

Forest Lakes Master Association Inc.

Board of Directors Meeting

Tuesday, February 3, 2015

I. Meeting called to order at 7:15 PM

II. Quorum

BOD Members present:

Dennis Tooker	<i>President</i>
Mauricio Escobar	<i>Vice President</i>
Louis Mazzio	<i>Treasurer</i>
Gustavo Barrios	<i>Secretary</i>

BOD Members absent:

Keith McClure	<i>Director</i>
Jill Randolph	<i>Director</i>

Also present:

Richard Pichardo	<i>Security Manager</i>
Xiomara Raba	<i>Property Manager</i>
Ginett Lara	<i>Administrative Assistant</i>

III. Approval of previous meeting minutes

Dennis proposed a motion to approve the minutes as written. Motion is set forth by Louis Mazzio, and is seconded by Mauricio Escobar. All in favor.

Motion passed.

IV. Professional Protection Security

Richard Pichardo speaks:

According to *crimemapping.com*, crime rate within Forest Lakes community has dissipated and is being pushed both to the west and the east. However, he has asked his guards to patrol as random as possible so that there is no set pattern or predictable routine, as they won't be back for 40 minutes to the same location. Richard mentions his new employee with the security team, Chad Lee, from Kings Bay Yacht Club.

All board members agreed to keep the flashing lights on the golf cars; one resident complaint is not sufficient to remove them and all agree that it is helpful for residents to recognize that security is patrolling. In conclusion, it is safe to say that the additional 8 hours given to security back in November, has worked out well and in their favor, all agree.

Dennis brings up an issue to Richard; there is one particular guard with which he has been experiencing a problem with between December 6th at 11:00 PM and December 7th around 1:00 AM. On these nights, a resident was playing drums very loudly and kept it up for about an hour. Dennis reported the repeated situation to the dispatcher of security; the guard came out, addressed it and the resident complied. On another repeat of this occurrence, guard took longer to comply with the complaint and Dennis decided to walk the street where the noise was coming from. At this time, he discovered an unattended security vehicle parked 2 doors down from the house where the drum playing was coming from. The garage door was open and at that exact moment, he sees the guard coming out of the garage with the residents who lived there. Dennis spoke to him so he could do something about the noise; the guard walked two houses over with Dennis, to where the drum playing was coming from and confirmed the noise. At that point however, he replied that they needed to call the cops and was abrupt to say that "he was only there in case someone stole

something.” Another similar incident occurred thereafter with the same guard parked outside of the house, talking with the same resident. Given the circumstance, Dennis believes the guard is spending time at that resident’s house. Richard responded by saying he would deal with it in the morning and would notify Dennis of the actions he would take. He will investigate the situation and terminate him if necessary.

Xiomara states that she has been hearing from residents that the relationship between residents and security has improved; Richard follows by saying that these things are happening due to the fact that the guards have been actively sticking cars and enforcing rules, causing the residents to be more responsive out of fear of getting towed.

Richard reassure Dennis and the rest of the board that he will investigate his complaint against his guard and states that he wants the guard to be friendly but not befriend the residents.

Mauricio brings up some uncertainties with the different divisions of the Lynx umbrella of businesses. Property Manager, Xiomara, explains to board the circumstances of Lynx as an independent company and how it differs from the rest of the Lynx Companies individually and financially.

V. Reports:

a. *Manager’s Reports:*

Financials are not completed as of yet; a draft is only available at this time.

Residents are complying with pressure cleaning driveways and roofs and all looks to be on a positive good note overall. Xiomara states Alejandro mentioned to her that a lot of residents were leaving Christmas trees out on the Shoma Homes side and the city had already done their run of the holiday pick up. Xiomara suggested she would arrange a special pick up with the city to pick up the remainder of Christmas trees left on the property.

Vegetation was cleaned up in Landings. Grass carp per pond square footage is still pending exact category. Xiomara will have an answer by the end of the month. She still has a permit valid for another 30 days. A discussion arises regarding the pond signs; currently there is a sign per pond but its wooden bases are requiring replacement. Xiomara is looking into it and is looking for estimates to place 2 signs per pond.

The tax issue regarding the EIN number and the tax bills with the Flowers has finally been clarified. Taxes are current and problem has been resolved.

Dennis brings up a point that this should have been an annual meeting, since it usually occurs on February; however the manager was unaware of this and agrees to work on the annual meeting for next month. Caridad Rusconi had not passed a note to Xiomara regarding the matter. Annual meeting to take place in March.

A lot of lighting posts are out between 167 Ave and 96 Street; the county is still working on getting them back in order. Comments were made about the county subletting a lot of city work to local contractors.

b. *Financial Reports:*

Dennis presents the financials; he notices Account Receivables has improved considerably since switching over to Perez-Siam. In terms of annual income expense for year-to-date we are at \$22,000 surplus than last year. Dennis informs we should reallocate it to Operating Reserve and we should cut a check from the Master to the Master Reserve. Flowers wound up losing \$650, Dennis states that with their cash position, this is ok.

Louis brings up discussion about the maintenance truck. Xiomara assured is being maintained properly inside and out; the truck has been recently repaired and serviced and there are no current dents on it as of now.

Xiomara briefly addressed the violations report, they are few and tend to focus on The Flowers, mostly consists of fencing, pressure cleaning and driveways.

Louis comments on the flag poles and states they need to display decent looking flags not worn out ones; the pole would be preferable with a crank. Xiomara states she can request the county to put in a new one by the end of the month. All members agree to wait until the end of the month as Xiomara suggested and hold off on the extra expenses to have a contractor get it done.

c. *Legal Status Reports:*

Perez-Siam is monitoring accounts at no cost, they only send a bill when they are requiring a cash deposit. Quite a few payments have been made in full. No questions from BOD regarding the Perez-Siam reports. Certain accounts are still in the hands of Siegfried; we are looking to bring those accounts over to Perez-Siam to do the collections portion as long as we do not inquire any additional costs. Siegfried will remain the main general counsel.

There was confusion regarding the Perez-Siam (ref to cover letter of Legal Reports). According to the letter in writing, Dennis does not want to approve since it states something different.

Dennis states that only the DORMANT collections accounts with Siegfried should be requested to be moved over to Perez-Siam. All BODs agree. (*Non-vote decision*).

VI. Old Business:

Bank United:

Louis states Banco Popular does not charge for anything, ie: lock boxes. All ask questions about why we should switch to Bank United. Dennis does not have an objection to move the Reserve Accounts, but it makes no sense to move our operating accounts and lockboxes at this point of the year. Mauricio proposes we stay as is, and Louis agrees. The argument is "if we are not going to move all the accounts, why move anything at all?" Dennis mentions he does not think it will make much of a difference to the association if they move to Bank United, except for minor lockbox rates which won't even apply until next year. Dennis proposes a motion. Motion to NOT move the accounts set forth by Mauricio Escobar, and is seconded by Louis Mazzio.

Motion passed.

Tax Collector/Registered Agent (Flowers):

E-mails were received from homeowner at Flowers regarding the tax collector. After exhausting all her resources and contacts to resolve the matter she included Caridad Rusconi (attorney) and got it taken care of. The letter they have in their meeting packet regarding this issue clarifies the issues with the Tax EIN numbers, leaving everything at zero and showing updated information on The Flowers.

Regarding Financials Year End reports; Dennis clarifies to Mauricio the differences between a draft and a final and how the numbers may vary very little. Xiomara also makes it clear that financials are only sent to owners upon request.

Dennis brings up as a note that they finally settled the situation with Courtesy. The association paid them \$10,000 and the insurance company paid them another \$10,000. The insurance company really wanted out and they made it very clear, and had it gone to trial we would not

have had the lead attorney in the courtroom, but at least this is over with. Dennis states there are no more active lawsuits against the association.

FPL Meter – Fountain:

After all the mix-up and misunderstandings between FPL and the prior property manager, Felix, Dennis and Mauricio propose to separate the meters and put in a new one. Louis Mazzio sets forth a motion, Gustavo Barrios seconds, and all in favor.

Motion passed.

Tax Collector:

CPA was part of the check package and has been signed by Dennis Tooker. Xiomara asks that the Board ratify the CPA as it is a requirement by the Florida Statutes; it came in at \$4,500 with a \$2,000 retainer. Motion to ratify set forth by Mauricio Escobar; Louis Mazzio seconds it, all in favor.

Motion passed.

Xiomara proposes idea to BOD to get a debit card for gas purposes for the truck with a \$300 to \$500 limit instead of having to cut checks to reimburse Tom. The board was not in agreement and all agree to stay as is.

Construction in Flowers is illegal and needs to be reported to the Building Department, they have no permit for the work that has been done. Mauricio claims the construction work has advanced and is almost complete. However, we cannot move forward to fine them until there is a 3 member VCC committee consisting of non-board members that are able to meet at least once every three months.

There is a property in The Flowers where they built a shed that doesn't conform to the rules. Nice construction but BOD agreed priorly to issue a violation and fine \$1,000 but will not take any further action until they pull an estoppel, at which point it will be taken down when the property is back on the market for sale.

Comment was made that the irrigation in the pond has issues; however, the topic was not thoroughly discussed in this meeting.

Meeting adjourned at 8:51 PM.

Respectfully submitted by:

GINETT LARA, Recording Secretary (Lynx Property Services)