**Cresthaven Condominium Townhomes Section 5, Inc.**

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**Meeting Minutes**

**March 9, 2017**

 **APPROVED**

At 11:05 AM the meeting was called to order by Linda Walsh. Marie Tiberio, John Allen, Velynda Baker, Marcos Capo were present, and Frank Gueits was absent. Peggy Martin, LCAM was also present repressing Sea Breeze CMS.

The minutes from February 2017 were reviewed and Linda made a motion to approve them, Marie seconded all in favor.

Guest speaker was Attorney David Iglesias from Pestco and Iglesias. He gave an overview and presentation of his firm.

Linda gave a Presidents report. Marie gave a financial report stating that all members need to pay their monthly dues on time. If anyone has an issue with their account, they are to contact Sea Breeze CMS directly. Proof of payments will be needed.

Old Business, the landscape was discussed. Perfect Cut had resubmitted their bid with a reduction. They stated they have over 2 million in Insurance, and added with many other additional items, it looked to be the favorite. They will also provide all the monthly wet checks for the sprinkler system and repairs. This will be an automatic savings of $500.00 per month for not having to retain an addional company to handle the sprinklers. Marie made a motion to accept Perfect Cut as the Landscaper to start immediately, Velynda seconded, and all in favor. They will be asked to start immediately since the current company could not provide proof of insurance to date.

Keys to units were discussed. It was asked that every unit needs to provide a current key to their units in case of emergency. This will also be helpful in the upcoming termite inspections as well as the Wind Mitigation inspections. The need for someone to walk thru the units for these inspections was discussed. The date for the Wind Mitigation will be forthcoming once the units are noted. For this inspection they only need to enter one unit per building. The termite inspection on the other hand they will need to enter every unit. Dates have not been determined for any of these inspections as the correct keys need to be on file prior.

Roofs were discussed, along with an overview of the meeting held March 8, 2017 with the roofer. The board felt that the meeting went well and moving forward, it looks promising with any upcoming repairs. Marcos made a motion to approve Richard Campbell from CRS Consulting to continue the yearly roof inspections beginning in April. John seconded and all in favor. These yearly inspections are necessary in order to keep the roof warrantee.

Additional handicap signs at the pool area were discussed, Marie made a motion to table this project until later, John seconded, all in favor. No Parking notices will be posted in all the cul de sacs and enforced.

Pool lights (1) needs to be replaced. The Annual meeting notices have been sent out for March 22, 2017 at 7:00pm.

The closing of the onsite office was discussed due to lack of staffing and health reasons. John made a motion to close the office, Marcos seconded, and all in favor. Any questions or concerns, owners are encouraged to contact Sea Breeze CMS. In addition to any questions or concerns, payments and work orders will be taken at that office. The hours of operation are Monday-Friday 9:00am-4:30pm where a full office staff is available to assist. There is a sign on the front door of Gately Club House noting this, as well as it is posted in the newsletter.

Additional funds that can be automatically approved by the President in the case of an emergency was discussed. The need for it was explained along with the fact that they will be for used for Emergency purposes only. All efforts will be made to make sure there is an Emergency. Marie made a motion to approve up to $500.00 expenditure, John seconded it and all in favor.

The Club house rental process was discussed. The application is on the web site and any owner or renter currently living here in good standing may rent the room. The kitchen will be keyed to match the front door so they will have access to both rooms. A cost of $50.00 + $100.00 security deposit is required. There is a two week minimum for the reservation and they are to contact Sea Breeze CMS for all the particulars.

The attorney issue was brought up again and Linda made a motion to approve Pestco and Iglesias as the new legal counsel. The current case of the Insurance claim, which is ongoing, will continue to stay with the current law firm. Moving forward all collections and any new legal issues will be handled by David Iglesias, Esq and his firm. Marcos seconded it and all in favor.

Having no further business, Marcos made a motion to adjourn the meeting at 1:05 PM, John seconded and all in favor.