

**North Fork Property Owners Association, Inc.**

**Board of Directors Meeting**

Monday, May 27, 2019

Old Town Hall – 1000 Town Hall Rd

Jupiter, FL

**MINUTES**

**CALL TO ORDER:**

Steve Makris called the meeting to order at 6:33 p.m.

**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 Makris 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 April 22, 2019 meeting minutes. After the board had a chance to review the minutes, Marilyn Mull motioned to approve the minutes as presented. Milton Jacobs 2<sup>nd</sup> the motion, all in favor. April minutes were approved.

**PRESIDENT'S REPORT (Steve Makris):**

Steve introduced Greg Zaniello, spokesperson for The Communications Consulting Group (CCG), the company that represented North Fork in negotiating the current Comcast contract, who was invited to attend the meeting and speak with the Board about North Fork's options for cable/internet services once the current contract expires on 1/1/2020. Greg Zaniello explained that CCG is a large national company and the CCG team has a combined 75 years of experience working as former executives for the largest cable tv and broadband providers in America. Their unique insider's perspective gives them a competitive advantage when advocating for North Fork. CCG's core business is assessing clients' needs and creating competition amongst all eligible service providers. They utilize a three-phase bidding process to secure the best telecommunications agreements for their clients. CCG can also help to provide North Fork with valuable insights that can translate into savings and enhanced services.

After Greg spoke, the Board asked a plethora of questions regarding how or if CCG could save the community money and/or increase current services provided by Comcast. They ask if it would be better for North Fork to de-bulk from Comcast to give everyone the flexibility to make their own choice for their media provider. The Board inquired about what led The Shores to decide to de-bulk from Comcast (*about 5 years ago*) and looking back was it a better deal for The Shores residents.

After the Board had all their questions answered by Greg Zaniello, he excused himself from the meeting, with the understanding that North Fork would retain CCG's services to represent them in the next cycle of negotiations once CCG engages and reaches out to the various service providers to ask them to bid on North Fork's cable/internet business. The Board also asked Greg to shop other media providers to see if they would like to offer an alternative proposal to compare against Comcast. It was agreed that Greg

would be the central point-person for contacting Comcast and the other service providers on behalf of North Fork so all information could be channeled through a single source.

**TREASURER’S REPORT (Dan Perez):**

Dan’s report was brief, and to the point, and he stated that we are in good shape financially YTD through April. Dan recommended that the POA deposit approximately \$15,000 in reserves each quarter into the Bank Florida CD, to take advantage of the current 2.6% interest rate. Dan mentioned that the Board received a draft review of the POA’s 2018 Tax Return from Ken Freidman indicating that North Fork financials are in good shape. Dan recommended that the POA sign the 2018 Tax Return. Marilyn Mull stated that she also reviewed the 2018 Tax Return and concurred with Dan’s recommendation that it be signed.

**MANAGERS REPORT:**

Property manager reviewed the management report dating back to the last meeting. The manager reviewed the Violation report, stating he had reviewed 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. The manager reported that he closed out 120 and 122 NRDW. Manager was asked to re-open these two landscaping violations and resend another violation to both residents asking them to trim the height of their hedges to eliminate the potential blindspot while backing out of the driveway. He also explained that he had sent a violation letter to the homeowner at 120 NRDW with the request to have them contact him so he could explain the reason behind the violation notice and to show them how far to move their hedges back from the road.

The manager commented that a violation letter was sent to 104 Victorian for the unsightly (rusted) Volkswagen bus parked in the driveway. A Board member wanted to verify the manager did send a violation letter to the owners of 104 Victorian asking them to please put a fitted car cover on the VW Bus, park it in the garage or park it outside the gate in the common area on North Fork Drive. The manager also mentioned a violation letter was sent to 116 Victorian for a blue pick-up truck parked in the street.

The manager also ordered and installed (6) six padlocks on the electrical panel boxes behind both entrance walls, as previously agreed by the Board, from a safety standpoint. Management also ordered 10 reflective stickers for the front gates. These reflectors should make the gates easier to see at night.

Management also informed the Board that the damaged mailbox was repaired and reinstalled at 126/128 NRDW. The homeowner at 152 NRDE had a sidewalk issue caused by Tri-County paving company, who had a hard time getting the height of the new driveway brick pavers to align flush with the existing sidewalk. Brian Flynn, the city inspector for TOJ, met with management and advised that it was Tri-County’s responsibility to add some leveling compound to the sidewalk so it aligns better with the height of the driveway.

Management also informed the Board that All Coast Electric had completed raising the two landscape lights about 6-8 inches at the east entrance so they are now above the landscaping to better illuminate the entrance sign at night.

**COMMITTEE REPORTS:**

**1) A.R.B. Update:**

Steve Makris provided an update from the ARB Committee meeting that was held immediately prior to the Board meeting, where three (3) open ARB applications were reviewed by the ARB Committee. Two of the 3 applications were approved; one was for a house painting request at 118 NRDW and the other was for a house painting request at 137 NRDE. The third request was for the open fence application for the back yard at 140 Corinthian. The ARB Committee has reviewed this application and because this entails potential encroachment onto POA common property, the ARB does not have the authority to approve or reject it because it is outside of their scope of authority. Steve Makris commented that it was not necessary for the Board to approve or reject this application at this particular meeting and that he was merely updating the Board on the status. He asked that each Board member please review all of the email correspondence on this request, including the legal opinion expressed by POA counsel (*Jacob Ensor*) related to the encroachment request. Steve offered to reach out to the homeowner to schedule a meeting so the Board could visit the property to get a better view of the property line and where the proposed fence would sit and to discuss this request further with the homeowner before rendering a final decision.

## **2) Welcoming Committee Update:**

Nora informed the Board that ten houses are currently on the market. Nora commented that 160 NRDE was just recently taken off the market, as well as 121 Victorian Lane (*which is a rental*). 145 NRDE just closed, but the new homeowners are not planning to move in for about 3 months.

## **Unfinished Business:**

### **A.R.B. & Lease Amendments – Review update:**

Robert Burr provided an update to the Board on the work-in-progress and commented that he believes there are three important objectives that should be accomplished as part of North Fork's governing documents update (*i.e., modernizing*). These three objectives are as follows:

- 1) Make the ARB provisions very "standard" and typical insofar as the ARB's role and the relationship between the Association Board and the ARB.
- 2) Add leasing provisions regarding leasing and occupancy; require Association approval and address potential leasing concerns.
- 3) Fix the obsolete mortgage foreclosure provision so the Association comes out as good as possible should there be a mortgage foreclosure situation.

Rob went into more detail of his revisions to review, evaluate, process, and approve or disapprove applications filed by owners to modify/improve their parcels and to assure that all modification plans and procedures are in accord with the Declaration and ARB Design Guidelines in effect at the time of application. Next section in his review was that the ARB members serve at the pleasure of the Association's Board of Directors and that ARB members may be removed and appointed by the Board of Directors at any time as determined by the Board of Directors. It also clarifies that Association Directors may be appointed to the ARB.

Rob also noted that he wanted to put in some reasonable expectations on leasing and to require an application approval process. He also recommended that the meaning of a single-family occupancy be clarified. He also added a provision that the lease term be a minimum of 6-months and a maximum of 12-months and that no owner may lease a lot without prior written approval from the Association. An owner intending to lease a lot shall submit a properly completed application to the Association, including the name and address of the intended tenant(s), and all occupants, and such other information concerning the applicant(s) as the Association may reasonably require. The

Association may charge a reasonable application fee as determined by the Board and shall require the applicant(s) to participate in a personal interview.

Rob continued to review the further updates to the Amendments to the Covenants and Restrictions for North Fork, and after much discussion amongst the Board, Rob said he would make the revisions to the current amendment, as a next step, and we can look to prepare for a special members meeting in the Fall. Rob also recommended that POA counsel should review and approve any proposed changes/amendments to the governing documents once the draft is complete and the Board has approved it.

**NEW BUSINESS**

Due to time limitations, Steve Makris asked the Board members to review the two lake maintenance agreements post-meeting; one from Superior Waterways and one from Cascade Fountains so we can take a vote in next month’s meeting.

Adjournment: Randy Scheid motioned to adjourn the meeting, Bob Koch seconded the motion, all in favor the meeting was adjourned at 8:50 pm

APPROVED