

North Fork Property Owners Association, Inc.

Board of Directors Meeting

Monday, September 23, 2019
Old Town Hall – 1000 Town Hall Rd
Jupiter, FL

MINUTES

CALL TO ORDER:

Steve Makris called the meeting to order at 6:32 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. Bob Koch, a Director, was not present for the Board Meeting.

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

MINUTES:

The Board reviewed August 19th, 2019, meeting minutes. Dan Perez asked the manager to edit the minutes to reflect that only 20 feet of the Moorings Wall is in dispute with the other property owner. After the manager agreed to make the correction, Marilyn Mull made a motion to approve the minutes. Dan Perez 2nd the motion, all in favor. August minutes were approved.

PRESIDENT'S REPORT (Steve Makris):

Steve Makris commented that overall the property is looking good and there's nothing major/new to report at tonight's meeting. Steve did suggest that the Board should start to look at developing a list of potential capital projects for 2020 (i.e., the street lamp replacement/enhancement project) in conjunction with the 2020 Budget development process.

TREASURER'S REPORT (Dan Perez):

Dan Perez commented that the POA's financials are in good shape for September and that the current month's income/expense variance is favorable by \$5,076 and year-to-date is favorable by \$12,679.

MANAGERS REPORT (Steve Desvernine):

The manager reviewed the (4) open violation notices. Two were for dirty roofs and one was for a habitual car parked in the cul-de-sac (in front of 145 Victorian Ln). The Manager advised that he spoke to the homeowner at 145 Victorian and asked him to advise their tenant to park in the driveway and not on the street overnight. The manager also asked the owner to advise his tenant to keep their large playhouse to the rear of the home so it is not visible from the street.

The manager provided an update on the West fountain pump situation and explained that he has gone through several processes to try to pinpoint the underlying cause to determine if it is an electrical issue or if the motor has burned out. The manager reported that he had contacted several fountain/irrigation companies, including Superior Waterways, the current lake fountain maintenance company. Superior said they are very busy at the moment and would try to get out as soon as possible. Sago Landscaping provided three different quotes and BrightView submitted a proposal. It was noted that BrightView's proposal was the lowest, but a question was raised as to whether or not they have the right level of technical expertise on-board to work on submersible fountain pumps. Randy made a motion to approve BrightView's quote for \$1,384. Milton seconded the motion, all in favor, BrightView was awarded the bid.

Also, it was mentioned that the East fountain pump had stopped working several days prior to the Board meeting, so that fountain pump is also in need of trouble-shooting. Dan stated that he would reach out to Superior to see if they could come out any sooner and also would do some research to see if he can find any other companies willing to bid on the job. Dan made a motion to approve spending up to \$1400 for a new pump for the East fountain. Milton Jacobs seconded the motion, all in favor, the motion was approved.

COMMITTEE REPORTS:

A.) A.R.B. Committee Update:

There were no new ARB applications submitted in the month of September, so there was no ARB Committee meeting this month.

Steve Makris asked Ed Petuch, ARB Chair, to provide an update on the ARB Request closeout process (*which was worked on by Ed, Steve D., and Steve M.*); specifically to clarify who would be responsible for checking that the work was completed in accordance with what was specified on the homeowner's request form. Ed advised that he, as ARB Chair, would be responsible for inspecting the property once the work was completed to confirm that it was completed in conformity with the approved request. In the event that there is a discrepancy between the work as completed and the work as specified on the approved request form, the ARB Chair would alert the Property Manager and the Board. The property manager would contact the homeowner to resolve the discrepancy and provide an update to the ARB Chair and the Board. If the discrepancy cannot be resolved, the property manager will inform the Board and the the Board would decide on what corrective action needs to be taken. Robert Burr made a motion to approve and formally adopt this clarified ARB guideline; Randy Schied seconded the motion, all were in favor, the motion was approved.

B.) Welcoming Committee:

Nora Palladino advised that several new residents had closed on their properties over the past month; she has spoken with a number of them on the phone but has not yet met all of them in person. Nora mentioned that several of these homeowners are having work done on their homes before they physically move in.

C.) Infrastructure Committee - Street Lighting Project Update:

Committee Members: Steve Mull, Mark Williams, and Steve Makris.

Steve Makris advised that the Street Lighting Project was officially kicked-off and the first meeting was held on 7/27. Steve presented an overview of the project background, actions taken to-date, and the recommended next steps.

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 isiden the globes / lamp 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, and not including any incremental lighting*).
- 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 a 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 exists on both sides of the road within the community and also along North Fork 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 post/lamp designs 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 potentially include adding street lights in “poorly” lit areas (*i.e., cul-de-sacs*) as well as along North Fork Drive, if the community wishes to do so.
 - 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 include:
 - Takes advantage of FP&L’s expertise and reliability.
 - Avoids the need for a sizeable capital/reserve outlay.
 - Could increase the level/uniformity of lighting within the community & along North Fork Drive, if desired.

- Could possibly allow the POA 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 aesthetic design (*if it changes materially*).

Unfinished Business:

A) Discuss Cable Contract Options and Next step:

Randy provided a quick overview on the proposals received from both Comcast and Hotwire to include the some of the pros and cons, features/pricing differences, and the overall timeline for each provider. After some discussion, the Board stated that it wanted to get substantially more homeowner input before making any decisions, as this is a major initiative affecting all residents for the next 7-10 years. Therefore it was decided that we would exercise the POA's right to let the current Comcast contract automatically roll-over for one additional year so the community would have ample time to explore the two cable options and make the best possible decision. Marilyn Mull made a motion to let the current Comcast contract roll-over for one additional year. Dan Perez seconded the motion, all those in favor. The motion was approved to continue with the current Comcast contract for one more year.

There was some discussion about possibly terminating the current contract with CCG (Communications Consulting Group) as it is not clear what additional value they can add. It was discussed that terminating CCG's current contract would only serve to complicate CCG's role/involvement in the proposed Comcast/Hotwire contracts. Milton Jacobs made a motion to continue the contract with CCG for another year to coincide with the one-year extension on the Comcast contract. Marilyn seconded the motion; all were in favor of the motion. The motion was approved.

It was agreed that as a next step we would schedule a Town Hall meeting sometime in November to review where we are with homeowners and get their input on which way they are leaning (Comcast vs. Hotwire).

B:) ARB and Leasing amendments - status update:

Robert Burr gave a brief update on the ARB and leasing amendment drafts and stated that as a next step he would email the latest version to all Board member so everyone could review it and provide him with any additional suggested edits so the drafts can be finalized.

C.) Review sidewalk trip hazards elimination proposals:

Steve Makris presented the quotes (obtained by Steve D.) from Sidewalk Solutions and Triple M to grind down the high spots (i.e., potential trip hazards) on the sidewalks on the

east side. There are 185 areas to be ground down and an additional 11 sections that need to be removed and repoured because they cannot be effectively ground down. The quote from Sidewalk Solutions did not include this removal/re-pour work, as it is outside of their scope of work, but the quote from Triple M did include this work. Robert Burr made a motion to approve the Triple-M proposal. Randy Scheid seconded the motion; all were in favor. The motion was approved.

D.) Front Entrances Holiday Lighting:

Marilyn asked if we needed to take a vote on the holiday lighting proposals. After a brief discussion about the pros and cons of the two holiday lighting contractors and their respective quotes, Milton Jacobs made a motion to proceed with the Holiday Lighting Proposal for \$3,637. Marilyn Mull seconded the motion, all in favor, the motion was approved.

Steve Makris made a motion to adjourn the meeting, seconded by Dan Perez; all were in favor. The meeting was adjourned at 8:35 PM.