

Westwood Five Homeowners Association, Inc.

Board of Directors Meeting \* Tuesday, June 12<sup>th</sup>, 2018

Minutes

- I. Quorum was established to call the meeting to order.
  - a. Members Present
    - i. President - Luis Penalozza
    - ii. Vice President – John Harnett
    - iii. Secretary – Sara Costa
    - iv. Directors – Roy Atherton, Madison Peley, Alecia Sinclair, Jonathan Valbuena
  - b. Members Absent: Paul Fraschilla
  
- II. Board meeting was called to order by President Luis Penalozza at 7:35 pm. Pledge of Allegiance was conducted.
  
- III. Approval of Previous Minutes
  - a. Sara read the May board meeting minutes
  - b. John motioned to add to the minutes that discussion was held about reducing the association dues by \$5
    - i. Roy seconded the motion to add to the minutes
  - c. John motions to approve the minutes, Roy seconds
  
- IV. Old Business
  - a. HOA Dues
    - i. Maggie Joseph – community member – asked how her money order dues will be documented/recorded
      1. Mandi states that once it is cashed it's recorded in the software and members are to call for balance
    - ii. In regards to lowering dues – Luis states that they are waiting for legal process to get advice on if fees can be lowered
      1. There has not been a budget given to this current board and they need to make sure everything is done properly
  - b. Westwood 5 Sign (Tamarac)
    - i. Sketches were dropped off to Mark and shared with Board
    - ii. Previous board worked with the city to put together a new sign for community
      1. Design that was approved previously will not be able to work in the “V” shape as discussed due to the tree and shrub locations
    - iii. New design was shared with board and other association members present
    - iv. City is paying for sign
    - v. Sara motions to approve the new design; John seconds
      1. Carried unanimously – Mark will contact city and notify them of approval
  - c. Committees
    - i. Code Compliance committee is currently being established by the board

1. Committee will enforce association bylaws, not city codes
  2. Discussion was held about reviewing bylaws to make sure specifics are clear
    - a. Committee cannot be board members & there can only be one per household
  3. Violators will go to a meeting with the board and committee and board is the one that decides the fine
  4. John nominates Ana Benedetto as Chair – She accepted – motion passed
- ii. Fining Committee
1. Question was raised about code compliance and fining being the same committee
  2. Fining committee presents information to the Board
  3. Fines are dictated by the Florida Statute 720
    - a. States that fines can only be \$100 per day, maximum of \$1000
- iii. Question was raised about any fine communication if residents are renters
1. Correspondence is sent to off site address provided in the lease application
- iv. Discussion was held about paint colors and if there was a standard set forth
1. There is not a standard at this point
  2. Sara motions to table discussion until a further meeting; Madison seconds and carried by all

V. New Business

a. Audit

- i. There are funds that are not accounted for – specifically cash payments for renting the clubhouse
- ii. It is in progress and being worked on with Board and Management

b. Application/Welcome Process

- i. Luis motions for a procedure to be put in place when conducting the interview/welcome process
  1. Discussion held
    - a. There is no process set forth in by-laws and only a brief interview with the Board takes place currently
    - b. Suggestion was made to include background checks in the screening process – legality needs to be checked
- ii. Original motion – to set up a process - was seconded by John and carried

c. Management Letter

- i. LT is currently working on welcome letter and goal is to put out to members by the end of the month
- ii. No financials are ready
  1. Have received bank statements March and April
  2. May statement arrived in mail today
  3. Bookkeeper has reconciled March and April

d. Fences (Lake Front)

- i. Homeowner concern about fence restrictions

1. Sara discusses height concern about fences on the lake
    2. Discussion also had about material type restriction
  - ii. Motion to table discussion until research can be done on materials
    1. Motion carries
- e. Vacant Board Position
  - i. Due to resignation of board member Tony Benedetto, a vacancy exists
  - ii. John nominates Brian Riedmayer; He accepts
    1. Seconded by Madison and motion carried
  - iii. Luis nominates Brooke Gehr; She declines
- f. Association Documents
  - i. Luis brings discussion about current documents that the board and management have access to
    1. They are not sure if it is actually all of the documents
    2. Stevens & Goldwyn, the Board attorneys, advised that a title search be completed to make sure a complete set of legal documents are put together
    3. Cost would be approximately \$500
  - ii. Brian motions to approve title search; motion carried
- g. Community Maintenance
  - i. Pool coping is still in progress – Target date of completion is July 4
  - ii. Security system is being updated

- VI. Date, Time, Place of next meeting
- a. Second Tuesday of the month – Held at clubhouse
  - b. Tuesday, July 10, 2018 – 7:30 pm

- VII. Adjournment
- a. Meeting was adjourned at 8:44 pm