

CANYON TRAILS HOMEOWNER ASSOCIATION, INC.

Meeting Minutes

Date and Time: Wednesday, February 5th, 2020 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
Allan Frishberg, Treasurer
Ryan Anderson, Secretary
Juan Basto, Director

Also, Present: Courtney Buchan, LCAM

Call to Order and Establishment of a Quorum

The meeting was called to order at 7:06 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

Agenda Amendment

Eryka motioned to amend the agenda and add the topic of capital contributions to the agenda. Ryan motioned to amend Eryka's motion to include the moving of parking concerns to the top of new business, to split the tennis court laser grading and root repairs to separate line items, and to remove the secretary's line from the officer's report. Andrew seconded the motion. All were in favor.

Ryan motioned to Move Vak Pak repair update line item, officer's report section, and committee report section to after the adjournment. Nobody seconded the motion and it failed to move forward.

Approval of Previous Meeting Minutes

A motion was made by Eryka Lefrak to approve the December 4th, 2019 minutes, seconded by Andrew Just; Juan and Allan I'd, Ryan abstained from voting because he was not present at the meeting nor on the board at the time. Minutes are approved.

New Business

Capital contribution & application process for existing residents moving to new property

Discussion was had about whether existing property owners in the community who are moving to a new property within the community should be subject to the application process and capital contribution fee for their new property.

Eryka motioned to table the subject of capital contribution until March 3. Andrew seconded. All were in favor.

Parking concerns

Rules currently in place allow people to park over the sidewalk from 11pm-7am and do not allow people to park on the street between 11pm-7am.

No motions were made.

Update to ARC and Clubhouse Rental Applications – There was a general discussion between the board regarding having a third-party inspector come in to inspect new Architectural changes made to home that would require the larger deposit of \$5000. Part of the \$5000 deposit would be covering the cost of these third inspection. Not enough information has been collected to decide on the third-party inspectors so Eryka motioned to table the ARC application discussion until the March 3rd meeting. Ryan seconded; All in favor. The board discussed changes needed to be made to the clubhouse rental application. **Eryka motioned to change the name of the game room listed in the agreement to “arcade room” (this room is not available to rent) change the name of the gym to the “Exercise room”(The exercise room in not available for rental) Begin collecting separate deposits in the of \$250 for each room beside the kids playroom which would require a \$50 security deposit when rented with the social hall. Andrew seconded the motion, All in favor.**

Vak Pak Repair Update – Andrew gave the update on the repair, no damage existed underneath the vak pak and the repairs were made without additional funds needed.

Tennis Court Laser grading – The tennis courts have not been laser-graded in a while; Ryan Lauer provided a quote to re-surface both courts at a cost of \$15,100. Welch provided a quote for \$15,375 and Fast Dry courts provided a quote for \$15,300. Ryan explained a few years prior when he was on the board before, quotes were obtained for the same laser grading and were significantly less. Board would like to obtain one more quote. Eryka motioned to table decision until March 3. Ryan seconded. All approved.

Tennis Court root repair – There are some roots growing into the tennis court. Two companies/vendors provided a quote. Creative contracting quoted the repair at \$1950 and Ryan Lauer proposed a repair at \$2000. Both the root repair and laser grading should be done at the same time, so the board decided to table to motion on choosing a vendor for the repair at this time, Eryka motioned to table decision until March 3. Ryan seconded. All approved.

Allowing Children under 16 to use the gym – The current rule for the gym (exercise room) states that no children 16 or younger can use the gym. A resident brought to the boards attention that he wishes that his young child (age 13) could use the room with his supervision. The board discussed what age limit should there be for the minimum age allowed to use the exercise with a parent present. It was also pointed out that the management may want to consult with the insurance agent if this is allowed and would there be any added liability lowering the age.

Courtney, with the help of David Feurer, to research exclusionary language in HOA insurance policy.

Concept discussed was allowing children under the age of 16, with a minimum age to be defined, in the exercise room if they were accompanied by an adult over the age of 21.

No motions were made.

Compliance Committee Recommendations and Fining – 10 violations went before the board to be sent to the compliance committee for fine hearing. All the violations in question were for various parking issues in December 2019. One account had 4 separate parking violations on the same day. Management stated that this lot was a habitual offender and had paid multiple parking violations in the past. Ryan made a motion to fine lot CAT390 \$100 and revoke RFID access for 30 days. This motion failed as no one seconded. **Eryka made a motion to send all the violations to the compliance committee for fine hearing, Andrew seconded, Juan and Allan voted aye. Ryan voted no. Motions passes.**

90 Days in Arrears Suspension: At the time of the meeting, there were 2 new accounts in 90 days arrears. **Erkyka made motion to revoke RFID access for both accounts, Ryan seconded, all in favor.**

Officer's reports

- **President (Eryka Lefrak)**
- **Vice President (Andrew Just)**

I. **Update to Gym – Weight Equipment:** Andrew explained that the current weight equipment in the gym (exercise room) needs to be updated. The cardio equipment was updated last

year, and the weight equipment's seems to be starting to break. There are currently two machines out of order. Several quotes were obtained for new Weight equipment at various price points. Three companies provided the quotes, Gym Source (updated the cardio equipment the previous year) Fitness Smith (Canyon Trails current vendor to perform bi-monthly Maintenance on the equipment now) And Pro-fitness. Fitness Smith was able to provide 3 quotes for three different brands of weight equipment. Quotes vary from 17k to 27k. All quotes provided were to purchase the equipment out-right, not to lease it. Pro-fitness and Fitness Source included a credit for old equipment, Fitness source would be giving their credit based on taking away a cardio piece to make room for new weight equipment. Andrew is going to put something together asking the community what equipment should be updated and what type of equipment would be most desirable. No motions were made at this time to choose a vendor to provide equipment.

II. Mulch 3-year contract – Andrew Went over several contract that the Association received 3 different mulching companies. Turbo Mulch proposed a price of \$44k per year, Mulch Solutions proposed \$41,700 and Advance mulch proposed \$38,645. Advanced mulch was the company used for the last two years and there have been no complaints. Andrew explained that longer contracts provide better pricing for the community and build a better business relationship with the vendor. 3-year contracts allow the price to be locked in for future budget purposes and allows the community first pick at date when services would be provided. **Eryka Motioned to accept Advanced mulch's 3-year contract on the terms they provide a 30-out clause in their contract**, and granted that the HOA's legal counsel confirms a long-term agreement such as this one does not circumvent state laws or the HOA bylaws. **Ryan seconded, all in favor.**

III. Hurricane Tree trimming Contract for 2020 – Andrew stated that management has been working with tree trimming vendors on obtaining quotes for hurricane tree trimming for 2020. Brightview said they will match their previous quotes from last year at \$45,226. Duffy's provided a quote at \$65,284 and Zimmerman provided quote at \$43,842. Zimmerman's quotes also included a crown reduction on the Hong Kong Orchids. Andrew explained that we have had issues with BrightView's tree trimming in the past, they had to come out Multiple times to finish their work and it also took much longer than anticipated. Andrew suggests we go with Zimmerman this year based on their pricing. **Andrew made the motion. Ryan seconded, all in favor.**

• **Treasurer (Allan Frishberg)**

I. Financial Report: Allan went over the monthly Financials for month ending January 2020: Operating \$560,146; Reserves \$ 519,241; AR - \$72,398; Other - \$26,000

II. Aging Report: Allan gave the aging report update. Currently \$27k owed to canyon trails that is 90 or older. 12 homes make up for this 90-day delinquent amount, but 1 home owes over 10k.

III. Allan also broke down the budget for the last few years. 2016 the community broke even. 2017 went under by \$200k, 2018 the Association went over \$200k in budget and for 2019 broke even.

Committee Reports

- **Landscaping:** Ken gave landscaping update and explained that proposals are coming in to update some landscaping around the clubhouse.
- **Compliance:** Maureen Addressed compliance issues. She mentioned that an eblast went out the week prior and had the wrong information listed regarding times to put back trash cans. She also mentioned sidewalk parking is an ongoing issue and needs to be addressed by the security guards at night.
- **Social:** Eryka addressed the social items. Casino has been moved to from February 29th to March 14th. There will be a deadline to purchase tickets, but tickets can be purchased now at a discount price until February 28th.
- **Safety and Security** – Michelle gave update regarding the safety and security committee. Two contractors came out and will be providing a proposal for a fence at the front entrance. Michelle is also working on obtaining quotes to lease our own security vehicle. She also made a statement that residents and guest need to watch for children playing the streets and slow down driving around the community.

- **Communications Liaison:** Nothing to update

Adjournment

With no further business to address, Eryka motioned to adjourn the meeting at 10:01 p.m. All in favor.

Respectfully Submitted,

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