motion passed unanimously.**

**Gar Whaley made a motion that the ALC can no longer perform the violation inspections on homeowners' properties with the management company. Bob Smith seconded the motion. The motion passed unanimously.**

The pier committee is working on new furniture for the pier.

Ellyn Miller reported that the pier committee had two options for new pier furniture, the Association could rent the furniture for four (4) years or purchase the furniture. The Board agreed to rent the furniture but agreed to table a motion until the next meeting.

#### **COMMUNICATION COMMITTEE**

No report

#### **SECURITY COMMITTEE**

Patricia Vanderkwast, Chair, reminded all residents to keep their car doors locked.

Patty Vanderkwast reported that the Security Committee was still working on a survey regarding alarm monitoring as the Board felt the suggested survey was too one sided. She reminded everyone that the current (extended) contract with ADT expires on May 10, 2018.

**Patty Vanderkwast made a motion that the Board prepare a survey with the information on what the monitoring companies offer and make it a yes/no survey. Bob Smith seconded the motion. The motion passed with a vote of three (Gary Rex, Bob Smith and Patty Vanderkwast) two abstentions (Gar Whaley and Ellyn Miller).**

Patty Vanderkwast also reported that the Committee is still looking for someone to chair the Committee. She hopes to have a new proposed Chair at the next Board meeting.

Patty Vanderkwast also reported that are several homeowners that do not have transponders. There is one homeowner who has asked for four temporary transponders to be given to him on a permanent basis. The Board discussed this matter and were not in favor as it is too much of a security risk as there is no way of knowing who is using those transponders. There was a discussion regarding allowing the guards to give access to those residents without providing their identification.

There was also a discussion regarding extending the time for vendors to work on the property. The Documents state that no commercial vehicles are allowed on the property after 5pm. The Board agreed to allow vendors to clean-up until 5:30pm on a temporary basis.

G4S Overtime: G4S had been paying Erick, the site supervisor, for eight (8) hours of overtime per week, which they stopped doing several months ago. A "floater" has been assigned to the property for this shift, which the Security Committee did not think was in the best interests of the Community. The Board has the option to pay for Erick, pay another guards overtime or for G4S to continue to send a floater each week. The cost to the Association to have Erick work the Thursday 3-11 shift would be approximately \$3,000. The Board approved Erick working the OT instead of a floater.

G4S suggested that the Board purchase to AED devices, one for the pool and the other for the gate. The Board will discuss again at another meeting.

### **REVIEW COMMITTEE**

Gar Whaley made a motion to approve Joe Letzelter as the Chair of the Review Committee and Lisamarie Cohen as a member of the Committee. Patty Vanderkwast seconded the motion. The motion passed unanimously.

### **SOCIAL COMMITTEE**

Ingrid Hackenbruch gave the Social Committee reported. She reported that the February event was fabulous and thanked the volunteers who helped setup the lights, furniture etc.

The next social event will be February 8<sup>th</sup> at the pool.

### **WELCOMING COMMITTEE**

Ingrid Hackenbruch reported that she and Pramila have been in touch with the four (4) new owners to meet with them and welcome them to the Community.

### **HOLIDAY DEORATING COMMITTEE**

Bob Smith, Chair, reported that he would like the spiral lights removed from the front trees.

### **NEW BUSINESS**

#### **Committees:**

Gary Rex made a motion that no Board member can serve on policy making committees (ALC, Security, Review) but they could act as liaisons. Gar Whaley seconded the motion. The motion passed unanimously.

Gary Rex made a motion that no homeowner shall serve as a member on more than one policy making committee. Gar Whaley seconded the motion. The motion passed unanimously.

Gary Rex asked that all committee liaison present the names of their chairs at the next meeting.

#### **Work orders:**

Gary Rex made a motion that all homeowners should go thru APM for work orders, utilizing the APM website where possible. Ellyn Miller seconded the motion. The motion passed unanimously.

#### **Resident's Forum:**

Gar Whaley made a motion to hold a resident's forum on February 27<sup>th</sup>. Gary Rex seconded the motion. The motion passed unanimously.

#### **Photo ID at Gate:**

Patty Vanderkwast made a motion to allow the three (3) homeowners that did not have transponders to go thru the visitor gate without showing photo ID. Bob Smith seconded the motion. The motion failed to pass with a vote of two yes votes (Bob Smith, Patty Vanderkwast) and three no votes (Gary Rex, Gar Whaley, Ellyn Miller).

**NEXT MEETING:**

The Board open forum will be held on February 27, 2018 at 6pm.

The next Board meeting will be March 20, 2018 at 6pm.

**ADJOURNMENT**

**There being no further business, Patty Vanderkwast motioned to adjourn the meeting.**

**Seconded by Gary Rex. All in favor.**

Meeting was adjourned at 8:05pm.

Respectfully submitted by,

Meredith Rubin, LCAM