

Canyon Trails Homeowners Association, Inc.

BOARD MEETING MINUTES

March 04, 2019

APPROVED

Meeting called to order at 7:05 PM by Lefrak. Meeting notice was posted 48 hours prior at the designation area; bulletin board in the clubhouse.

DIRECTORS PRESENT

Eryka Lefrak, President • Andrew Just, Vice President •
Juan Basto, Treasurer • Randy Stone, Director

Also Present

Raul Medina, CAM from GRS Management Associates, Inc.
Traci Beneden, Canyon Trails HOA Communications Liaison chairperson.
Michele Buscemi, Canyon Trails Social chairperson.

ROLL CALL and quorum was present.

Board meeting minutes of February 13th was approved as distributed.

Agenda Amended RESOLVED to amend the agenda to include a procedural change to supplement the minutes. **It is so moved by Stone and second by Lefrak, discussion, motion carried. All in favor.**

Procedural Amendment RESOLVED to fill out the form which documents the motion, the first and second, and the votes of a motion. Property manager will fill out the form during the meeting and note votes during each motion. That this form is to be signed at the end of the meeting by all present board members. Also, this form shall be attached as a supplement to each set of meeting minutes. **It is so moved by Stone and seconded by Lefrak, discussion, motion carried. All in favor.**

Allocation of Reserve for Insurance Deductible and Pump Parts TABLED till the next meeting.

Vendor Access/Restriction RESOLVED to allow vendor access with the following stipulations:

- Current rules state that each resident can have 2 guests using the facilities at a time.
- Vendor must have a resident to sponsor every 2 guests.
- Vendors to provide full rosters of clients using Canyon Trails amenities for which they are hired.
- Vendor shall pay the HOA 25% of their revenue for any classes held on Canyon Trails property.
- Vendors to provide insurance, background checks for any teachers or staff coming on site, and sign waiver holding vendor is responsible for damages caused from their activities.
- The HOA must be names as additional insured on the vendor's liability insurance and provided to the HOA prior to advertising or scheduling activities/classes.
- To schedule blocks of time where vendors cannot reserve the amenities. The times to be blocked from vendor use are during peak hours for resident use as may be relevant from time to time.
- Vendors are not allowed to store any equipment on HOA property.

It is so moved by Lefrak and seconded by Basto, discussion, motion carried. All in favor.

Gate Access RESOLVED to upgrade the gate access software and hardware in the amount of \$ 4,850 as proposed by ABDI, Inc. In addition, the ICMS package is also included at an additional cost of \$ 2,600 as proposed by ABDI, Inc. This software package allows roaming security to access resident data from iPad.

Resolved that IF the finance charge is only \$300 then the cost shall be split over 36 monthly payments, else payment will be made under regular terms. That the vendor will split the total cost (\$ 7,450) will be billed over 36 monthly payments.

Notes: The software and hardware are over five years old and the software is not supported by customer support from the developer any longer. Log in issues are ongoing and report access is not available.

The upgrades will allow for Curbside processing during peak times such as holidays so we can have a second guard and the security can work offline.

Gateaccess.net remains the same for resident log in and the monthly charge to the HOA remains unchanged.

It is so moved by Basto and seconded by Lefrak, discussion, motion carried. All in favor.

Driver's License Automatic OCR Reader RESOLVED to purchase DL OCR reader in the amount of \$ 4,625. That the reader shall be used to log in guests and vendors at the guardhouse to effectively monitor access. The reader supplements the gate access program. The cost (\$4,625) shall be added to the gate access upgrade and included in the 36 monthly payments if financed as per the stipulations from the above motion.

The DL scanner provides a photo for security, manual errors are reduced, and speeds process up the data entry by the guards when processing guests at the gate.

It is so moved by Lefrak and second by Stone, discussion, Basto, Stone, Lefrak in favor, Just against. Motion carried.

FOB System RESOLVED to accept the proposal by Envera in the amount of approx. \$8000 plus permits to install a FOB system at the clubhouse, pool area, and the pavilion bathroom. That the existing Envera service for the gate camera is cancelled and the FOB service contract shall take effect. That the month fee increases about \$4 per month. In addition, the Envera proposal shall not be financed and will be paid in full according to the installation terms.

Move to approve Envera without financing.

Noted residents will need new fobs/cards once systems are installed. Envera will host 2 resident conversion events and help register new fobs. Residents get discount to purchase \$10 for each trade in of old fobs, \$25 for new fob/card without trade in.

It is so moved by Lefrak and second by Just, discussion, All in favor. Motion carried.

Landscape Service Agreement RESOLVED to accept the service agreement from Brightview Landscape Services in the annual amount of \$317,000 with the proviso that cuts be increased to 39 and the attorney to

review for sufficiency of rights to protect the HOA's interests and that an addendum be included as needed to protect such rights.

It is so moved by Just and seconded by Lefrak, discussion, All in favor. Motion carried.

Acme Dairy Cluster Planting RESOLVED accept Pedro Landscape Service proposal for \$8,175 to finish beautification project and repair of landscaping around palm tree clusters – 10 clusters. 2 Proposals received, one from Pedro, one from Brightview. Will complete all clusters North of entrance. Funds will be pulled from Landscape Committee budget.

It is so moved by Just and seconded by Basto, discussion, All in favor. Motion carried.

Flooring Cleaning RESOLVED to accept Steamtronics proposal for \$ 1,695 to deep clean flooring at the clubhouse and guardhouse with the proviso that the pavilion bathrooms be included and not the gym or indoor basket courts. The gym flooring was recently installed.

It is so moved by Just and seconded by Lefrak, discussion, All in favor. Motion carried.

Speed Limit Signage RESOLVED to relocate six existing speed limits signs as determined by Via Planning, the traffic engineering firm. Placement of speed limits signs is needed to certify roadway per PBSO. That a different vendor may be hired if the proposal is less than the current proposal by Transportation Solutions of \$1,693. Otherwise move forward with Transportation Solutions.

It is so moved by Just and seconded by Basto, discussion, All in favor. Motion carried.

PBSO Roadway Compliance RESOLVED to make application for traffic enforcement by PBSO once roadway is certified compliant with Via Planning for traffic enforcement. The frequency of such enforcement to be determined.

It is so moved by Lefrak and seconded by Basto, discussion, All in favor. Motion carried.

Towing Agreement RESOLVED to accept City Towing's service agreement with corrections. Correct to no charge for signage if not cancelled within 1 year. Correct business name on contract. The previous tow vendor no longer services the area.

It is so moved by Lefrak and seconded by Just, discussion, All in favor. Motion carried.

Compliance recommendations – RESOLVED. ALL IN FAVOR.

LOT538 – Golf Cart usage

LOT224 – Air BNB

Past Due Account Enforcement/RFID Revoke RESOLVED all accounts that are more than 45 days past due shall be notified and in addition to the already in effect \$25 late fee and legally permitted interest charges, lot will have fob and resident gate access revoked. Exception will be made if resident is in actively approved payment plan and is paying as agreed. There will be a \$25 reactivation fee applied and access will not be returned until any and all payments have fully been cleared and verified. Will not begin until April 1st, and a letter will be sent to the community to allow residents notice of the resuming of the policy.

Note: As part of resident losing resident gate access, the resident's guests will have to be escorted by the resident from the gate rather than being permitted to enter via telephonic or guest list access permission. This includes deliveries and vendors.

It is so moved by Lefrak and seconded by Stone, discussion, All in favor. Motion carried.

BOA Acct Closing RESOLVED to close the Bank of America Checking Account and move funds over to the savings account for now until further decision is made regarding what to do with the funds.

It is so moved by Lefrak and seconded by Basto, discussion, Just, Basto, Lefrak in favor, Stone against. Motion carried.

CDARS RESOLVED – One-year CDAR is maturing on 3/14/19. Resolved to roll over to another CDAR for 3 months while we make a decision about where to allocate funds. Possibly move to interest bearing online accounts.

It is so moved by Lefrak and seconded by Basto, discussion, All in favor. Motion carried.

Officer's Report-President by Lefrak

Officer's Report-Vice President by Just

Officer's Report-Treasurer by Basto

Landscape committee report by Ebert – Nothing to report, not in attending.

Social committee report by Buscemi – Bingo night coming soon. More events to follow.

The meeting was adjourned at 10:25 PM

Raul Medina, CAM

On behalf of the Board of Directors