

North Fork Property Owners Association, Inc.
c/o Capital Realty Advisors, Inc.
600 Sandtree Drive
Palm Beach Gardens, FL 33403

November 27, 2020

Dear Fellow North Fork Homeowner,

Enclosed you will find the material for the upcoming North Fork Property Owners Association Annual Members Meeting to be held on **Thursday, December 17, 2020** at 6:30 pm via **Zoom Videoconference**. The Zoom information needed to connect to the meeting is:

<https://zoom.us/j/93030058336?pwd=WTZpckcrNFdkYWtsL3lhVVVsdWIJUT09>

Meeting ID: 930 3005 8336

Password: 686332

Dial-in (*for audio only*):

+1 312 626 6799

Please note that if you are a first-time Zoom user, you may need to download the **Zoom** client application on your computer/iPad before you can enter the meeting ID depending on the type of device you are using. Please go to Zoom.com and click on the "JOIN A MEETING" tab on the top toolbar and follow the instructions from there.

Also included in this package is the information on the POA's annual budget for 2021.

The Board of Directors is pleased to report that, despite several planned contractual increases for the 2021 Budget (*i.e., +5% for the Comcast bulk cable service contract, +3% for the BrightView landscaping contract*), the Board was able to reduce expenditures in the 2021 operating budget to offset some of these contractual increases. Accordingly, the quarterly assessment for 2021 will be \$637 per household on the East side and \$684 per household on the West side.

The Board would like to take this opportunity to recognize and publicly thank those individuals who have volunteered their time and participated in one or more of the Community Homeowner Committees in 2020, which are vital to helping to improve the quality of life in North Fork. We would like to thank (*in no particular order*) Nora Palladino, Ed Petuch, Joe Penkala, Rick Martinko, Andy Burkly, Sylvia Catanzarite, Steve Mull, Mark Williams, John Bruno, Cary Levine and Carol Koch for all of their efforts and accomplishments in 2020. We invite and encourage more homeowners to join one or more of the Community Homeowner Committees

for next year.

Two important goals for the North Fork POA Board of Directors this past year were to: (1) help improve North Fork's property values and (2) ensure that North Fork remains fiscally sound. We believe that North Fork ends 2020 in great shape in both of these important areas, as North Fork continues to be a highly sought-after community in which to live and homes that hit the market are selling very quickly. Equally importantly, from a fiscal standpoint, the POA's balance sheet remains very strong, as our reserves are 100% fully funded in accordance with the 2018 McKenzie Planning & Engineering Reserve Study recommendations. One of the next major capital improvement initiatives planned for North Fork over the next few years is to replace the street lighting at the front entrances and along the roadways inside the gates, as the street lamps are original to the community and are getting old and showing signs of age-related wear. To this end, it is critically important that we get a few volunteers to help work on the Infrastructure Committee for next year if we are going to successfully achieve this objective.

The terms of three Board members – Marilyn Mull, Dan Perez, and Milton Jacobs – end this year. The terms of four Board members – Robert Burr, Bob Koch, Al Marino, and Steve Makris – extend through 2021. The outgoing Board members would like to wish the incoming Board the best of luck and much success in 2021.

Lastly, the Board would like to thank Steve Desvernine, North Fork's property manager, for his dedication and service to North Fork throughout the year in managing 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

Steve Makris
President

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

SECOND NOTICE OF 2021 ANNUAL MEMBERSHIP MEETING & ELECTION OF DIRECTORS

November 30, 2020

Dear North Fork Homeowner:

The North Fork Property Owners Association 2021 Annual Members Meeting will be held on **Thursday, December 17, 2020 at 6:30PM via Zoom Videoconference.**

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

- North Fork POA 2021 Approved Budget
- Rules and Regulations (Effective September 2018)
- 2021 Annual Members Meeting and Election of Directors Agenda
- 2020 Annual Members Meeting and Election of Directors Minutes
- Limited Proxy For the 2021 Annual Meeting and Election of Directors
- Candidate Notice of Intent to Run

There are three (3) vacancies on the Board of Directors and (3) members have come forward to run for the 2021 Board of Directors: Milton Jacobs, Rick Martinko, and Dan Perez. 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 2021 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 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 2020.

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 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 PROPERTY OWNERS ASSOCIATION, INC.

2021 APPROVED BUDGET -- ASSESSMENT INCOME SUMMARY

11/23/2020

Assessment Income Item Description:	Approved Budget 2020	Approved Budget 2021	Difference \$	Difference %
Maintenance Assessment - Common (Operating)	\$ 144,725	\$ 146,712	\$ 1,987	1.4%
Reserve Funding - General (1)	\$ 69,100	\$ 66,990	\$ (2,110)	-3.1%
Bulk Cable Contract (Comcast)	\$ 116,800	\$ 122,650	\$ 5,850	5.0%
Total Assessment Income	\$ 330,625	336,352	\$ 5,727	1.7%
Number of Homeowners	132	132	132	n/a
Assessment per Homeowner / Quarter (East)	\$ 626	\$ 637	\$ 11	1.7%
Assessment per Homeowner / Quarter (West)	\$ 668	\$ 684	\$ 16	2.4%

NORTH FORK POA 2021 APPROVED BUDGET

Account	Description	Approved Budget 2020	Actuals Jan to June 2020	Projections July to Dec 2020	Estimated Year End 2020	Approved Budget 2021	East Side Budget 2021	West Side Budget 2021
							95	37
							\$ 626	\$ 668
							\$ 637	\$ 684
							\$ 43	\$ 43
INCOME:								
05000	Maintenance Assessment - Common	144,725.00	72,349.02	72,349.00	144,698.02	146,712.00	105,583.18	41,123.82
05001	Maintenance Assessment - West Side	875.00	437.52	437.00	874.52	1,570.00	0.00	1,570.00
05002	Reserve Assessments-General	69,100.00	34,549.98	34,550.00	69,099.98	66,990.00	48,212.50	18,777.50
05004	Reserve Assessments-West Rec	5,271.00	2,635.50	2,635.00	5,270.50	5,325.00	0.00	5,325.00
05010	Bulk Rate Cable Income	116,800.00	58,399.98	58,401.00	116,800.98	122,650.00	88,270.83	34,379.17
05012	Security Income	12,000.00	4,895.08	4,895.00	9,790.08	10,000.00	7,196.97	2,803.03
05500	Application Fees	0.00	300.00	100.00	400.00	0.00	0.00	0.00
05510	Gate Opener Income	0.00	54.00	27.00	81.00	0.00	0.00	0.00
05530	Bank Interest Income- Operating	0.00	288.75	250.00	518.75	0.00	0.00	0.00
05535	Bank Interest Income- Reserves	0.00	2,468.64	2,500.00	4,968.64	0.00	0.00	0.00
05540	Deiq Owner Interest	0.00	209.37	200.00	409.37	0.00	0.00	0.00
05560	Mooring FPL/Pump Contribution	300.00	73.05	75.00	148.05	150.00	107.95	42.05
	TOTAL INCOME	349,071.00	176,640.89	176,419.00	353,059.89	353,397.00	249,376.44	104,020.56
EXPENSES								
ADMINISTRATIVE EXPENSES								
09005	Fees to State	75.00	61.25	0.00	61.25	75.00	53.98	21.02
09012	Legal/CPA Expense	8,000.00	881.25	5,000.00	5,881.25	6,000.00	4,318.18	1,681.82
09015	Management Fee	21,840.00	10,920.00	10,920.00	21,840.00	22,490.00	16,185.98	6,304.02
09030	Office Supplies	2,350.00	1,229.92	1,500.00	2,729.92	2,500.00	1,799.24	700.76
09032	Newsletter Expenses / Communications	1,000.00	144.00	500.00	644.00	500.00	359.85	140.15
09040	Application Review Fees	200.00	50.00	125.00	175.00	300.00	215.91	84.09
09060	Social Expenses	1,500.00	0.00	1,500.00	1,500.00	1,000.00	719.70	280.30
09072	Insurance-D&O	1,500.00	729.00	730.00	1,459.00	1,533.00	1,103.30	429.70
09073	Insurance	6,875.00	3,328.26	3,400.00	6,728.26	7,276.00	5,236.52	2,039.48
09094	Meeting Facility	700.00	224.10	0.00	224.10	600.00	431.82	168.18
	TOTAL ADMINISTRATIVE EXPENSES	44,040.00	17,567.78	23,675.00	41,242.78	42,274.00	30,424.47	11,849.53
UTILITIES:								
07110	Electricity (7)	6,375.00	3,023.22	3,025.00	6,048.22	6,000.00	4,318.18	1,681.82
07111	Mooring Electric(1/1)	300.00	73.05	75.00	148.05	150.00	107.95	42.05
07112	Water(2)	700.00	1,628.50	430.00	2,058.50	700.00	503.79	196.21

NORTH FORK POA 2021 APPROVED BUDGET

Account	Description	Approved Budget 2020	Actuals Jan to June 2020	Projections July to Dec 2020	Estimated Year End 2020	Approved Budget 2021	East Side Budget 2021	West Side Budget 2021
07121	Telephone	1,535.00	1,200.25	1,400.00	2,600.25	3,100.00	2,231.06	868.94
07227	Cable TV	116,800.00	58,426.68	59,000.00	117,426.68	122,650.00	88,270.83	34,379.17
	TOTAL UTILITIES EXPENSE	125,710.00	64,351.70	63,930.00	128,281.70	132,600.00	95,431.82	37,168.18
	MAINTENANCE SERVICES							
07214	Lawn Maintenance	51,400.00	24,732.00	25,000.00	49,732.00	52,000.00	37,424.24	14,575.76
07219	Landscape Extras	10,000.00	4,926.75	4,950.00	9,876.75	15,000.00	10,795.45	4,204.55
07241	Pressure Cleaning	4,000.00	2,935.50	2,935.50	5,871.00	3,148.00	2,265.61	882.39
07309	Holiday Lighting	4,000.00	0.00	4,000.00	4,000.00	4,000.00	2,878.79	1,121.21
07410	Repairs and Maintenance	7,000.00	4,892.06	2,000.00	6,892.06	7,000.00	5,037.88	1,962.12
07414	Mailbox Repairs and Maintenance	500.00	90.95	350.00	440.95	500.00	359.85	140.15
07419	Tree Trimming	5,000.00	2,475.00	4,900.00	7,375.00	5,500.00	3,958.33	1,541.67
07423	Pool Fountain Service	1,200.00	0.00	600.00	600.00	1,200.00	863.64	336.36
07424	Pool Fountain Repairs & Maintenance	975.00	245.00	4,226.00	4,471.00	950.00	683.71	266.29
07432	Irrigation Repairs	3,600.00	205.00	700.00	905.00	1,500.00	1,079.55	420.45
07443	Lighting Repairs	1,000.00	225.00	600.00	825.00	1,000.00	719.70	280.30
07450	Gate Maintenance	2,000.00	665.14	400.00	1,065.14	2,000.00	1,439.39	560.61
07456	Drain Cleaning	0.00	0.00	0.00	0.00	0.00	0.00	0.00
07457	Lake Fountain Repairs & Maintenance	500.00	0.00	500.00	500.00	0.00	0.00	0.00
07458	Lake Fountain Service	900.00	420.00	420.00	840.00	840.00	604.55	235.45
07213	Security Expense	12,000.00	4,875.46	4,900.00	9,775.46	10,000.00	7,196.97	2,803.03
09742	Reserves-General Expense	69,100.00	34,549.98	34,550.02	69,100.00	66,990.00	48,212.50	18,777.50
09741	Reserves - Interest Gen.	0.00	2,397.77	2,400.00	4,797.77		0.00	0.00
	TOTAL MAINTENANCE EXPENSES	173,175.00	83,635.61	93,431.52	177,067.13	171,628.00	123,520.15	48,107.85
	WEST SIDE EXPENSES							
09074	Insurance-Liab-West Amenities	625.00	295.50	295.50	591.00	520.00	0.00	520.00
08410	West Side- Repairs & Maint	250.00	0.00	300.00	300.00	250.00	0.00	250.00
07215	West Side-Lawn Maint	0.00	0.00	0.00	0.00	800.00	0.00	800.00
09745	Reserve-West Recreation	5,271.00	2,635.50	2,635.00	5,270.50	5,325.00	0.00	5,325.00
09746	Reserves - Interest West Rec.		70.87	70.87	141.74			
	TOTAL WEST SIDE EXPENSES	6,146.00	3,001.87	3,301.37	6,303.24	6,895.00	0.00	6,895.00
	TOTAL EXPENSES	349,071.00	168,556.96	184,337.89	352,894.85	353,397.00	249,376.44	104,020.56
	NET SURPLUS/DEFICIT	0.00	8,083.93	(7,918.89)	165.04	0.00	0.00	0.00

NORTH FORK POA
2021 RESERVE SCHEDULE

ITEM	ESTIMATED FUND BAL. YR. END 2020	2021 ALLOCATION	ESTIMATED FUND BAL. 2021
GENERAL-POOLED RESERVES	253,836.00		320,826.00
GENERAL-POOLED RESERVES INTEREST	19,400.00	66,990.00	19,400.00
WEST RECREATION RESERVES	18,285.00	5,325.00	23,610.00
WEST RECREATION RESERVES INTEREST	445.00		445.00
TOTAL	291,966.00	72,315.00	364,281.00

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

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.

North Fork POA
Annual Members Meeting Agenda
Thursday, December 17, 2020
6:30 – 8:30 PM
Via Zoom Videoconference

- I. Call to Order
- II. Proof of Notice
- III. Reading & Approval of 2020 Annual Members Meeting Minutes
- IV. Reports of Officers
- V. Reports of Committees
- VI. Votes & Elections
 - A. Audit vs. Review
 - B. Election of 2021 Directors
- VII. Unfinished Business
- VIII. New Business
- IX. Adjournment

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

Wednesday, December 18, 2019, 6:30 PM
Old Town Hall - 1000 Town Hall Rd
Jupiter, FL

MINUTES

CALL TO ORDER:

Steve called the Pre-Annual meeting to order at 6:38 PM.

ROLL CALL:

In attendance: Steve Makris, Milton Jacobs, Dan Perez, Marilyn Mull, Robert Burr, Bob Koch. Randy Scheid was not present

MINUTES:

The minutes from the 2019 Annual Meeting were reviewed. Paul Wade, a homeowner, made a motion to approve the meeting minutes. The motion was seconded by Bob Koch. The meeting minutes were approved.

PRESIDENTS REPORT: (Steve Makris)

Steve Makris provided highlights of some of the key accomplishments from the various teams in 2019.

Steve commented on a few key objectives that the Board is planning to work on in 2020:

- Renegotiate the bulk cable contract with Comcast
- Evaluate competing cable proposals between Comcast and Hotwire
- The Street Lighting replacement project with Florida Power & Light
- ARB and Leasing amendment modifications to be presented to the membership for a new vote

TREASURERS REPORT (Dan Perez):

Dan Perez updated the Board and membership on the year-to-date spending, operating funds available and current reserve levels.

Information on the Westside amenities account was provided.

The Operating budget through November 2019 was reviewed with the membership, which included the spending level for the year with surplus funds available to be carried over into 2020. Most of the savings YTD came through re-negotiating contracts and/or new contracts for items such as holiday lighting, irrigation, and pressure cleaning.

Summary/overview of the approved 2020 budget was provided.

An overview of reserve funding level projected for 2020 was provided.

It was mentioned that the quarterly assessment increase for 2020 is below the national CPI index.

Dan fielded a question from the audience as to why the Board cannot give back money to the membership if there is a surplus in the operating account. Dan answered by saying that it is not possible to refund money back to homeowners since it is prohibited by the POA's By-laws. Therefore, any surplus funds must remain in the POA's operating account for the future benefit of all homeowners.

Call to Order:

Steve Chuilli, Senior Property Manager with Capital Realty Advisors, called the Annual Membership meeting to order at 6:50 PM. Steve C. declared there was no election because there were four director's seats open and four candidates to fill the four positions. Steve congratulated the new board members.

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

Audit vs. Review: (Steve Makris)

Consideration in deciding between Audit vs. Review was discussed. Generally, the review is preferred as opposed to a full audit. All financials are available online. CRA has tight controls on financials. After tallying the votes, Steve Chuilli announced the memberships overwhelmingly approved a Review for 2019 finances.

A motion was made for a review of the 2019 finances instead of a full audit. Milton Jacobs seconded. Vote passed unanimously.

Unfinished Business: (Steve Makris)

Steve Makris reported that the Board is planning on working on two amendments to the governing documents in 2020. Steve turned the discussion over to Robert Burr, who provide a brief overview of the proposed amendments. The amendments relate to the following areas:

Leasing amendment

ARB provisions

It was noted that the results of the first membership vote on these amendments fell slightly short of the required threshold to pass. The Board feels that these amendments are important for the community and, therefore, would like to try to get enough additional votes on the second attempt, so the amendments will hopefully pass.

Dan Perez provide an update on The Moorings Wall on SE. Island Way. After a description of the issue, Dan made a motion to turn the matter over to POA counsel to get the attorney's opinion on how the POA should best respond to the homeowner's complaint. Robert seconded the motion, and all were in favor. The motion carried.

OLD BUSINESS:

A resident asked about the callboxes at the front gates and what progress has been made to repair the dead phone lines. The manager explained that he has been in frequent touch with Windstream to get updates. However, Windstream has been very slow to respond to any of the calls or emails.

ADJOURNMENT:

With no new business, Steve M. asked for a motion to adjourn the meeting.

Marilyn Mull made the motion. Dan Perez seconded, the motion passed unanimously.

Meeting ended at 8:42 PM.

After Board of Director Meeting

Organizational meeting directions provided.

The meeting was called to order at 8:50 PM by Steve Makris.

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

Steve made statements regarding his role as president.

Motion carried unanimously for Steve as President.

Marilyn nominated Milton Jacob as Vice President. Dan seconded the Motion.

Steve nominated Dan Perez to Treasurer. Milton Jacob seconded.

Steve nominated Marilyn Mull for the secretary. Dan seconded.

The Board suggested to arrange to have the next BOD meetings on the third Thursday was discussed if possible, to meet on January 16, February 18, March 19, April 16.

The meeting adjourned at 9:15 PM.

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

**Limited Proxy For 2021 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 17th, 2020 at 6:30 PM via Zoom Videoconference. 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 of 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.

DATED: _____, 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 2021 BOARD OF DIRECTORS:

VOTE FOR NO MORE THAN THREE (3) NOMINEES, or your vote will be invalid.

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

_____ Milton Jacobs

_____ Rick Martinko

_____ Dan Perez

.....

⇒ 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 2020 Tax Year, they wish to have an Audit or Review. Please check one:

_____ 2020 Audit OR _____ 2020 Review

EXHIBIT "B"

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

Please consider joining one of these important committees for 2021.

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

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 2021, please fill in the information below and return this form to Steve Desvernine at 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.

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.

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

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 OWNERS' ASSOCIATION** at its Annual Meeting to be held via Zoom videoconference on **Thursday, December 17, 2020 at 6:00 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: Milton T. Jacobs

PRINT NAME: MILTON JACOBS

ADDRESS:

J Alanna & Milton Jacobs
103 Victorian Ln
Jupiter Fl. 33458

Intent to Run Must Be Received No Later Than November 18, 2020.

By Mail to:
North Fork POA
C/o Capital Realty Advisors, Inc.
600 Sandtree Drive, Suite 109
Jupiter, FL 33458

Or

By Fax to 561-624-5827

North Fork Property Owners' Association, Inc.

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CANDIDATE SIGNATURE:

Richard Math

PRINT NAME:

Richard Martinko

ADDRESS:

103 North River Dr. West
Jupiter, FL 33458

Intent to Run Must Be Received No Later Than November 18, 2020.

By Mail to:

North Fork POA
C/o Capital Realty Advisors, Inc.
600 Sandtree Drive, Suite 109
Jupiter, FL 33458

Or

By Fax to 561-624-5827

Richard Martinko Bio

Rick has been a resident of North Fork since 2016. He is currently a partner in a private equity firm and has been financing, purchasing and managing businesses for more than 40 years. He holds both a Bachelor of Science and a Masters of Business Administration degree. Rick has been a Board Member of numerous businesses and is experienced in Board governance issues and fiduciary responsibility.

He has been an active member of North Fork's Architectural Review Board for the past three years. He appreciates and respects the design and By-Laws of North Fork and feels strongly that adherence to these items will maintain and protect the value of our community. He also believes that the quality and security of our community is of paramount importance.

Rick feels strongly that the HOA Board should not commit to long term contracts for any services that encumber the community and cannot be unilaterally canceled by the HOA Board. He will always make decisions in a commercially reasonable manner and has the utmost respect for a Board member's fiduciary duty.

RECEIVED
NOV 17 2020

North Fork Property Owners' Association, Inc.

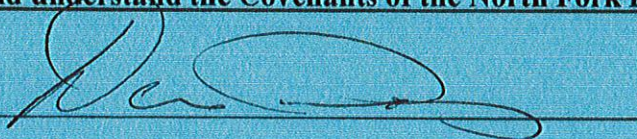
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The undersigned is properly qualified to run for the Board of Directors. (Candidate acknowledges they have read and understand the Covenants of the North Fork POA.)

CANDIDATE SIGNATURE:



PRINT NAME:

DAN PEREZ

ADDRESS:

112 NORTH RIVER DRIVE WEST, JUPITER FL

SEE ATTACHED CANDIDATE LETTER

Intent to Run Must Be Received No Later Than November 18, 2020.

By Mail to:
North Fork POA
C/o Capital Realty Advisors, Inc.
600 Sandtree Drive, Suite 109
Jupiter, FL 33458

Or

By Fax to 561-624-5827

Dan J Perez
112 North River Drive
Jupiter FL 33458

Dear fellow North Fork Association member:

My wife Dee and I moved to North Fork following our retirement in 2000. I retired from IBM, after over 30 years, as a World Wide Director of Software Business Management and Financial Analysis. This position involved leading teams in the planning of new products and negotiation of contracts with third party software application developers seeking to use IBM's proprietary operating systems.

In 2002 I joined the North Fork ARB, as Chairperson, a position I held through 2006. At this time, I was elected to the Board and appointed Treasurer, a position I held until 2012. In 2012 I joined the ARB to lead an effort to update and republish our outdated ARB Guidelines. In 2016 I was elected to the North Fork Board of directors; a position I continue to hold at this time.

In the coming months we will be making a number of significant decisions. In particular, Hotwire versus Comcast, and the Tract E1 invasive exotic vegetation mitigation and restoration project. The following is my position on these important issues.

Hotwire versus Comcast - In May 2020, when the Board voted to award the cable service contract to Hotwire, I was the lone opposing vote. I believed that entering a ten year noncancelable contract with a small, privately owned company was not a prudent decision. I was also concerned with the aspect of installing underground cables throughout the community, and the need to enter our homes, at a time when we were in a burgeoning worldwide pandemic.

Invasive exotic vegetation mitigation - I am acutely aware of the pending impact of the invasive exotic vegetation mitigation plan along the lake behind the 29 homes located along the west side of North River Drive East, also known as Tract E1. In 2017 I experienced the same type of impact resulting from the mitigation of invasive exotic vegetation of Prada's Pennock Preserve located directly in back of my home. Although we have no options regarding the removal of the invasive exotics in Tract E1, we have total control of the restoration results. In my view we need to immediately begin defining a detailed restoration plan. This effort should include the guidance of professional environmental consultants, not landscapers, and participation by a limited ad hoc committee of impacted property owners.

Thank you for taking the time to read my letter. If you have any questions on the topics I covered or any other subjects please call me at 561-747-5227 or send me an email at danjperez1@comcast.net.

Sincerely, Dan

Infrastructure Committee – Street Lighting Project Update – 9/23/19

Committee Members: Steve Mull (GC), Mark Williams (PE), Steve Makris

- Street Lighting Project was officially kicked-off and the first meeting was held on 7/27.

Project Background:

- Street lamps are all original to the community (*installed in 1989 west side & 1993 east side; approx. 26-30 years old*).
- There are 20 double lamp posts (*10 at each entrance*) and 8 single lamp posts (*5 east & 3 west*).
- One double lamp post on the west side was knocked over during a hurricane several years ago and has not since been replaced.
- Several lamp posts are loose at the concrete base and rock back-and-forth when minimal force is applied.
- Numerous light posts are rusted/corroded and show other signs of age-related wear (*i.e., moisture penetration in the globes/sockets*).
- OEM replacement parts are no longer manufactured, so replacement parts/repairs must be retro-fitted with like-as parts.
- Maintenance costs for light bulb replacements has been increasing over the past few years and is expected to continue to increase.
- MacKenzie Engineering estimated a remaining useful life of approx. 0-3 years, based on a visual inspection during the 2018 Reserve Study.
- MacKenzie estimated replacement cost to be \$75-90+K (*\$2.5K double & \$2.0K single; not including new wiring, if needed*).
- Several homeowner comments were received during the most recent community survey (*May 2018*) suggesting there are a number of “poorly lit” areas within the community (*possible safety concern*). Additional comments were received suggesting that it would be desirable to add lighting along the sidewalk on North Fork Drive.

Actions Taken (to-date):

1. Reached out to FP&L to inquire as to what programs might be available for communities to assist in replacing older street lights.
 - FPL confirmed that underground conduit/wiring currently exists on both sides of the road with the entire community and also along NF Dr.
 - FPL offers a street light replacement program whereby they would assist with technical design specifications/optimization (*to include recommendations on LED bulb wattage and additional street light placement, as needed*). Additionally, they have a standard catalog of styles of posts/lamps to choose from and they would handle the complete installation, including permits, additional underground wiring, if needed, etc. This expenditure could be funded via an FP&L monthly leasing program (*cost would be amortized over a defined period vs. capital/reserve outlay*).
 - This could include adding street lights in “poorly lit” areas (*i.e., cul-de-sacs*) as well as along North Fork Drive.
 - POA would continue to be billed for the actual electricity consumed in addition to the monthly equipment leasing cost (TBD).
 - Key Benefits of this approach to the POA:
 - Takes advantage of FP&L’s expertise and reliability.
 - Avoids the need for a sizeable capital/reserve outlay.
 - Can potentially increase the level/uniformity of lighting within the community & along NF Drive.
 - Could possibly allow us to accelerate the timeline for replacement since we don’t have to wait to build adequate reserves.
2. Reached out to a catalog supplier (Beacon Electric) to obtain some ball-parks costs (*estimated at \$230K; significantly higher than anticipated*).

Recommendation / Next Steps:

- Infrastructure Committee to reach back out to FP&L and advise them that the POA would like to move forward with the next step and begin the technical review process for North Fork.
- Decide if the current mailbox stanchions will need to be replaced in order to align with any new street lamp post design (*if it changes materially*).