

HOLIDAY PARK CONDOMINIUM NO. 1 ASSOCIATION  
MEETING MINUTES  
ANNUAL BUDGET MEETING

Date: Tuesday - November 13, 2018  
Time: 7:00 PM  
Place: Association Clubhouse (5757 Washington Street)

Present at meeting:

President	James Carney	Treasurer	Karen Gray
Vice President	Kenneth Pierleoni	Secretary	Arlene Giczkowski
Director	Jeffrey Essenburg		
Property Manager	Omar Hazien, Archstone		
Officer	Chris Christensen		

**Call to Order**

The Annual Budget Meeting for Holiday Park Condominium No. 1 Association, Inc. was held on the date, time and at the place set forth above.

**Approval of Previous Meeting Minutes**

Minutes from the March 21, 2018 meeting were read, reviewed and approved by Arlene Giczkowski.

**Proof of Notice of Meeting**

Omar presented the notice to the Board of Directors, as well as the Residents in attendance, for the Annual Budget Meeting that was mailed to all 100 Unit Owners on October 12, 2018.

**Property Manager Report**

Omar presented his manager's report to the Board of Directors and Residents. Topics that were discussed:

Collections - 6 major delinquencies - major improvement overall

Completed Projects - Silicone Coat Clubhouse Roof, Replace Electrical Panel in Clubhouse, Pool Leak Repair, Sidewalk Repair, Parking Lot Lights, Drain Replacement

Current Projects - Replacement of Roof (Dec. 6<sup>th</sup> - Start Date for 5769 Bldg.)

Things to Look Forward To - Sealing of Skylight Fixtures, Painting Building Enclosures, Mulching, Tree Trimming

DBPR Complaint - Association received complaint in April. Results came back that the Association had no wrong doing. A copy of the Complaint was made available for the Residents. Jim was given the floor to speak on the complaint, noting how much these complaints cost the Association and how they always end up frivolous.

**Certifying of Proxies & Establishment of a Quorum**

3 Proxies were received and 4 residents were in attendance. Due to these results, the Association did not have a quorum of the membership.

**New Business**

**Review and Adoption of 2019 Budget** - Omar presented the 2019 Proposed Budget to the Board of Directors and Residents. Omar reviewed the major items on the budget including: the maintenance amount remaining the same, addition of special assessment income and the roofing project, reduction in legal fees, utilities little changed, and the fact that the

Association will be fully funding the reserves at \$32,000 for the year. The floor was open to the Board of Directors and Residents for any questions. No questions were asked at this time. Jim made the motion to approve the 2019 Proposed Budget as prepared. Arlene 2<sup>nd</sup> the motion and all were in favor (Karen Gray was not available for the vote).

**Garbage Dumpsters** - Omar opened the conversation about the closed up garbage enclosure on the West Side of the property. Omar gave a brief background about the situation with Hampton Court and how there were not many options for the Association. Hampton Court did reach out to Archstone Management about splitting up the dumpster, but fell through due to their current contractual obligation with Tropical Waste. Discussions were held about removing the enclosure. Jim made a motion that this item should be tabled until we can confirm the dumpster enclosure fully belongs to Holiday Park. Jeff 2<sup>nd</sup> the motion and all were in favor. The item will be tabled until a further meeting.

**Collection Procedures** - Omar presented a Standard Operating Guideline that was prepared by Jim to be reviewed by the Board. The Standard Operating Guideline was read as:

Whereas, according to the Article XIII, Section 11 of the Association Bylaws, the maintenance fees and/or special assessment fees are due on the 1st of each month and due no later than the 10<sup>th</sup> of the month.

Whereas, if those fees are not paid by the 10th of that month, the Association has the right to charge interest at a rate of 10% per annum and has directed the Property Manager to send a past due notice, requesting payment in full.

Failure by the owner to make payment by the 45th day, will result in the past due account being transferred to the Attorney for collection procedures. The owner shall bear all legal fees & interest associated with these collection procedures.

In the event that an Owner can prove a financial hardship, the Owner must reach out to the Association and/or its agent explaining the hardship and requested payment plan. The Board of Directors will review the hardship and return back, in writing, their decision within 5 business days. Any and all agreements will be in writing. If the Owner fails to meet the obligations of said agreement, the past due account will be immediately sent to the Attorney for collection procedures. Any and all interest and legal fees will be assessed to the Owner.

Jim explained the reasoning from the collection procedures, noting that the Association has dealt with very bad collection issues in the past, the Associations inability to charge late fees and the good relationship with their attorney.

Jim made a motion to approve the standard operating guide for collections procedures as written. Arlene 2<sup>nd</sup> the motion and the motion passed unanimously.

**Rules & Regulation Proposed Changes** - Omar then presented two additions to the Rules & Regulations of the Association. One for the requirement of Owners to only install tankless water heaters (with leak prevention) going forward and Rules regarding Unit Owners planting on Common Area Property. The proposed changes were written as follows:

#### **Water Heater Installations**

1. Unit owners shall notice the Association of any scheduled and/or emergency repair or replacements to their water heater.
2. Unit owners shall provide the Association copies of the License and Insurance of the contractor(s) working on the property, prior to any work being completed.
3. Unit Owners are responsible for noticing residents of any shut off of building water. 48 hour written notice must be provided to other unit owners.
4. **Starting November 14, 2018, the Association only permits the installation of Tankless Water Heaters in any unit within Holiday Park. The tankless water heater must contain a leak protective device, that will shut the water supply in event of a unit failure.**

Failure to comply will result in legal action by the Board on behalf of the Association.

All costs, legal and or damages, will be place on the violated unit owner. As well as, the use of common areas will be suspended until compliance is met.

#### **Resident Landscape Requests**

Any unit owner planting outside of their unit on common area property must receive prior approval from the Association and follow these rules:

- a. plants shall not extend more than three (3) feet in front of the screen room / patio.
- b. unit owner shall not plant trees or plants that exceed five (5) feet in height.
- c. plants shall not be permitted under the Eaves of the Roof.
- d. planting shall not obstruct egress windows, (bedroom windows).

Any damaged caused by a unit owner, while in the process of planting, will be the unit owner's responsibility to repair. Any and all costs that the Association endures in the process of repairing such damage, shall be placed on unit owner's account.

Unit owners were able to weigh in on the changes and the changes were discussed in more detail. After further discussion, Jim made a motion to approve the 2 changes to the Rules & Regulations. Jeff 2<sup>nd</sup> the motion and the motion passed unanimously.

**Mulching** - Omar presented a proposal for mulching the property from Universal Landscape, in which the cost was \$1,600 to mulch the whole property. Karen made a comment that she would be willing to mulch the property with Jeff over time to save the Association money. Jeff agreed with her comment. After discussion, an amount of \$750.00 was set for Jeff and Karen to work with to buy mulch and other landscape items to improve the property.

**Laundry Room Appliances** - Omar started the conversation by showing the Residents a copy of the notice the Association received from CSC Services notifying the Association that they will begin charging the Association approximately \$100/month to use their appliances. Due to the lack of use of the appliances by the Unit Owners, the Board of Directors decided to remove the appliances from the property in October. The Board of Directors discussed whether they should install a washer/dryer free of charge, install them at charge or not install any appliances at all. The Board of Directors decided not to install any appliances at this time, due to the limited use of the laundry room.

**Painting of Building Enclosures** - The Board of Directors discussed painting the building enclosures a darker color, due to the dirt showing on the light paint color. Jeff provided paint options, which included a sand additive for slip resistance, in which the Board of Directors reviewed. The Board of Directors chose 3 colors to get samples of. The Association will be painting sample squares on the 5779 Building and will chose a final color at a later time.

Three contracts/proposals were provided to the Board of Directors and were approved:

1. Archstone Management Group - 1 year management contract
2. General Facility Management - Installation of split A/C system in the clubhouse
3. Diamond Pools - Repair of gutters in pool

#### **Adjournment**

A motion was then made by Jim Carney to close the meeting. The motion was 2<sup>nd</sup> by Arlene and the motion passed unanimously. Meeting adjourned at 7:49 PM.

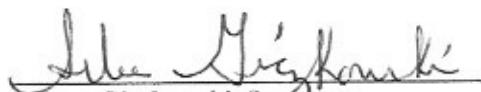
#### **Closed Session Meeting**

A closed session meeting was held between the Board of Directors and their legal counsel Steven Valancey to discuss legal/collection items regarding the Association.

Closed session meeting adjourned at 8:50 PM.

**Note:** The Board of Directors and Management had set a meeting with the Owner of Unit D-3, regarding a dispute with another unit owner at 6:30 PM. The Owner did not show at this time and the Board will assume that the dispute has been resolved.

Read & Approved:

  
Arlene Giczowski, Secretary