

North Fork Property Owners Association, Inc.

Board of Directors Meeting

**Monday, March 25, 2019
Old Town Hall – 1000 Town Hall Rd
Jupiter, FL**

MINUTES

CALL TO ORDER:

Steve Makris called the meeting to order at 6:50 p.m. (*Please note: the delay in starting the BOD meeting was due to a carryover of business being conducted by the ARB Committee with a homeowner, which was scheduled immediately prior to the Board meeting.*)

ROLL CALL:

Quorum was established with the following Board members being present:
Steve Makris, President, Milton Jacobs, Vice-President, Dan Perez, Treasurer, Randy Scheid, Secretary, Marilyn Mull, Director, Robert Burr, Director and Bob Koch, Director.

Steve M. commented that it was great to see that all Board members were once again able to make it in person for the meeting.

Also, in attendance was Steve Desvernine, LCAM Representing Capital Realty Advisors, Inc.

MINUTES:

The Board reviewed the February 25, 2019 meeting minutes. Marilyn Mull asked management to correct February minutes in that the Board approved the minutes with the understanding that management will edit the February minutes to reflect the Board approving Friedman, Feldmesser & Karpeles, P.A. to be North Fork's new accounting firm to perform its' 2019 review and tax return, not a full audit as stated in the February's minutes.

PRESIDENT'S REPORT (Steve Makris):

Steve commented on the documents committee's work from last year and the fact that upon reviewing the Palm Beach County's website database, the only documents that were updated in 2018 for North Fork POA relate to the original Declaration of Covenants. This needs to be reconciled with POA Counsel to inquire as to whether or not the latest version of the Rules & Regulations (*updated in September 2018*) have been filed and also if it would be worthwhile to plan to update any of the other governing documents (*i.e., Articles of Incorporation, By-Laws*) based on the planned updates in-progress for 2019 (*ARB, Leasing, Fining?*). Overall, to-date, it was noted that the meaning/content of the documents has not changed but rather the documents were simply "cleaned up" for typographical errors and/or have been compiled into a consolidated set of governing documents, which is much easier to navigate through for homeowners.

Steve mentioned that we would like to start posting the BOD meeting agendas for the upcoming monthly meeting on the North Fork website for easier access by homeowners. He also said that once the minutes are approved and posed to the website, the agenda for that particular month would then be taken down and replaced by the minutes (*due to the fact that a folder can only hold one document at a time*).

TREASURER'S REPORT (Dan Perez):

Dan reported that there was not a lot of new activity to report on for the month, as everything is looking good. Also, the Association is currently utilizing 3 different banks, with 7 different operating/reserve accounts, to maintain all of the POA's funds on deposit. This is primarily due to carryover from previous property management companies, as each company has generally had its' own preferred banking institution. This has resulted in some operating inefficiency in pulling the monthly financials together and the POA not obtaining the best possible return on investment, which would be more likely to occur if the POA were to consolidate its' funds. Dan mentioned that he was looking at Bank Florida because they are currently offering a 13-month CD with a 2.6% interest rate, which is very attractive for the POA. Dan recommended opening the account with \$150,000 and commented that each month the POA could potentially add surplus funds to it, which would also collect 2.6% interest, to further maximize ROI. Another benefit is that the POA could withdrawal up to 50% of the initial principle amount, if it became necessary, without incurring an early-withdrawal penalty.

Milton made a motion to approve moving \$150K from the current money market accounts over to a CD at Bank Florida. Bob 2nd the motion, all in favor. The motion was approved.

MANAGERS REPORT:

Property manager reviewed the management report dating back to the last meeting. Manager reviewed the Violation report, stating he had review several of the open violation letters and stated the owners had contacted him to say they had or were going to take care of their responsibilities. Manager updated the Board about the playground fence delay. Alpha Fence did not pass the final inspection by the Town of Jupiter. Alpha fence was contacted and asked when they will be out to correct the violations, they said the fence will be repaired within 7 days of my call. Manager went over details of the 3 paint proposals from Honeydew Home Services, Advanced Painting Contractors, and Bengoa.

After much discussion, Dan Perez mentioned that he would like to obtain a few more bids from local painters.

The next subject discussed was the main break on the irrigation line on the back side of North River Drive East. In order to repair this irrigation brake, the manager had to get several quotes from BrightView, WaterBenders and Triple-M Bricks. The position of the irrigation break was located directly under the asphalt in the street. After going over the details on how to get to the break, the Board approved the proposal from BrightView irrigation to dig under the asphalt to locate and repair the irrigation main brake. This is expected not to disrupt the new asphalt in the cul-de-sac roadway.

COMMITTEE REPORTS:

Steve provided an update regarding the proposal suggested at the March Board meeting that a Board member would greet all new homeowners from a BOD perspective. The agreement is that Nora Palladino will continue to manage the Welcome Committee, as it currently exists. Supplemental to that effort, a Board representative (*Marilyn Mull*) will reach out to new homeowners, after Nora has had a chance to greet them, to introduce herself as a representative of the Board and explain the functions of the Board. Marilyn will also provide an overview of the projects that the Board is working on and encourage new homeowners to consider running for the Board and/or volunteering to join one of the homeowner committees once they get settled in.

UNFINISHED BUSINESS:**A:) ARB Amendment:**

Robert Burr agreed to take the lead on this initiative for the Board and reviewed a recommended draft of a new ARB amendment that he prepared. As a next step, Robert will incorporate the input received from the Board into the ARB provision draft for review/finalization at the next meeting.

There was some discussion regarding the timing of sending this provision out to membership for a new vote and whether or not the Board should look to include other proposals as well (*i.e., Leasing*) to make the vote more comprehensive. Robert suggested that it was unlikely that we would be in a position to send anything out to membership for a meaningful vote prior to when many residents head North for the summer months and that the Board may want to focus its' effort on a Fall 2019 time-frame (*i.e., September/October*) once all homeowners are back in town to maximize the participation level for a vote. It was agreed that the Board would continue to work on and finalize the ARB provision (*first priority*) and also to work on and finalize the Leasing provision (*second priority*) and would continue to evaluate its' progress monthly to see when we should look to schedule a vote with membership.

NEW BUSINESS**A:) Comcast Contract:**

Randy Scheid agreed to take the lead on this initiative for the Board and advised that the POA's contract with Comcast will end on 1/1/2020. Randy reached out preliminarily to CCG (*Communication Consulting Group*), who negotiated the current Comcast contract (*in 2015*), to initiate a conversation around the options for the POA for a possible contract renewal. Randy mentioned that CCG could assist us by putting out an RFD to several companies, should the Board wish to do so. They would then collect the different quotes from the various companies and submit the proposals to the Board, so the board would be able to compare the different proposals in order to make the best possible decision. It was agreed that we would invite a representative from CCG to the next Board meeting to see what services they can offer to the POA.

B:) Periodic e-Blast Communication Updates:

Steve M. floated the idea about the Board sending out periodic general announcement e-Blasts to the community as a way to keep everyone apprised of what's going on in North Fork and suggested a by-monthly frequency might make the most sense, which the Board was in general agreement with. He also suggested that the Board could look to divvy-up this responsibility/workload, with each Board member taking turns to coordinate getting input on the various topics from the Board and pulling together the e-Blast itself. Steve offered to take on the responsibility for coordinating the next e-Blast update.

C:) Community Comments:

Sylvia Catanzarite provided some perspective on the frustrations she has experienced since late January as the ARB Chairperson and how generally disorganized the whole process is. She provided the Board with a two-page summary of recommendations on how to improve the ARB application process (*see attachment*). Sylvia provided an update that there were 12 new ARB applications during the past month, with 2 open applications and 2 other applications with unresolved issues. She stated that the Chairperson's responsibilities were much more extensive and time-consuming than she originally thought they would be, and as such she advised that she unfortunately needs to resign from the ARB, much to the disappointment of everyone present at the meeting. Marylin concurred with Sylvia's observations and offered that there is much room for improvement within the ARB process/guidelines and that we need to find the best way to encourage all homeowners to follow the guidelines.

D:) 160 North River Drive East – Paint ARB Application:

After considerable discussion regarding the house paint color (*Distant Gray*) and the general feeling from the ARB that it was just too light or “near white”, Joe Penkala advised the Board that the ARB Committee was not able to approve this color request as it was deemed to be too white/light and furthermore that there was not enough visible color contrast between the proposed house and trim paint colors. The homeowner (*Joe Schimek*) appealed the ARB’s decision to the Board and offered, as a compromise, to paint the trim color a slightly darker shade (*Pale Oak vs. the current bright white color*) to help alleviate the concern regarding a lack of contrast between the main house color and the trim color. Steve M. advised the homeowner that the Board would take this matter under advisement and would consider his appeal request and that the Board members would individually take a look at his proposed house color (*vs. the house colors at 109 & 111 NRDE, which the homeowner provided as comparables to being as “white” as his proposed house color*) and cast their vote and that CRA would then get back to the homeowner with the Board’s final decision on his appeal request by Wednesday, 3/27.

ADJOURNMENT:

Steve made a motion to adjourn the meeting at 9:01pm. Robert second the motion and all approved.

Respectfully Submitted by Steve Desvernine, LCAM
On Behalf of the Board of Directors....

BOARD OF DIRECTORS: _____ DATE: _____
President (or) Secretary