

# CANYON TRAILS HOMEOWNER ASSOCIATION, INC.

## Meeting Minutes

**Date and Time:** Monday , November 4th, 2019 at 8:00 p.m.

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

**Board Members Present:**

Andrew Just, Vice President  
Juan Basto, Treasurer  
Jacob Gerb, Secretary (By phone)  
Randy Stone, Director

**Also, Present:** Courtney Buchan, LCAM

**Call to Order and Establishment of a Quorum**

The meeting was called to order at 8:08 p.m. by Andrew Just, Vice - 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 Randy Stone to approve the October 7th, 2019 minutes, Seconded by Juan Basto; All in favor.

**New Business**

**DLE Detail & Extra Security for the Holidays** – Andrew went over how the extra security went for Halloween. Two guards were positioned at the guardhouse, checking in residents as they entered the community. Another guard was positioned right next to the LED gate arms to check for tailgating and then the final guard was doing the roving of the community in the security vehicle. Randy motions to have extra guards for future holiday including Thanksgiving, Christmas and New Year's Eve. Andrew seconds, all in favor.

**Pool Repairs** – Randy went over the issues we are having with the vak pak lid and that there is a crack at the bottom of the tank housing the DE grids, this was discovered by Pool Kings when the Girds were changed, so it is not sure when this crack appeared or how long it's been there. The Pool pump also is also on the way out. Andrew explained that we want to group the two issues together to try to save some money in cost if possible. Pool kings did provide a proposal for a new pump in case it breaks before we can have the crack priced out and repaired. Courtney will be contacting other companies s to give quotes to repair the crack and the pump.

**Audit Update** – The audit has been received but the Board is unhappy with the amount of time it took our current Auditors to give the final audit report to the Association. Courtney has contacted other auditors for engagement letters to complete this current year's audit, she will send the board over the proposals once received.

**Camera Update** – Andrew and Eryka have compiled a list of issues regarding the cameras and have given this punch list to Mel, the owner of MircoSmart, the camera installer. We are waiting to see what can be done with the punchline and what issues get fixed from our vendor.

**Parking sticker update** – Parking stickers were ordered. The stickers are two papers that have two adhesive strips on the back so the adhesive is minimal and will not damage a vehicles window. The parking street

sign was removed from the guardhouse wall and was posted Infront of the guardhouse instead for more visibility.

**Security Guard Vehicle** – Andrew explained the costs associated with having the security guard vehicle available for our roving guard at night. We are looking into purchasing a permanent vehicle for the guard instead to save on cost. More information is needed, and the board would like to add this to next month's meeting for more discussion.

**Annual Meeting Date** – Because not all board members are present at the meeting, Courtney will send an email to the board to choose a date for the annual meeting

**Preventing rentals to those in Arrears** – Andrew explained that we are monitoring accounts in arrears and that the board motions to shut off access to the clubhouse and gates to those in arrears past 90 days. Andrew would like to prevent homeowners that are in arrears from renting out their home. Andrew also went on to state that while we don't want to allow rentals from homeowners in arrears, we also do know what to rent out the clubhouse or social hall to someone in arrears and take to limit them from attending community events hosted at the clubhouse. Andrew makes the motion to prevent rentals to residents' home, prevent rentals of the amenities and prevent attendance to community events to those who are in arrears 90 days or more, Juan seconds, all in favor.

**Compliance Committee Recommendations and Fining:** Andrew motioned for 2 maintenance and/or parking violations to go before the fining committee for November. Juan seconded. All in Favor. Motion passed.

**90 Days in Arrears Suspension:** At the time of the meeting, there were no new accounts 90 days in arrears.

#### Officer's reports

- **President (Eryka Lefrak)**
- **Vice President (Andrew Just)**
  - I. **Community Blitz & Maintenance:** Andrew stated that the community wide Blitz started on November 1<sup>st</sup> for the first phase and the second phase will be on done on November 8<sup>th</sup>. BrightView's supervisor will be onsite to over-see the Blitz. Mulch will be going in November 15<sup>th</sup> and will take week or so to be fully installed in all areas. The new Sylvester palm tree will be installed on November 8<sup>th</sup>.
- **Treasurer (Juan Basto)**
  - I. **Financial Report:** Juan went over the monthly Financials for month ending October 2019: Operating \$569,196; Reserves \$ 480,672; AR - \$66,232; Other - \$35,278
  - II. **Aging Report:** Juan gave the aging report update. Currently \$71,680 owed to the Community from Delinquent Homeowners.
- **Director at Large (Randy Stone)**
  - I. **Holiday Light Update** – Randy and Juan met with the holiday light vendor, Holiday lighting designs, and went over the contract we have in place. The vendor has brand new lights going up in the communities they maintain and provided us with different options for our lighting plans. We will have twinkling lights on some of the palms and some of the palms are the monuments will be wrapped. The first three Sylvester's palms will be wrapped with lights and three trees will have their fronds wrapped with green lights. The Lights will be turned on the week before Thanksgiving.

#### Committee Reports

- **Landscaping:** Andrew went over that Pedro will be planting new plants at the waterfalls once the waterfall has been cleaned and mulched. Pedro will also be diamond-cutting the Sylvester's and putting down new plant materials at the front entrance.
- **Compliance:** Maureen stated that more and more homeowners are actually attending compliance committee hearings. The parking stickers will help a lot with the parking issues.
- **Social:** Nicole, a resident, addressed the upcoming events going on at the clubhouse. There will be a paint and sip night planned for November 18<sup>th</sup> at 7:00PM. Residents interested must RSVP.

There will be a holiday potluck sometime in December, this would also include holiday cookie decorating for the kids and an ugly sweater contest.

- **Communications Liaison:** Tracey was not present at tonight's meeting to give an update

**Adjournment**

With no further business to address, Andrew motioned to adjourn the meeting at 9:12 p.m. All in favor.

Respectfully Submitted,

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