

CANYON TRAILS HOMEOWNER ASSOCIATION, INC.

Meeting Minutes

Date and Time: Wednesday , December 4th, 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
Randy Stone, Director

Also, Present: Courtney Buchan, LCAM

Absent: Jacob Gerb, Secretary

Call to Order and Establishment of a Quorum

The meeting was called to order at 7:12 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 Randy Stone to approve the November 7th, 2019 minutes with a few changes, seconded by Andrew Just; Eryka Lefrak abstains because she was not present at the last meeting and Juan Basto also motions to approve the minutes.

New Business

Safety & Security Committee – Eryka explains there use to be a safety and security committee in the past but it has been disbanded for quite some time. **Eryka adds that the board now would like to put the committee back in place and appoints Michelle Buscemi as the chairperson to the safety and security committee.** Andrew went to explain the purpose of the committee is to be proactive on issues within the community such as there are some gate concerns, residents throwing away trash in the community dumpster at the clubhouse. Randy chimes in that there are people coming into the community that are not authorized. A resident made an inquiry about fencing at the front of the community. Due to the way GL homes designed the community, Canyon Trails would not be able to fence the front entrance or add a swing gate to this area unless the community spent upwards of \$200,000 plus dollars, this issue has been reviewed many times and there is no method for code compliance clearance. Any material change made to the community would also require a community vote and must be 2/3 in favor of the change. The attorney would also need to draft this special notice to go out to members of the association to vote for the material change which would also be an added expense using the association attorney to do so. Courtney went over that she had a previous community re-do their front entrance and it was \$200,000 to do, the most expensive part was the reconstruction of the roadways. Courtney also stated she looked into enhancing the gate arms but it would be very costly and was not in the budget at this time. The committee will be researching issues with the access and report back.

Vak Pak Leak – Andrew explains where the leak is located in the Vak Pak enclosure for the pool tank. Courtney received 3 proposals to repair the said leak. She got proposals from Vak Pak themselves coming in at roughly \$7300 dollars, another proposal from Green turtle coming in at \$6400 and a third from Pool Doctors for just under \$3000. **Eryka motions to approve using Pool Doctors to repair the leak with the contingency that they will try to get a warranty but will forward even if no warranty can be given, Randy Seconds, All in Favor.**

Security Guard Vehicle – Eryka explains we have been looking into replacing the security guard vehicle. We currently spend roughly \$1000 a month for the vehicles, lease, gas, insurance and misc repairs/service. Courtney found out from Titan that we still have a remaining 18 months left on the lease of this vehicle. We could either satisfy the lease of this vehicle and then look into other options or if another community Titan manages for security needed a vehicle, we could give our vehicle to the new community and they could take over the rest of our lease. Board is researching options at this time to see if there would be savings. Michelle from the security committee said she will start to look into this matter.

Annual Meeting Date – Eryka Announced the Annual Meeting date would be January 16th, 2020 at 7:00PM in the Social Hall.

Holiday Decoration start time – Eryka explains that the association documents state the holiday decorations can be put on or after Thanksgiving until January 31st. This timeline eliminates decorations for other holidays like Halloween. Eryka proposes we allow decorations from October 1st through November 15th for Halloween decorations and November 1st through January 31st for fall and winter major holidays. For other minor holidays like Valentines' days, Easter, etc., 1 week before the holidays to have the decorations up and 1 week after to take down. **Eryka makes the motion, Juan seconds, All in favor.**

Accounts that need to be sent to the attorney – Eryka explains that any account that is 180 days delinquent automatically gets sent to the attorneys.

Compliance Committee Recommendations and Fining – There are 2 parking violations to be sent to the compliance committee meeting for December 2019, **Eryka makes a motion to approve those to go before the compliance committee, Andrew seconds, all in favor.**

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

Officer's reports

- **President (Eryka Lefrak)**

- I. **New Auditor** – Courtney provided the board with new auditors for the community. **Eryka makes a motion to accept Swinarski & company as the new auditor for Canyon Trails, Juan seconds, All in Favor.**

- II. **New Dues for 2020** - A resident asked Courtney to clarify the capital contribution owned to the community as a new purchaser, this resident reached out before the board meeting and asked for this item to be reviewed by the board. This resident is purchasing another home in Trail's and wishes to not have to pay the capital. They wanted to know if this could be waived because they do not consider themselves as a new purchaser in Canyon Trails since they already own a home in the community. The board disagrees with waiving the capital contribution from this resident because this would have to be standard in any new cases going forward with a current resident purchasing a new home in Canyon Trails. Eryka went on to announce the new dues are \$720 per quarter, increasing from last years of \$657 per quarter. New coupon books will be mailed next week.

- **Vice President (Andrew Just)**

- I. **Community Blintz and Maintenance Update:** Robert from BrightView was present and went over the Community blintz and what is being done for the landscaping during the blintz. Andrew brought up that there are issues with weeds in the tree rows and plant beds, Robert said he is aware of those issues and BrightView is working to do better and suggest more improvements. Robert also stated BrightView will be reviewing the community to suggest additional shrubs and plants.

- **Treasurer (Juan Basto)**

- I. **Financial Report:** Juan went over the monthly Financials for month ending November 2019: Operating \$477,111; Reserves \$ 495,079; AR - \$44,904; Other - \$23,952, Liabilities - \$364,878; Surplus - \$184,163.

II. Aging Report: Juan gave the aging report update. Currently \$50,038 owed to the Community from Delinquent Homeowners. 16 homes are over 90 days delinquent.

- **Director at Large (Randy Stone)**

- I. **Intent to Run process** – Randy went over the Annual Meeting process. There are three open positions available on the board for 2020. Randy's position, Andrews positions and Jacob positions are all available. Juan and Eryka still have one year remaining for their terms. The date to submit your intent to run by is December 18th by 5:00PM. The date to submit a resume to be included in the second notice of Annual meeting is December 23rd. To run for the board, you must be listed on the deed of the home and cannot be in arrears. There will be an organizational meeting following the annual meeting to choose the positions of the new and current board, even though Juan and Eryka are still on the board for another year, their board positions can still change at the organizational meeting. Proxies are collected to reach a quorum for the annual meeting so the annual meeting can actually be held.

Committee Reports

- **Landscaping:** Nothing new to report.
- **Compliance:** Maureen asks if the gate can provide quests with a parking pass with the address of the home they are visiting that can be displayed on the vehicle window, this could also allow guests to enter for multiple days by showing the pass in the window rather than having to go through the whole scanning the license plate, etc. Safety and Security said they can look into the cost of this make sure the current system can accommodate this system.
- **Social:** Eryka addressed the social items. She went over the upcoming Garage sale set for December 7th from 9AM to 1PM and the upcoming Casino Night will be held on January 25th.
- **Communications Liaison:** Nothing new to report from Tracey.

Adjournment

With no further business to address, Eryka motioned to adjourn the meeting at 8:56 p.m. All in favor.

Respectfully Submitted,

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