

North Fork Property Owners Association, Inc.

Board of Directors Meeting

Monday, October 25, 2019

Old Town Hall – 1000 Town Hall Rd

Jupiter, FL

MINUTES

CALL TO ORDER:

Steve Makris called the meeting to order at 6:30 p.m.

ROLL CALL:

A quorum was established with the following Board members being present:

Steve Makris, President; Milton Jacobs, Vice-President; Dan Perez, Treasurer; Randy Scheid, Secretary; Marilyn Mull, Director, Robert Burr, Director and Bob Koch, Director.

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

MINUTES:

The Board reviewed September 23, 2019, meeting minutes. Dan Perez would like to change the minutes on page 3, on line item C- Infrastructure Committee to either add the attached handout to the September minutes or take out the sentence, "Steve presented and reviewed the attached handout." The manager agreed to correct the sentence. Marilyn Mull made a motion to approve the minutes. Dan Perez 2nd the motion, all in favor. September minutes were approved.

PRESIDENT'S REPORT (Steve Makris):

Steve Makris commented about the rest of the year, specifically regarding the planned timing to approve the final 2020 Budget at the November BOD meeting and noted that the first notice for the December Annual Members Meeting will be going out w/o 10/25 and will include the "Notice of Intent to Run". The second mailing will go out sometime toward the end of November and will include the approved 2020 Budget and the list of candidates for the four openings on next year's Board.

TREASURER'S REPORT (Dan Perez):

Dan Perez commented on the fact that North Fork is well under budget through YTD 2019. Dan mentioned that he had a concern regarding the fact that the year-end surplus in the Operating Account has continued to grow each year due to the fact that the POA has continually underspent against the Budget.

Dan Perez commented about The Moorings wall and explained that the agreement entered into between North Fork and The Moorings in 2011 called for The Moorings to be responsible for maintaining the wall, including the upkeep of lights, painting and landscaping and, in return, they would pay North Fork for the cost of the electricity used for the irrigation pump. Unfortunately, it was recently discovered that the POA has been billing The Moorings for one of the POA's water bills by mistake. The amount of this overcharge is \$1,325.24. It was agreed that Dan would reach out to The Moorings to explain this situation and propose that this over-charged amount be used to establish and fund a "reserve" account for The Moorings to help offset the cost for maintenance and/or the replacement of the well pump as it is getting older and will need to be replaced in the next few years. Dan made a motion to approve the reimbursement of the \$1, 325.24 to the Moorings POA (ideally to be held by North Fork in a "reserve" account as stated above). Marilyn seconded the motion, and all were in favor, the motion was approved.

MANAGERS REPORT (Steve Desvernine):

The manager provided an update on the East and West fountain pump situation and explained that he had contacted several fountain/irrigation companies and several electricians to see if they were capable of installing submersible pumps. The first quote obtained was from Guardian Pool Services to install two Barnes 1 hp submersible pumps at a cost of \$4, 592.12. The other quote was from Sullivan Electric and Pump, and their total quote was \$4, 614.71. Randy Scheid made a motion to approve the proposal from Guardian; Dan Perez seconded the motion, all were in favor, and the motion was approved.

The manager informed that BrightView started their Winter schedule in October, which means that they will only cut the grass twice a month and have one detailed cleanup. The property manager advised that he met with Katie, Brightview's field supervisor, and explained that there is too much of a buildup of pine needles in the cul-de-sacs and on the tennis courts. BrightView agreed to have their detail crew come out twice a month to address the pine needle build-up issue.

The manager advised that the Christmas light decorations were installed on the day of the meeting; however it was noted by the installer that there is a potential issue with one or more of the GFI's not working on the West side. The manager will contact the electrician to address this issue.

The manager received a call from a resident on Tuesday morning to advise that the East gate keypad was not working properly. Bartlett Brothers came onsite and replaced the keypad and everything was working again when he left.

COMMITTEE REPORTS:

A.) A.R.B. Committee Update (Ed Petuch):

Ed advised that the committee reviewed three ARB applications during the past month:

- 1) 115 Victorian Ln. - the roof restoration application was rejected, as submitted, as it was not clear what type of coating would be applied to the roof and the ARB guidelines prohibit painting/coating of roofs.
- 2) 113 Victorian Ln. – approval was granted for hurricane impact windows/doors and accordion shutters.
- 3) 117 N. River Dr. E. – approval was granted for hurricane impact double doors in the front of the home.

B.) Welcoming Committee (Nora Palladino):

Nora Palladino was not present at the meeting, but spoke with Steve M. prior to the meeting and advised that two new homeowners had closed on their property during the past month.

C.) Infrastructure Committee - Street Lighting Project update:

Steve Makris informed the Board the Infrastructure Committee had met with FPL about three weeks ago to walk the community and discuss the project. FPL has since provided detailed maps showing the location of underground wiring throughout the community, which will be helpful if the decision is made to install some additional lighting along the streets.

2020 Budget Review: (Dan Perez)

Dan provided an overview on how CRA prepared the proposed 2020 Budget draft and advised that he and Steve Makris had met to review the draft and made a few modifications to it. Dan reviewed those proposed modifications and the Board went line-by-line through the entire proposed 2020 Budget, with Dan providing detailed explanations on the rationale for the changes. The Board requested a few additional modifications (mostly a few reductions in the maintenance accounts, which have historically been underspent). Additionally, it was agreed to take \$5K out of the tree trimming account and shift these funds to the general reserves account since last year's Board agreed in 2018 that street tree trimming would be done every other year (vs. yearly). According to the POA's By-laws, that means that the funds for this activity should come out of reserves rather than the operating account going forward.

Dan explained that in 2017 the POA ended the year with a \$49K surplus in the Operating Account. By 2018, that surplus had grown to \$69K, and by the end of September 2019 it had increased by another \$27K, so we are projecting to end 2019 with a surplus of approximately \$100K in the Operating Account. Marilyn Mull commented that it is generally a good practice to carry about 3 months worth of funds in the Operating Account at all times to protect for contingencies/emergencies, which would equate to about \$75K.

It was discussed that the proposed increase in the 2020 Budget for the West side amenities would be \$2/quarter per homeowner. This is driven largely by the need to do preventative maintenance and resurface the courts over the next year or so as to avoid a larger capital expense should they not be properly maintained.

The next step is for Dan to reflect the agreed upon changes in the Excel spreadsheet and re-send it to the Board for final review so the 2020 Budget can be finalized and approved at the November BOD meeting.

Unfinished Business:

A.) ARB and Leasing amendments:

Robert Burr gave a brief update on the ARB and Leasing amendment drafts and commented on the changes made since the last Board review. No additional changes were suggested in the meeting as the Board is very comfortable with the latest draft as it now stands. As a next step, Robert will send the latest draft to Jacob Ensor, the POA's attorney, for review and comments. It was agreed that the Board would plan to send the final approved amendments out to the membership sometime in early 2020 (timing TBD) for a vote.

B.) Discussion of the November 14 Town Hall Comcast and Hotwire meeting:

Steve Makris agreed to put together an eBlast to send out to the membership so they can mark their calendars. Randy advised that he has asked CCG to provide us with their presentation by 11/5 so the Board can review it and make any changes as needed.

New Business:

- A.) Steve M. commented the Hurricane Shutters discussion will be postponed due to lack of time.
- B.) Steve M. mentioned that there are two proposals for Winter flowers in the handout; one from Brightview for \$1,816, and one from Egret Landing was \$2,030. Dan made a motion to go with Brightview proposal for \$1,816, Randy seconded the motion, all were in favor. The motion was approved.
- C.) Randy Scheid made a suggestion that the Board may want to give some thought to changing the Rules & Regulations to prohibit landscapers from using power equipment (due to loud noise) on Saturdays, similar to the current Sunday restriction. This will be tabled for a future meeting.

Maryland Mull made a motion to adjourn the meeting, seconded by Dan Perez; all were in favor. The meeting was adjourned at 9:10 PM.