

CANYON TRAILS HOMEOWNER ASSOCIATION, INC.

Meeting Minutes

Date and Time: Monday, October 7th, 2019 at 7:00 p.m.

Location: 10950 Mantova Bay Circle, Boynton Beach, FL 33473 Clubhouse/Social Hall

Board Members Present: Eryka Lefrak, President
Andrew Just, Vice President
Juan Basto, Treasurer
Jacob Gerb, Secretary
Randy Stone, Director

Also, Present: Courtney Buchan, LCAM

Call to Order and Establishment of a Quorum

The meeting was called to order at 7:00 p.m. by Eryka Lefrak, President.
Roll Call - A quorum of the Board was established.

Proof of Notice of Meeting

Meeting Notice posted 48 hours prior to meeting at designated area; Clubhouse Bulletin Board

Approval of Previous Meeting Minutes

A motion was made by Eryka Lefrak to approve the September 9th, 2019 minutes with a few changes, Seconded by Randy Stone; All in flavor.

New Business

Presentation from Chase Bank – John, a resident of Canyon Trails, made a brief statement regarding the grand opening of a Chase Bank on Boynton Beach Blvd. and Lyons rd. John is the new branch manager at this Chase bank and invited all residents of this night meeting to attend the grand opening on Saturday October 12th.

Budget Meeting Workshop – There will be a budget workshop held on Monday, October 14 at 7:00PM to go over the rough draft of the proposed 2020 Budget. The 2020 Budget will not be approved at this workshop meeting, this is simply a detailed meeting to go over each line item in the budget and examine the expenses for the community so the budget can be finalized before the actual budget meeting where the proposed budget would be approved for 2020.

Irrigation Update – Andrew gave an update of the recent irrigation issues that had occurred in part of the Community. 2 pumps run the whole community 24/7, two of the clocks were not communicating to the pumps so no irrigation happened under the areas those two clocks ran. Parts were ordered twice and overnighted to fix the issue as soon as possible. Meanwhile, Emir, our irrigation tech, was manually turning on the irrigation systems home by home. Andrew thanks Emir for is dedicated service. Andrew also mentioned we have come long way with Irrigation, wet checks used to cost \$25 each time a homeowner wanted this done, now with having emir full time, wet checks are free. The Clocks have been fixed and the irrigation is working as normal.

Audit Update – Courtney explained that the audit is done and what was holding up getting the final audit report from the auditors was a signature from the treasurer (Juan Basto). The audit company had sent over paperwork to be signed back in May when there was a change in property managers so this paperwork had fallen through the cracks. Courtney had since reached out to the audit company and got the necessary paperwork to be signed and Juan did sign what was needed and now the paperwork has been sent back to

the auditor for approval. The audit should be sent any day now, Courtney will be following up with the company to see when we can expect to receive this paperwork.

Rental Percentage – Eryka went over the percentage of votes needed from the Association to pass a cap on rentals for the Community. We would need 2/3 or 75% off the current homeowner to vote in favor of the rental cap to be able to add this to association documents and to enforce. Courtney added that she called the other Canyons and they do not have a rental cap in their communities. Andrew stated there are currently 50 active rentals in the community and main issue with a lot of rentals is that renters tend to not take care of the homes and more compliance issues can be apparent. Eryka brought up adding more restrictions when it comes to renting a home in Trails like adding a credit limit to rentals and background restrictions. Courtney added that when asking the other property managers for the Canyon communities, one canyon does make all rental renew the leases annual and submit a new application annually. More research is needed to determine what could be added to the lease application without a Association vote.

DLE Detail – Canyon Trails had a Traffic study done and filled out all the paperwork needed for a traffic agreement between Palm Beach County Police department and the Association. It has been a hassle submitting the paperwork to the department for review but the paperwork has finally been accepted. Since the agreement has not been reviewed or accepted yet, the Board would like to have a DLE detail for Halloween. The DLE detail would be a minimum of 4 hours. The Board would also like to double up guards at the guardhouse so they can check in vehicles faster on the holiday. All the board members agree this should be done and detail is needed.

Compliance Committee Recommendations and Fining: Eryka motioned for 12 maintenance and/or parking violations to go before the fining committee for October. Randy & Jacob seconded. All in Favor. Motion passed. Maureen from the compliance committee asked if the violations for parking from Titan could be included in the meeting packet going forward for the compliance committee, Courtney said she would include from now on. Maureen also asked the board what the protocol was if Security cannot reach a homeowner to move a vehicle. The board agreed that the homeowner should receive a violation. This had not been the protocol; security wouldn't issue a violation if the homeowner could not be reached. Courtney will advise Titan to now issue violations for resident who cannot be reached. Eryka also stated that Violation stickers for parking will be ordered and used for instant notifications on parking issues. A resident asked how they would know if re-inspection was done and Courtney stated that after re-inspections are done and the violations are found to be cured, a cured notice would be emailed to the resident and the violation would be closed.

90 Days in Arrears Suspension: At the time of the meeting, there were 16 new accounts 90 days in arrears. The board voted all in flavor to deactivate these accounts fob and gate access.

Officer's reports

- **President (Eryka Lefrak)**
 - I. **Playground Update** – Eryka went over that the playground mulch had been recently treated with an eco-friendly algaecide, all playground equipment was pressure cleaned and the mulch was turned over. The playground mulch needs to be replaced once a year and costs roughly \$5000. Proposals were given for different options for playground flooring. The options were Pour-in-Place material, Rubber tiles or fake turf. Pour-in-Place is a rubber material that is low – maintenance, just needs to be pressure cleaned annually and if a piece or area is broken, it can be easily removed and a new piece poured in place. Fake Turf would be more maintenance, it would need to be raked and sweep at least once a month if not more but it's the least expensive to install. Rubber tiles are also less maintenance, if a tile breaks, it can be removed and new tile added. Board suggest also looking into updated some of the playground equipment that doesn't get much use or is starting to fade. More research is needed but the board is interested in changing the playground flooring for 2020 and will be incorporating costs in the 2020 budget.
 - II. **Parking** - This was discussed during Compliance committee Recommendations and fining.
 - III. **Storage Room Cleanup** – Eryka stated that herself, Andrew, Andrews family, two other residents and Courtney had spent a Saturday cleaning and organizing the storage closet

located in the basketball court. A lot of stuff that was thrown away that was broken or wore out. Everything is organized and put away properly in clear bins on the shelving in the closet. Eryka thanks the volunteers that helped.

- **Vice President (Andrew Just)**
 - I. **Bike Racks:** Andrew went over that the Association purchased 2 new bike racks and installed them at the bus stop area at the exit of the community. The old bike rack from that area was removed and installed at the front of the clubhouse. Andrew thanks maintenance man, Reinaldo, for doing a good job installing new and old bike racks.
 - II. **Serena Creek Community Trash Can Relocation** – Andrew stated that the trash can located at the gazebo at the end of Valetta Isles is always overflowing with personal trash from residents. The trash can has been removed and will be installed by the clubhouse.
 - III. **Mulching and Pressure cleaning** – The common areas of the community will be pressure cleaned by Xtreme clean the first week of December. Advanced mulching will be mulching the common area landscape beds mid-November. Advanced mulching was used last year and they did a decent job but the thickness of mulch was off so we will be making sure they use the correct amount and will be holding them accountable. A Facebook poll was done last year to what color be used to mulch and the residents voted mostly for brown. BrightView as well as the landscaping committee agree brown would be a better color to use for mulch. Andrew motions to use brown this year, Eryka seconds, all in favor.
- **Treasurer (Juan Basto)**
 - I. **Financial Report:** Juan went over the monthly Financials for month ending September 2019: Operating \$450,479; Reserves \$ 465,758; AR - \$36,161; Other - \$20,858
 - II. **Aging Report:** Juan gave the aging report update. Currently \$36,161 owed to the Community from Delinquent Homeowners.
- **Director at Large (Randy Stone)**
 - I. **Holiday Light Installation** – Randy went over the current contract Canyon Trails has with Holiday Lighting Designs. We are in the 2nd year of the 3-year contract. The lights will be installed on November 7th. They will be turned on the week before thanksgiving. There were a lot of issues with the lights last year, had to call the company several times to have them come out and turn the lights on and replace lights. Randy will be meeting with the company to go over some changes that need to made in the contract, currently we have lights listed in the contract for the clubhouse and we would rather have those lights be put at the front of the community. Randy also mentioned that the turnpike is being re-surfaced south of Atlantic north of Boynton Beach. Work will be done during off peak hours. Project should be completed in January 2020

Committee Reports

- **Landscaping:** Brightview is working finding a Sylvester palm for the front entrance.
- **Social:** Eryka addressed the social items. Masquerade Ball (October 26th), Movies night (October 16th) and Holiday event planned at the end of the year. Need volunteers for the Masquerade Night. Resident suggested having a wood painting night, will try to schedule for December.
- **Communications Liaison:** Tracey spoke to the board regarding 2 residents that co-chair a Thanksgiving basket program that would like to set up a donation box in the clubhouse for donations for these baskets. Board is all in favor of added a donation to the clubhouse.

Adjournment

With no further business to address, Eryka motioned to adjourn the meeting at 8:49 p.m. All in favor.

Respectfully Submitted,

Courtney Buchan, LCAM - GRS Management Associates
On behalf of the Board of Directors

Voting Record

Meeting Date 10/7/19

President Eryka Lefrak

Vice President Andrew Just

Treasurer Sue Besto

Secretary Randy Stone

Director Joey Gerb

Issue: Homeowners Sent to Compliance for October

President *motioned* For Against Abstain

Vice President For Against Abstain

Treasurer For Against Abstain

Secretary *2nd* For Against Abstain

Director *2nd* For Against Abstain

Issue: Violations to be sent to Compliance

President *motioned* For Against Abstain

Vice President *2nd* For Against Abstain

Treasurer For Against Abstain

Secretary For Against Abstain

Director For Against Abstain

Issue: 90 Days in Access

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| President | <i>motioned</i> | For | <input checked="" type="checkbox"/> | Against | <input type="checkbox"/> | Abstain | <input type="checkbox"/> |
| Vice President | <i>2nd</i> | For | <input checked="" type="checkbox"/> | Against | <input type="checkbox"/> | Abstain | <input type="checkbox"/> |
| Treasurer | | For | <input checked="" type="checkbox"/> | Against | <input type="checkbox"/> | Abstain | <input type="checkbox"/> |
| Secretary | | For | <input checked="" type="checkbox"/> | Against | <input type="checkbox"/> | Abstain | <input type="checkbox"/> |
| Director | | For | <input checked="" type="checkbox"/> | Against | <input type="checkbox"/> | Abstain | <input type="checkbox"/> |

Issue: Mulch Color - Brown

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| President | <i>Seconded</i> | For | <input checked="" type="checkbox"/> | Against | <input type="checkbox"/> | Abstain | <input type="checkbox"/> |
| Vice President | <i>motions</i> | For | <input checked="" type="checkbox"/> | Against | <input type="checkbox"/> | Abstain | <input type="checkbox"/> |
| Treasurer | | For | <input checked="" type="checkbox"/> | Against | <input type="checkbox"/> | Abstain | <input type="checkbox"/> |
| Secretary | | For | <input checked="" type="checkbox"/> | Against | <input type="checkbox"/> | Abstain | <input type="checkbox"/> |
| Director | | For | <input checked="" type="checkbox"/> | Against | <input type="checkbox"/> | Abstain | <input type="checkbox"/> |

Issue: _____

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| President | | For | <input type="checkbox"/> | Against | <input type="checkbox"/> | Abstain | <input type="checkbox"/> |
| Vice President | | For | <input type="checkbox"/> | Against | <input type="checkbox"/> | Abstain | <input type="checkbox"/> |
| Treasurer | | For | <input type="checkbox"/> | Against | <input type="checkbox"/> | Abstain | <input type="checkbox"/> |
| Secretary | | For | <input type="checkbox"/> | Against | <input type="checkbox"/> | Abstain | <input type="checkbox"/> |
| Director | | For | <input type="checkbox"/> | Against | <input type="checkbox"/> | Abstain | <input type="checkbox"/> |