

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

**c/o Capital Realty Advisors, Inc.**

**600 Sandtree Drive**

**Palm Beach Gardens, FL 33403**

December 1, 2019

Dear Fellow North Fork Homeowner,

Enclosed you will find the material for the upcoming North Fork Property Owners Association Annual Members Meeting and Election to be held on **Wednesday, December 18, 2019** at the Old Town Hall, 1000 Town Hall Avenue, Jupiter, Florida 33458 at 6:30 PM.

Also included is information on the POA's annual budget for 2020.

The Board of Directors is pleased to report that, despite several planned contractual increases for the 2020 Budget, which are largely beyond the current Board's immediate control (*i.e., the Comcast bulk cable service contract (+5%), BrightView landscaping contract (+2%), etc.*), the Board was able to reduce planned expenditures in the 2020 operating budget to largely offset these contractual increases. The good news is that the total expenses for the 2020 Budget are projected to increase by only +0.1% (*vs. the 2019 Budget*). For comparison purposes, this is significantly below the latest 12-month increase in the National CPI (*Consumer Price Index*), which is running about +1.8%. Therefore, the quarterly assessment for next year will be \$626 per household, which represents a very modest \$1 per quarter increase (*vs. 2019*).

The Board would like to take this opportunity to recognize and publicly thank those individuals who have volunteered their time and participated in one of the Community Homeowner Committees in 2019, which are vital to helping to improve the quality of life in North Fork. We would like to thank (*in no particular order*) Ed Petuch, Sylvia Catanzarite, Joe Penkala, Rick Martinko, Andy Burkly, Nora Palladino, Steve Mull, Mark Williams, John Bruno, Cary Levine and Carol Koch for all of their efforts and accomplishments in 2019. We encourage more homeowners to join one or more of these Community Homeowner Committees next year.

Two major goals of the North Fork POA Board of Directors this past year were to help improve North Fork's property values and to ensure that North Fork remains fiscally sound. We believe that North Fork ends 2019 in strong shape in both of these important areas, as North Fork continues to be a highly sought-after community in which to live. More specifically, from a fiscal standpoint, the POA's balance sheet remains very strong, as our reserves are 100% funded in full accordance with the 2018 McKenzie Planning & Engineering Reserve Study recommendations. One of the next major planned capital improvement initiatives for North Fork (*in 2020-2021*) will be to look to replace the existing street lighting at the front entrances and along the roadway inside the gates, as the street lamps are original to the community and

are getting old and showing various signs of age-related wear. Additionally, we would like to explore the feasibility of adding some lighting along North Fork Drive as well as potentially addressing some of the poorly lit areas along the roadway inside the gates.

The terms of four Board members – Bob Koch, Robert Burr, Randy Scheid and Steve Makris -- end this year. The terms of three Board members – Marilyn Mull, Milton Jacobs and Dan Perez -- extend through 2020. The outgoing Board members would like to wish the incoming Board the best of luck and much success in 2020.

Lastly, the Board would like to thank Steve Desvernine, North Fork's property manager, for his dedication and service to North Fork and for working tirelessly throughout the year to help manage the many day-to-day activities of our community.

Thank you for your continued support and best wishes for a healthy and happy Holiday season!

On behalf of your North Fork Board of Directors,

*Steven J. Makris*

Steven Makris  
President

**NORTH FORK PROPERTY OWNERS ASSOCIATION, INC.**  
c/o CAPITAL REALTY ADVISORS, INC.  
600 SANDTREE DRIVE, SUITE 109, PALM BEACH GARDENS, FL 33403  
TEL: (561) 624-5888 / FAX: (561) 624-5827

**SECOND NOTICE OF 2020 ANNUAL MEMBERSHIP MEETING & ELECTION OF DIRECTORS**

November 27, 2019

Dear North Fork Homeowner:

The North Fork Property Owners Association 2019 Annual Members Meeting will be held on **Wednesday, December 18, 2020 at 6:30PM at the Old Town Hall, 1000 Town Hall Avenue, Jupiter, Florida, 33458. Sign-in begins at 6:15 p.m.**

In this Second Notice of the Annual Meeting you will find the following enclosed:

- North Fork POA 2020 Approved Budget
- Rules and Regulations (Effective September 2018)
- Homeowner Update Form
- 2020 Annual Members Meeting and Election of Directors Agenda
- 2019 Annual Members Meeting and Election of Directors Minutes
- Limited Proxy For the 2020 Annual Meeting and Election of Directors
- Candidate Notice of Intent to Run

There are four (4) vacancies on the Board of Directors and (4) members have come forward to run for the 2020 Board of Directors: Bob Koch; Robert Burr; Steve Makris, and Al Moreno. Candidate information sheets are enclosed for your reference.

If you are unable to attend the Annual Meeting, you may declare a proxy using the enclosed Limited Proxy to cast your vote for the election as noted above.

The assignment of a Limited Proxy is critical in determining a quorum in order to conduct business at the 2020 Annual Meeting, so it is encouraged that you submit your Limited Proxy as long before the meeting as possible if you cannot attend.

**Please note, Florida Statue Chapter 720 allow nominations from the floor to be accepted, so if you vote in advance of the meeting with your Limited Proxy, you are waiving your right to see who may come forward to run for the Board at the Annual Meeting.**

If you choose to vote by Limited Proxy, you may return your Limited Proxy in the enclosed envelope; drop it off to Capital Realty Advisors' office at 600 Sandtree Drive, Suite 109, Palm Beach Gardens, FL 33403; email it to Steve Desvernine at [SteveD@cra.mail](mailto:SteveD@cra.mail) or have a Member hand it in on your behalf. **Please note, your Limited Proxy must be returned in its entirety (both pages), so that it can be documented on the owner roster.**

If you plan on attending the Annual Meeting a paper ballot will be provided to you upon your registration and sign-in for you to cast your vote in person for the election of Directors "see Exhibit A". Please note there will be no electronic voting for the Annual Meeting as we will only be voting for the Board of Directors members and the question regarding audit vs review for tax year 2019.

Volunteers are being sought for the various homeowner committees. Enclosed for your reference is a brief description of the charter for each of the committees.

If you interested in joining one of the homeowner committees, please indicate your desire on the attached form "**Exhibit B**". Alternatively, you may contact our property manager to advise of your interest in joining one of the Committees, Steve Desvernine at [SteveD@cra.email](mailto:SteveD@cra.email) or at 561-624-5888.

If your residence is titled in the name of a business entity, trust or other form of ownership other than in your individual name, we must have a valid and signed Voting Certificate on file for your residence, designating who is authorized to vote on behalf of the owner. Please contact our office immediately to obtain a Voting Certificate form to complete and return. If you are married, either spouse may sign the enclosed Limited Proxy, but you may only cast one vote for your household. If you already have a Voting Certificate on file with the Association, it is not necessary to submit a new one. A Homeowner Information Update form is also enclosed. Please submit your current contact information to ensure that all members have an opportunity to receive e mail blast updates regarding the Association.

Immediately following the Annual Meeting, the Organizational Meeting of the Board of Directors will be held for the purpose of electing Officers of the Association.

Again, please plan on attending the Annual meeting or return your Limited Proxy in a timely fashion if you are not able to make the meeting. If you are attending the meeting, please come early for registration.

Sincerely,

*Steve Desvernine*

Steve Desvernine, LCAM  
Association Manager  
On Behalf of the Board of Directors

**NORTH FORK POA  
2020 APPROVED BUDGET**

Account	Description	Approved Budget 2019	Estimated Year End 2019	Approved Budget 2020	East Side Budget 2020	West Side Budget 2020
				Number of Homes:	95	37
				2019 Quarterly Fee per Home:	\$ 625	\$ 665
				2020 Quarterly Fee per Home:	\$ 626	\$ 668
				ADT Pass-Thru Charge (if applicable):	\$ 43	\$ 43
<b>INCOME:</b>						
05000	Maintenance Assessment - Common	156,405.00	156,219.66	144,725.00	104,158.14	40,566.86
05001	Maintenance Assessment - West Side	1,950.00	1,950.00	875.00		875.00
05002	Reserve Assessments-General	63,600.00	63,600.00	69,100.00	49,731.06	19,368.94
05004	Reserve Assessments-West Rec	3,900.00	3,900.00	5,271.00		5,271.00
05010	Bulk Rate Cable Income	110,250.00	110,250.00	116,800.00	84,060.61	32,739.39
05012	Security Income	12,000.00	10,789.17	12,000.00	8,636.36	3,363.64
05500	Application Fees	0.00	1,500.00	0.00	0.00	0.00
05510	Gate Opener Income	0.00	297.00	0.00	0.00	0.00
05530	Bank Interest Income- Operating	0.00	668.36	0.00	0.00	0.00
05535	Bank Interest Income- Reserves	0.00	2,911.54	0.00	0.00	0.00
05540	Delq Owner Interest	0.00	210.16	0.00	0.00	0.00
05560	Moorings FPL/Pump Contribution	600.00	599.94	300.00	215.91	84.09
05570	Miscellaneous/ Other Income	0.00	50.00	0.00	0.00	0.00
	<b>TOTAL INCOME</b>	<b>348,705.00</b>	<b>352,945.83</b>	<b>349,071.00</b>	<b>246,802.08</b>	<b>102,268.92</b>
<b>EXPENSES</b>						
<b>ADMINISTRATIVE EXPENSES</b>						
09005	Fees to State	75.00	61.25	75.00	53.98	21.02
09012	Legal/CPA Expense	8,000.00	6,008.38	8,000.00	5,757.58	2,242.42
09015	Management Fee	21,210.00	21,204.00	21,840.00	15,718.18	6,121.82
09030	Office Supplies	3,200.00	2,283.84	2,350.00	1,691.29	658.71
09032	Newsletter Expenses / Communications	1,000.00	1,000.00	1,000.00	719.70	280.30
09040	Application Review Fees	0.00	400.00	200.00	143.94	56.06
09060	Social Expenses	3,500.00	0.00	1,500.00	1,079.55	420.45
09072	Insurance-D&O	1,500.00	1,472.00	1,500.00	1,079.55	420.45
09073	Insurance	6,700.00	6,547.92	6,875.00	4,947.92	1,927.08
09094	Meeting Facility	700.00	630.16	700.00	503.79	196.21
09150	Bad Debt Expense	0.00	0.00	0.00	0.00	0.00
	<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>45,885.00</b>	<b>39,607.55</b>	<b>44,040.00</b>	<b>31,695.45</b>	<b>12,344.55</b>
<b>UTILITIES:</b>						
07110	Electricity (7)	7,000.00	6,128.17	6,375.00	4,588.07	1,786.93
07111	Moorings Electric/Water(1/1)	600.00	539.94	300.00	215.91	84.09
07112	Water(1)	400.00	318.20	700.00	503.79	196.21
07121	Telephone	1,650.00	1,456.65	1,535.00	1,104.73	430.27
07227	Cable TV	110,250.00	109,773.30	116,800.00	84,060.61	32,739.39
	<b>TOTAL UTILITIES EXPENSE</b>	<b>119,900.00</b>	<b>118,216.26</b>	<b>125,710.00</b>	<b>90,473.11</b>	<b>35,236.89</b>
<b>MAINTENANCE SERVICES</b>						
07214	Lawn Maintenance	50,000.00	49,464.00	51,400.00	36,992.42	14,407.58
07219	Landscape Extras	14,000.00	8,068.74	10,000.00	7,196.97	2,803.03
07241	Pressure Cleaning	4,000.00	4,000.00	4,000.00	2,878.79	1,121.21
07309	Holiday Lighting	4,000.00	4,000.00	4,000.00	2,878.79	1,121.21
07410	Repairs and Maintenance	4,000.00	1,791.16	7,000.00	5,037.88	1,962.12
07414	Mailbox Repairs and Maintenance	1,000.00	0.00	500.00	359.85	140.15
07419	Tree Trimming	10,000.00	4,400.00	5,000.00	3,598.48	1,401.52
07423	Pool Fountain Service	1,200.00	1,200.00	1,200.00	863.64	336.36

**NORTH FORK POA  
2020 APPROVED BUDGET**

Account	Description	Approved Budget 2019	Estimated Year End 2019	Approved Budget 2020	East Side Budget 2020	West Side Budget 2020
07424	Pool Fountain Repairs & Maintenance	750.00	967.50	975.00	701.70	273.30
07432	Irrigation Repairs	3,500.00	3,553.78	3,600.00	2,590.91	1,009.09
07443	Lighting Repairs	3,500.00	997.50	1,000.00	719.70	280.30
07450	Gate Maintenance	2,500.00	2,200.00	2,000.00	1,439.39	560.61
07456	Drain Cleaning	1,000.00	0.00	0.00	0.00	0.00
07457	Lake Fountain Repairs & Maintenance	1,000.00	1,500.00	500.00	359.85	140.15
07458	Lake Fountain Service	1,020.00	1,115.00	900.00	647.73	252.27
07213	Security Expense	12,000.00	11,997.63	12,000.00	8,636.36	3,363.64
09742	Reserves-General Expense	63,600.00	63,600.00	69,100.00	49,731.06	19,368.94
09741	Reserves - Interest Gen.		2,899.92	0.00	0.00	0.00
	<b>TOTAL MAINTENANCE EXPENSES</b>	<b>177,070.00</b>	<b>161,755.23</b>	<b>173,175.00</b>	<b>124,633.52</b>	<b>48,541.48</b>
<b>WEST SIDE EXPENSES</b>						
09074	Insurance-Liab-West Amenities	950.00	584.00	625.00	0.00	625.00
08410	West Side- Repairs & Maint	1,000.00	1,000.00	250.00	0.00	250.00
09745	Reserve-West Recreation	3,900.00	3,900.00	5,271.00	0.00	5,271.00
09746	Reserves - Interest West Rec.	0.00	19.62			
	<b>TOTAL WEST SIDE EXPENSES</b>	<b>5,850.00</b>	<b>5,503.62</b>	<b>6,146.00</b>	<b>0.00</b>	<b>6,146.00</b>
	<b>TOTAL EXPENSES</b>	<b>348,705.00</b>	<b>325,082.66</b>	<b>349,071.00</b>	<b>246,802.08</b>	<b>102,268.92</b>
	<b>NET SURPLUS/DEFICIT</b>	<b>0.00</b>	<b>27,863.17</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

# NORTH FORK POA

## 2020 RESERVE SCHEDULE

ITEM	ESTIMATED FUND BAL. YR. END 2019	2020 ALLOCATION	ESTIMATED FUND BAL. 2020
GENERAL-POOLED RESERVES	189,955.00	69,100.00	259,055.00
GENERAL-POOLED RESERVES INTEREST	15,750.00		15,750.00
WEST RECREATION RESERVES	13,620.00	5,271.00	18,891.00
WEST RECREATION RESERVES INTEREST	315.00		315.00
TOTAL	219,640.00	74,371.00	294,011.00

\*\*Allocations per reserve study dated 11/15/18. Study is available upon request in order to view the details

# **NORTH FORK PROPERTY OWNERS ASSOCIATION, INC.**

## **2020 APPROVED BUDGET -- ASSESSMENT INCOME SUMMARY**

11/27/2019

Assessment Income Item Description:	Approved Budget 2019	Approved Budget 2020	Difference \$	Difference %
Maintenance Assessment - Common (Operating)	\$ 156,405	\$ 144,725	\$ (11,680)	-7.5%
Reserve Funding - General (1)	\$ 63,600	\$ 69,100	\$ 5,500	8.6%
Bulk Cable Contract (Comcast)	\$ 110,250	\$ 116,800	\$ 6,550	5.9%
<b>Total Assessment Income</b>	<b>\$ 330,255</b>	<b>330,625</b>	<b>\$ 370</b>	<b>0.1%</b>
Number of Homeowners	132	132	132	n/a
<b>Assessment per Homeowner / Quarter (East)</b>	<b>\$ 625</b>	<b>\$ 626</b>	<b>\$ 1</b>	<b>0.2%</b>
<b>Assessment per Homeowner / Quarter (West)</b>	<b>\$ 665</b>	<b>\$ 668</b>	<b>\$ 3</b>	<b>0.5%</b>

### Pro Forma Notes:

(1) For the 2020 Budget, \$5K of assessment income was shifted from the Common (Operating) Account to the General Reserves Account to fund the POA's planned bi-annual street tree trimming expense to conform with standard GAAP accounting methodology.



**NORTH FORK PROPERTY OWNER'S ASSOCIATION, INC.**  
**RULES AND REGULATIONS**  
**(Effective September 27, 2018)**

1. No trucks, vehicles with open or convertible beds between the front and rear bumpers such as open-bed sport utility vehicles, trailers, boats, RV's, buses, mobile homes, off road vehicles, vehicles in considerable disrepair, commercial vehicles or unsightly vehicles shall be permitted unless they are kept in the garage. Marked or unmarked law enforcement pickup trucks issued to residents employed by government agencies as their primary form of transportation needing to be available to the resident 24 hours a day shall be permitted on an individual basis. Law enforcement pickup trucks must be registered in the name of the government agency and confirming documentation must be provided to the Association. In all cases, such pickup trucks shall be parked in the resident's garage, if possible. Minivans, sport utility vehicles which are fully enclosed and similar non-commercial vehicles designed for passenger transport are not prohibited under this rule.

2. Pets shall be permitted. A pet shall be defined as a domestic or household dog, cat, bird, rabbit, hamster, turtle or fish. Other small animals will be allowed upon approval of the Board. Animals known to be dangerous in the wild (such as alligators, certain other reptiles or large mammals) and farm animals (such as pigs, goats, horses, cows, etc.) will not be permitted.

3. No bicycles, tricycles, scooters, baby carriages or other such vehicles or toys shall be allowed to remain overnight on the common property. No motor vehicles may be parked in the street overnight on a regular basis or at any time of day for extended periods of time. The sidewalks, walkways and streets shall not be obstructed or used for any other purpose than for ingress and egress from these areas. All vehicles shall be parked in driveways or on streets, as permitted in these rules. Residents are not permitted to park their vehicles on grass, either on their own property or common property, other than to facilitate water drainage while washing a vehicle. Overnight parking of vehicles on grass is strictly prohibited. (7/17/01).

4. Any damage to the common property or equipment of the Association caused by any lot owner, his family member, guest, invitee or lessee shall be repaired or replaced by the Association at the expense of such lot owner.

5. All property shall be kept in a clean and attractive manner. No weeds, underbrush or unsightly garbage shall be permitted to grow or remain on any parts of a parcel. All grass clippings, trimmings and other items must be removed from the property and not placed on any adjacent property. Each lot owner shall maintain the exterior so as not to be detrimental to the other owners. Failure of a lot owner to maintain the exterior of any improvement on his lot, including the landscaping and any improvements, may

result in the Association exercising the authority granted in Article VII of the Declaration. The expense of any maintenance, repair or construction of any portion of the Association Property or the Common Property necessitated by the negligent or willful acts of a Parcel Owner or his invitee's licensees, family or guests shall be borne solely by such owner and his parcel and shall be subject to an individual assessment for such expense.

Trees growing on the interior of building lots must be trimmed in accordance with accepted arboreal standards so as to minimize any threat of damage to adjacent properties, including but not limited to, the removal of all dead or damaged limbs. (9/18/01).

6. Tree Lawn Area Right of Way Responsibility. The Tree Lawn Area Right of Way is the area between the homeowner's front property boundary and the paved roadway; and between the homeowner's side property boundary and the paved roadway for those homes located on corner lots.

a.) Driveway Aprons: Homeowners are responsible for the maintenance, repair and/or replacement of their driveway aprons. Driveway aprons are to be consistent with driveways. Driveways must adhere to ARB Guidelines.

b.) Mailboxes: The POA is responsible for the design, selection, maintenance, repair and replacement of mailboxes and mailbox stanchions.

c.) Irrigation & Sod: Homeowners are responsible for the irrigation of the tree lawn right of way and the maintenance and/or replacement of sod in the tree lawn right of way.

d.) Street Trees: The POA is responsible for trimming the street tree canopy, street tree removal and/or replacement of street trees in the tree lawn area right of way. Homeowners are responsible for notifying the POA if street trees are causing damage to sidewalks or driveway aprons in front of their lot. The POA is not responsible for any damage to private property resulting from the natural growth of tree roots. Homeowners may elect to root prune and trim branches extending onto their lots using a tree service with a licensed arborist. Tree service request and approval forms are available from the property management company. It shall be a goal of the POA to preserve mature oak trees when applying this rule. (9/27/18).

7. No nuisance shall be allowed upon any lot or any use or practice that is a source of annoyance to other lot owners or interferes with the peaceful possession and proper use of the lots by the residents thereof. The Board of Directors will have the final say in all matters related to inter-owner disputes concerning this matter.

8. No immoral, improper, offensive or unlawful use shall be made of any lot, dwelling, house or other improvement and all valid laws, zoning ordinances and regulations of all governmental bodies having jurisdiction shall be strictly observed.

9. All trash shall be placed in front of the house for collection no earlier than twelve (12) hours prior to pick up. Refuse containers should be retrieved within twelve (12) hours following collection. Landscape debris that is left for collection must be placed on the

grass at the edge of the property. No landscape debris may be left on the sidewalk or in the street as this creates a hazard for pedestrians and motorists trying to pass.

10. Solicitation is not allowed.

11. The 17 mph speed limit will be enforced.

12. The duration of a written lease will be no less than six (6) months. A copy of the Association documents including the Rules and Regulations shall be made available to the renter (lease) by the owner. Renters (lessees) will be required to obey all Property Owners rules and regulations and abide by the governing documents.

13. Grass is to be maintained on waterfront lots to the water's edge.

14. No grass cutting or power equipment shall be run on Sundays.

15. Any member not having paid their assessments will surrender their keys to amenities and is not eligible to use the amenities in their own right or as a guest of any member. This rule applies to West Side residents.

16. All residents shall be required to pick up (i.e. "scoop") after their pets in areas other than their own lots.

17. In accordance with the state intention of our Declaration of Covenants and Restrictions that North Fork be a community of high quality, beauty and harmonious improvements, no hurricane shutters shall be closed so as to cover entryways and windows before such time as a "Hurricane Watch" is announced for this area of Florida. Further, all hurricane shutters shall be removed/opened no later than seven (7) days after the danger of the hurricane is announced to have passed. In no event shall hurricane shutters be placed in a closed position for the entire hurricane season.

18. In the event that a hurricane warning is issued for this area of Florida, homeowners must ensure that unsecured objects on their property are properly stored inside the garage or home so as not to become a danger to others. Examples of this would include potted plants, patio furniture, portable basketball hoops and portable swing sets and other children's toys.

19. Residents' personal gate codes may not be posted in a public place. The posting of codes at the call box itself, on the Internet or in other places where they are available to the general public can compromise the security of the community and so is prohibited.

20. Driveway pavers may be seal coated with a clear acrylic stain only. No color is permitted to be painted on any pavers. Owners are required to obtain ARB approval prior to any seal coating projects. (9/19/07).

21. The operation of unlicensed and/or unregistered motorized vehicles such as, but

not limited to, scooters, dirt bikes, all-terrain vehicles, go carts, golf carts, mopeds or bicycles within the community of North Fork is strictly prohibited. Property owners who own such vehicles must store them in their garage except while transporting them outside the community for use.

**22. Repetitive Non-Compliance Resolution.** A repetitive non-compliance violation occurs when the same Association member violates the same rule within twelve (12) months of the first recorded non-compliance violation.

Repetitive non-compliance violations will be treated in the following manner:

A first letter will be sent to the owner stating the initial non-compliance violation. If the same non-compliance violation occurs a second time within twelve (12) months of the initial non-compliance letter, the owner will be sent a certified letter citing that this is a repetitive non-compliance violation. All administration and mailing expenses associated with this second letter will be billed to the owner. If the same non-compliance violation occurs a third time within twelve (12) months of the initial non-compliance violation, the Association's legal counsel will send a certified letter to the homeowner. All legal fees and mailing charges associated with the third letter will be billed to the owner. In the event there is a fourth repetitive non-compliance violation, the matter will be referred to Association legal counsel to begin mandatory mediation procedures. All legal fees and charges associated with this action will be billed to the owner. In the event that the owner does not acknowledge or respond to the mandatory mediation notice within ten (10) days of the date of the mailing, the Association will without further notice seek resolution through litigation.

**Note:** At the time of publication, administrative fees and certified mailing costs are approximately \$25.00. Legal preparation fees and mailing costs are approximately \$125.00. Mandatory mediation costs including mediator expense, attorney fees and facility costs range between \$750.00 and \$2,000.00.

**23. Newly elected or appointed North Fork Board members shall:** a.) satisfactorily complete a Board member certification course approved by the Florida Department of Business & Professional Regulation within one (1) year before or ninety (90) days after the date of the Board member's election or appointment; and b.) certify to the secretary of the POA in writing that the Board member has read the POA's Declaration of Covenants, Articles of Incorporation, Bylaws and current Rules & Regulations. A copy of the certificate showing the Board member has completed the certification course shall be provided to the property management company for inclusion into the POA's files. (9/27/2018)

**24. The following procedures shall be followed in the expenditure of North Fork Property Owner Association Funds:**

-Association expenditures for items contained in the Association's annual budget shall not require a formal board vote at a regularly scheduled property owners meeting as

long as such expenditures do not exceed the annual amount allocated in the current calendar year budget.

-Association expenditures for emergency repairs which pose a hazard to personnel or property, or unplanned expenditures of \$500.00 which if not immediately resolved will result in increased costs to the Association, shall not require a Board vote at a regularly scheduled monthly Property Owners meeting.

All other unplanned Association expenses for items other than emergencies, not included in the Association's budget which exceed \$500.00 shall require:

-Approval by a majority vote of Board members, at a regular or special meeting conforming to Association by laws and where a quorum of Board members is present.

-Unanimous approval by all Board members confirmed in writing by each Board member prior to the expenditure. Either written or email confirmation by each Board member is acceptable. Such approvals shall be ratified at the next regularly scheduled Association Board meeting and entered in the minutes.

All other unplanned Association expense for items other than emergencies not included in the Association's annual budget, which are less than or equal to \$500.00 shall require:

-Approval by majority vote of Board members via email. Such approvals shall be ratified at the next regularly scheduled Association Board meeting and entered into the minutes. The Association will continue to require three bids on all vendor contracts.

25. North Fork West Side Amenities Advisory Committee. The Association's Board of Directors shall appoint a standing West Side Amenities Advisory Committee of three (3) North Fork West Side property owners. Any west side property owner in good standing may serve on the committee. A notification requesting volunteers to serve on the Committee shall be included in the "Notice of Annual Meeting" mailing. Property owners serving on the Committee shall be appointed for a two (2) year term. The North Fork Board of Directors shall assign a Board member to act as the Committee's liaison to the Board and its property management company. The Committee shall inspect evaluate and make timely recommendations to the Association regarding the condition and maintenance requirements of the West Side Amenities Area. The Committee will provide recommendations to the Association's treasurer regarding the annual West Side Amenities budget. Decisions regarding expenditures that are included in the approved annual West Side Amenities budget shall not require further approval from the Board. The Association's standard three (3) bid process shall be followed for the selection of independent contractors required to provide service or products for the Amenities Area. In the event a special assessment is required to address a significant unanticipated situation, a vote of the property owners of lots 1 through 37 shall be required. Approval of such an assessment will require a majority vote with a minimum of 60% of lot owners participating in the vote. In the event that the required numbers of votes are not cast, the proposed assessment will not be approved. In the event the assessment involves a

safety or emergency situation, the North Fork Board of Directors may take steps they deem necessary to eliminate the existing risk.

26. The board may authorize the property management company to charge an Application Fee of up to \$150 to new owners to help defray costs of establishing the owner's account with the management company. By agreement between the Association and the management company, any Application Fees collected in excess of costs shall be forwarded to the Association, deposited in the General Account and either added to the reserve account or used to reduce the next year's Annual Assessment at the Board's discretion. Such excess Application Fees received by the Association shall be listed and accounted for in the Annual Budget presented to the Members.

(01/25/2018)

# NORTH FORK PROPERTY OWNERS ASSOCIATION, INC.

C/O CAPITAL REALTY ADVISORS, INC.

600 SANDTREE DRIVE, SUITE 109, PALM BEACH GARDENS, FL 33403

TEL: (561) 624-5888 / FAX: (561) 624-5827

## **Homeowner Information Update**

Please complete this form to assure that we have the most current information on file regarding your residence.

Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

E-Mail 1: \_\_\_\_\_ E-Mail 2: \_\_\_\_\_

Mailing address if different than property address: \_\_\_\_\_

Please note that this second e-mail address will only be used for eBlasts and any other general communications from CRA; it does not apply to electronic voting as only one e-mail address per household can be setup in the Vote HOA Now system. CRA will continue to use the current e-mail address on file for electronic voting purposes, in addition to receiving the eBlasts and any other general communications

*Florida Statutes protect owner email addresses and phone numbers from being released or shared unless authorized.*

## **EMAIL CONSENT**

(You must provide consent even if your e-mail address is currently on file)

☐ By initialing this box, I **authorize** North Fork POA, Inc. and Capital Realty Advisors, Inc. to communicate with me via electronic transmission.

☐ By initialing this box, I **do not authorize** North Fork POA & CRA to communicate with me via electronic transmission.

Signature - **(Must be signed and dated)**

Date

Please return form to: Capital Realty Advisors, Inc.,  
600 Sandtree Drive, Suite 109  
Palm Beach Gardens, FL 33403  
- or Fax to (561) 624-5827  
- or Email to **sdesvernine@CRA.email**

***You must notify Capital Realty Advisors if any information on this form changes.***

**2020 North Fork POA Annual Members Meeting Agenda**  
**Old Town Hall**  
**1000 Town Hall Avenue**  
**Jupiter, FL 33459**  
**6:30PM-Thursday, December 18, 2019**

- I. Call to Order**
- II. Proof of Notice**
- III. Reading & Approval of 2019 Annual Members Meeting Minutes**
- IV. Reports of Officers**
- V. Reports of Committees**
- VI. Votes & Elections**
  - A. Election of 2020 Directors**
  - B. Election of Audit or Review for 2019 Tax year**
- VII. Unfinished Business**
- VIII. New Business**
- IX. Adjournment**



**North Fork Property Owners Association, Inc.**  
**2019 Annual Membership Meeting and Election of Directors**

**Thursday, December 20, 2018 / 6:30 pm**

Old Town Hall – 1000 Town Hall Rd  
Jupiter, FL 33458

**MINUTES**

**CALL TO ORDER:**

Steve Chuilli, Senior Property manager with Capital Realty Advisors, Inc. called the Annual Membership meeting to order at 6:40 pm.

**PROOF OF NOTICE:** Proof of notice was presented by Steve Desvernine, Property manager with Capital Realty Advisors, Inc.

**PRESIDENTS REPORT (Joe Penkala):**

Joe Penkala provided highlights from the report outlining accomplishments from the year. A report was also provided in writing and copies were available at the meeting.

Joe pointed out a few forthcoming items to be aware of for the Board in 2019:

- Cable contract will need to be reviewed
- Storm drains
- Street lamps

**TREASURERS REPORT (Steve Makris):**

Steve Makris provided update on year-to-date financials and reserves.

Current status for reserves was provided.

West side amenities account was provided. Repair of the playgym was noted.

Operating budget through November was reported. At favorable spending level for the year with funds available for carry over into 2019. Most of savings came through renegotiated or new vendor selection including new holiday lights, irrigation and pressure cleaning contracts.

Summary of 2019 Budget provided.

Overview of reserve funding level projected in 2019.

Quarterly household general assessment increase for 2019 (+2.6%) closely mirrors National CPI index.

Steve Makris fielded a question from the audience on the establishment of the reserves and how we develop a figure showing 'fully funded' reserve. Steve provided a few highlights from the 2018 McKenzie Planning & Engineering Reserve Study. Joe Penkala pointed out that the reserve study is available online at the North Fork community website ([Northforkpoa.org](http://Northforkpoa.org)).

The reserve amount adopted for the west side amenities differs from the amount as recommended by McKenzie Engineering. The Board had previously voted to adopt the figures endorsed by the Amenities Committee, which are based on a calculation allowing for resurfacing of both tennis courts and eventual full replacement of only one

court (vs. two). This approach will allow for the flexibility to consider a variety of options by west side residents regarding the use and purpose of amenities going forward.

A question on the budget line item for social events was asked from the audience, specifically as to how that number was established.

### **COMMITTEE REPORTS:**

#### **ARB Report:**

Provided in writing by Joe Stoeckle prior to the meeting.

#### **Financial Audit vs. Review**

Consideration in deciding between an accounting Review vs. Audit for the POA's 2019 tax year were discussed. Generally, a Review is utilized as opposed to a full Audit, as an audit is much more costly. CRA maintains tight controls and oversight on the financials. The POA's financials are available to homeowners online ([Northforkpoa.org](http://Northforkpoa.org)).

Motion made for Review instead of full Audit by audience member. Milton Jacobs seconded. Vote passed unanimously.

#### **Declaration Amendments**

Martin Hamburg thanked members of the Documents Committee and outlined three amendments the committee focused on developing in 2019; relationship between ARB and Board, leasing provisions and allowance for fining for egregious violations.

#### **Election of 2019 Directors**

Steve Chuilli called for ballots; he also reminded the audience that the requirement for quorum was met.

A total of 83 ballots were submitted.

Call for election of Board members. Two openings are available for nominations from the floor.

Joe Penkala nominated Dan Perez. Dan accepted.

Marilyn Mull was nominated from the floor by a homeowner. Marilyn accepted.

Steve D. reminded everyone that the seated Board will have to hold a meeting within 10 days.

Amendment voting results were discussed:

- 1) Leasing amendment
- 2) ARB provisions
- 3) Fining amendments

None of the provisions met the required voting threshold to be able to amend the POA's Governing Documents.

### **ADJOURNMENT:**

With no new business, Joe Penkala asked for a motion to adjourn the meeting.

Dan Perez made motion. Rob Burton seconded. Motion passed unanimously.

Annual Members Meeting ended at 7:26 pm.

\*\*\*\*\*

**Board of Directors Organizational Meeting (immediately following the Annual Meeting)**

Organizational meeting instructions provided by Steve Chuilli.

The meeting was called to order at 7:30 pm by Steve Makris.

Dan Perez nominated Steve Makris for President. Robert Burr seconded.

Steve made a few comments regarding role as president and then accepted the nomination.

Motion carried unanimously for Steve as President.

Marilyn Mull nominated Milton Jacobs as Vice President. Dan Perez seconded the motion. All were in favor.

Steve Makris nominated Dan Perez to Treasurer. Milton Jacobs seconded. All were in favor.

Steve Makris nominated Randy Scheid for secretary. Marilyn Mull seconded. All were in favor.

The Board suggested that the BOD meetings be scheduled on the third Wednesday of each month, if possible, with the first few meetings to be held on January 16, Feb 20, Mar 27, April 17.

At 7:40 pm, the organizational meeting was adjourned.

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

**Limited Proxy For 2020 Annual Meeting & Election of Directors &  
For the Use of Establishing a Quorum**

The undersigned Owner(s) or their designated voting representative of the property located at: \_\_\_\_\_ in North Fork Property Owners Association, Inc.,

hereby constitute and appoint \_\_\_\_\_  
(or, if no one is named above, the Secretary of the Association) as my proxyholder to attend the meeting of the members for North Fork Property Owners Association, Inc., to be held on Thursday, December 20, 2018 at 6:30 p.m. at the Old Town Hall, 1000 Avenue, Jupiter, FL 33458. The proxyholder named above has the authority to vote and act for me to the same extent that I would if personally present, with power of substitution, except that my proxyholder's authority is limited as indicated below:

**GENERAL POWERS** (You may choose to grant general powers, limited powers or both. Check "General Powers" if you want your proxyholder to vote on other issues which might come up at the meeting and for which a Limited Proxy is not required).

\_\_\_\_\_ I authorize and instruct my proxy to use his or her best judgment on all other matters which properly come before the meeting and for which a general power may be used.

**LIMITED POWERS** (FOR YOUR VOTE TO BE COUNTED ON THE FOLLOWING ISSUES, YOU MUST INDICATE YOUR PREFERENCE IN THE BLANK(S) PROVIDED ON EXHIBIT "A" ATTACHED HERETO).

I SPECIFICALLY AUTHORIZE AND INSTRUCT MY PROXYHOLDER TO CAST MY VOTE IN REFERENCE TO THE ELECTION OF BOARD OF DIRECTORS AS SET FORTH ON EXHIBIT "A" ATTACHED HERETO.

The undersigned hereby ratify and confirm any and all acts and things that the proxy may do or cause to be done in the premises, whether at the meeting referred to above or at any change, adjournment, or continuation or same, and hereby revoke all prior proxies previously executed.

DATED: \_\_\_\_\_, 20\_\_

Owner Name:

Owner Signature: \_\_\_\_\_

DO NOT COMPLETE THIS SECTION BELOW. This section is only to be filled in by the proxyholder if they wish to appoint a substitute proxyholder.

**SUBSTITUTION OF PROXY**

The undersigned appointed as proxy above, does hereby designate \_\_\_\_\_ to substitute for me in the proxy set forth above.

TED: \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
PROXY

THIS PROXY IS REVOCABLE BY THE HOMEOWNER AND IS VALID ONLY FOR THE MEETING FOR WHICH IT IS GIVEN AND ANY LAWFUL CONTINUATION OR ADJOURNMENT THEREOF. IN NO EVENT SHALL THIS PROXY BE VALID FOR MORE THAN NINETY (90) DAYS FROM THE DATE OF THE ORIGINAL MEETING FOR WHICH IT WAS GIVEN.

## **EXHIBIT "A"**

### **⇒ ELECTION OF THE 2020 BOARD OF DIRECTORS:**

**VOTE FOR NO MORE THAN FOUR (4) NOMINEES, or your vote will be invalid.**

I (We) want my (our) votes cast for the following nominees for the Board of Directors:

\_\_\_\_\_ Bob Koch  
\_\_\_\_\_ Robert Burr  
\_\_\_\_\_ Steve Makris  
\_\_\_\_\_ Al Moreno

.....

### **⇒ AUDIT VERSUS REVIEW BY THE CERTIFIED PUBLIC ACCOUNTANT:**

On page 37 of North Fork's By-Laws under Article VI, G: "At the Annual Meeting of the Association, the members present shall determine by a majority vote whether an audit of the accounts of the Association for the year shall be made by a CPA".

At the annual meeting, those members present will determine by a majority vote if, for the 2019 Tax Year, they wish to have an Audit or Review. Please check one:

\_\_\_\_\_ 2019 Audit                      OR                      \_\_\_\_\_ 2019 Review

## **EXHIBIT "B"**

North Fork Property Owner's Association is always looking for volunteers to join and help out on one of the Community Homeowner Committees (*i.e., ARB Committee, Landscaping, Social Events and Infrastructure Committees*).

Please consider joining one of these important committees for 2020.

If you are interested in joining any committee, please fill in the information below and return this form to Steve Desvernine at [SDesvernine@cra.email](mailto:SDesvernine@cra.email).

Volunteer Name: \_\_\_\_\_ Committee: \_\_\_\_\_

Contact Info: \_\_\_\_\_

Volunteer Name: \_\_\_\_\_ Committee: \_\_\_\_\_

Contact Info: \_\_\_\_\_

\*\*\*\*\*

**West Side Amenities Committee:** On pages 3 and 4 of North Fork's Rules & Regulations, #23 North Fork West Side Amenities Advisory Committee: The Association's Board of Directors shall appoint a standing West Side Amenities Advisory Committee consisting of three North Fork West Side Property Owners. Any west side property owner in good standing may serve on the committee. If you are a west side homeowner and are interested in joining the Amenities Committee in 2020, please fill in the information below and return this form to Steve Desvernine at [SDesvernine@cra.email](mailto:SDesvernine@cra.email).

Volunteer Name: \_\_\_\_\_ Contact Info: \_\_\_\_\_

.....

## **North Fork's Homeowner Community Committees**

**Architectural Review Board (ARB):** The ARB's goal is to maintain North Fork's property values by ensuring the consistent application of ARB Guidelines. The ARB reviews homeowner requests for modifications, exterior paint colors, landscaping and other items to ensure they meet the criteria set forth in North Fork's governing documents. Appointment to the ARB requires a vote of the Board of Directors.

**Infrastructure:** The purpose of the Infrastructure Committee is to advise North Fork's Board on issues related to the streets, sidewalks, street lamps, fountains, storm drains and other community infrastructure. The Infrastructure Committee also participates in the community reserve study process.

A key initiative for 2020 will be to evaluate the feasibility of adding lighting along North Fork Drive as well as potentially adding some lighting in poorly lit areas within the community's common areas, as well as to explore replacing the current street lamps as they are original to the development and are showing increasing signs of age-related wear and require considerable ongoing maintenance.

**Social & Events:** The Social & Events Committee's goal is to promote community harmony and spirit by organizing events, social activities and volunteer activities.

**Street Tree & Landscape:** The purpose of the Street Tree and Landscape Committee is to ensure that the vegetation in North Fork's common area landscaping is properly maintained by making recommendations to North Fork's Board of Directors on issues affecting the community's trees and landscaping.

**Welcoming:** The Welcome Committee greets new homeowners to North Fork and provides an initial personal point of contact to answer questions about North Fork as well as provide information about the community.

**West Side Amenities:** The West Side Amenities Committee is comprised solely of west side homeowners whose role is to make recommendations to the Board of Directors on issues regarding the recreational facilities located on the west side of the community.

North Fork Property Owners' Association, Inc.

C/o Capital Realty Advisors, Inc  
600 Sandtree Drive, Suite 109  
Palm Beach Gardens, FL 33403  
Office: (561) 624-5888 \* Fax: (561) 624-5827

NOTICE OF INTENT TO RUN

Pursuant to Florida Statue 617 this letter shall constitute my intention to run for the Board of Directors of NORTH FORK PROPERTY OWNER'S ASSOCIATION at its Annual Meeting to be held on Wednesday, December 18, 2019 at the Old Town Hall located at 1000 Town Hall Ave, Jupiter, Florida 33458 at 6:30 p.m.

The undersigned is properly qualified to run for the Board of Directors. (Candidate acknowledges they have read and understand the Covenants of the North Fork POA.)

CANDIDATE SIGNATURE:

*Robert B. Burr*

PRINT NAME:

ROBERT BURR

ADDRESS:

164 TUSCAN CIRCLE

Intent to Run Must Be Received No Later Than November 13, 2019

By Mail to:  
North Fork POA  
C/o Capital Realty Advisors, Inc.  
600 Sandtree Drive, Suite 109  
Palm Beach Gardens, FL 33403

Or

By Fax to 561-624-5827

*Burr*



# North Fork Property Owners' Association, Inc.

C/o Capital Realty Advisors, Inc

600 Sandtree Drive, Suite 109

Palm Beach Gardens, FL 33403

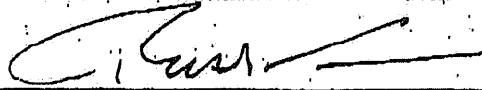
Office: (561) 624-5888 \* Fax: (561) 624-5827

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CANDIDATE SIGNATURE:



PRINT NAME:

ROBERT KOON

ADDRESS:

193 NO RIVER DR WEST

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By Mail to:

North Fork POA

C/o Capital Realty Advisors, Inc.

600 Sandtree Drive, Suite 109

Palm Beach Gardens, FL 33403

Or

By Fax to 561-624-5827

✓

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

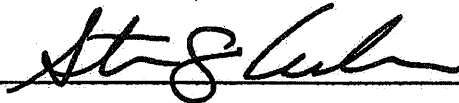
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The undersigned is properly qualified to run for the Board of Directors. (Candidate acknowledges they have read and understand the Covenants of the North Fork POA.)

CANDIDATE SIGNATURE:



PRINT NAME:

Steve Makris

ADDRESS:

105 Victorian Lane

**Intent to Run Must Be Received No Later Than November 13, 2019**

By Mail to:  
North Fork POA  
C/o Capital Realty Advisors, Inc.  
600 Sandtree Drive, Suite 109  
Palm Beach Gardens, FL 33403

Or

By Fax to 561-624-5827

*Makris*

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

C/o Capital Realty Advisors, Inc  
600 Sandtree Drive, Suite 109  
Palm Beach Gardens, FL 33403  
Office: (561) 624-5888 \* Fax: (561) 624-5827

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CANDIDATE SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

130 N. River Dr. E Jupiter, FL 33458

**Intent to Run Must Be Received No Later Than November 13, 2019**

By Mail to:  
North Fork POA  
C/o Capital Realty Advisors, Inc.  
600 Sandtree Drive, Suite 109  
Palm Beach Gardens, FL 33403

Or

By Fax to 561-624-5827

Morano

## Kim Hurst

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**From:** Steve Desvernine  
**Sent:** Wednesday, November 27, 2019 6:20 PM  
**To:** Steve Makris  
**Cc:** Kim Hurst  
**Subject:** FINAL copy to be mailed out to North Fork's membership  
**Attachments:** N.F. - 2020 Annual Meeting package - FINAL - OCR.pdf  
  
**Importance:** High

Good evening,

Attached is the FINAL copy to be mailed out to North Fork's membership.

**Steve Desvernine, LCAM**  
**Property Manager**  
**Capital Realty Advisors, Inc.**  
**500 Sandtree Dr., #109**  
**Palm Beach Gardens, FL 33403**  
**(O) 561-624-5888**  
**(FAX) 561-624-5827**  
**[Desvernine@cra.email](mailto:Desvernine@cra.email)**