

CAT - meeting minutes - July 2019

CANYON TRAILS HOMEOWNER ASSOCIATION, INC.

Meeting Minutes

Date and Time: Wednesday July 10, 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 - Property Manager (GRS)

Call to Order and Establishment of a Quorum

The meeting was called to order at 7:07 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 the meeting at designated area; Clubhouse Bulletin Board

Approval of Previous Meeting Minutes

A motion was made by Eryka Lefrak to approve the minutes from June 4th, 2019. Jacob Seconded the motion: All in favor.

New Business

- **Temporary Property Manager:** Eryka gave an introduction to the Temporary property manager, Courtney Buchan.
- **Payment plan/Tracking:** Eryka explained that the board wants to have process in place to keep of track homeowners who owe money to the association. Andrew also stated that a payment plan needs to be set in place for those homeowners who owe the Association assessments/fees. The Association attorney does track the payments being made but the Association has no idea when homeowners are paying off balances. Payment plan tracking would be focused on Homeowners making payments outside of the attorney's management. These are homeowners that owe money to the association and have made payment arrangements directly with the association and without (prior to) attorney involvement. Once a permanent property manager is in place, a process will be set to keep track of payments.
- **3 Quotes for Proposals over "X" Amount:** Eryka stated that 3 quotes were needed for purchases made for the community but in the past, vendors were hired without getting additional quotes. Eryka motions that 3 quotes are needed for items/services quoted over \$10,000. Jacob Gerb proposes the idea for getting two quotes for items over \$5000 and 3 quotes for items over \$10,000. Eryka revises the motion to get 2 quotes for items/services over \$5000 and 3 quotes for items/services over \$10,000 except in an emergency situation. Andrew and Jacob both second the motion: All in favor.
- **Compliance Committee Recommendations and Fining:** Violations that will go before the fining committee in July are for various maintenance issues such as roofs, driveways and exterior walls that need cleaning. There are 2 parking/vehicle violations that need to be sent to fining as well. Eryka motions to send the various homeowners before the fine hearing committee, Andrew seconded, All in favor.

- **90 day in arrears Suspension:** 13 homeowners are in arrears. A motion was made by Eryka to suspend these homeowners' access; all in favor.

Officer's Reports

- **President (Eryka Lefrak)**
 - i. Application Fees:** Eryka explained that there is a lot of time and work involved in processing new rental and homeowner applications. The Association receives roughly 5-10 new applications a month. Currently, the Association does not charge for an application fee. The Association is legally allowed to collect a fee and it is industry standard that a fee is collected for new applications by the Association. GRS Management charges a \$50 application fee for processing. Eryka makes a motion to raise GRS's fee to \$75 for processing and add a fee for the Association for processing to \$75 as well. Total fees collected for a new application would be \$150. Randy Stone seconded; All in favor.
 - ii. Recognition of Committee:** Eryka would like to thank the social committee and all volunteers for a successful Summer Bash. The turnout for the event was 250 or more people.
- **Vice President (Andrew Just)**
 - i. Tree at Entrance of Community:** Andrew stated that there is a tree at the front entrance of the community that is diseased (Ganoderma) and needs to be removed. A proposal was given by Brightview to remove the tree, Replace the soil, replace with plants for the time being and wait until after hurricane season to plant a new tree in its place. This proposal was \$6000 dollars and approved by the board.
 - ii. Bike Racks:** Andrew explained that the front of the clubhouse is missing a bike rack. Andrew would like to get another bike rack to replace the mismatched bike rack at the exit gate.
 - iii. Recognition of Security:** Andrew and the Board would like to thank security for doing a great job. Angel was present for the meeting and given a certificate for amazing service.
- **Treasurer (Juan Basto)**
 - i. Financial Monthly Review:** Juan Basto went over the monthly Financials of June 2019. Operating \$476,759; Reserves \$421,010.
 - ii. Aging Reports:** Juan give the aging report update. Currently \$35,071 owed to the community from delinquent homeowners. This amount is down from previous months.
- **Secretary (Jacob Gerb)**
- **Director at Large (Randy Stone)**
 - i. AED for Community:** Randy went over three different proposals for an AED for the community. After discussion, Eryka made a motion to move forward with purchasing an AED for the community for \$2000 or less that includes Pediatric abilities and is also the newest model. Andrew and Randy would determine which device to choose from. Jacob Seconded; All in favor.

Committee Reports

- **Social:** No Social committee present for the meeting. Moana sling along is the next upcoming event at the community on July 27, 2019
- **Communications Liaisons: Nothing to report**
- **Landscaping:** Berm needs to be addressed for weeds.

Adjournment

With no further business to address, Eryka Lefrak motioned to adjourn the meeting at 9:01 p.m. All in favor.

Respectfully Submitted,

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

Voting Record

Meeting Date 7/10/19

President Eryka Lefrak

Vice President Andrew Just

Treasurer Juan Busto

Secretary Jacob Gerb

Director Randy Stone

Issue: Application fee: \$75 for GRS; \$75 for Canyon trails

President	For	<input checked="" type="checkbox"/>	Against	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Vice President	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: 2 Quotes for items over \$500; \$1000 3 Quotes

President	For	<input checked="" type="checkbox"/>	Against	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Vice President	For	<input checked="" type="checkbox"/>	Against	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Treasurer	^m 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: AED - Randy & Andrew look into models that are less

President	For	<input checked="" type="checkbox"/>	Against	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Vice President	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"/>

than \$2000
with

Issue: _____

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"/>

Issue: _____

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"/>