

EMBASSY PARK CONDOMINIUM ASSOCIATION, INC

1700 Embassy Dr, West Palm Beach, FL 33401
Telephone 561-247-4245

BOARD OF DIRECTORS MEETING MINUTES

Monday, May 9th, 2016 @ 7:00pm
1700 Embassy Drive, **Unit 704**, West Palm Beach, FL 33401

1. **Call to order** – 7:00 pm.
2. **Proof of Notice** – per Ana, agenda posted timely – more than 48 hours prior to meeting.
3. **Establish Quorum** - board members Ana Schwerer, Dori Edwards, Dionne Rich, Darlene Crawford and Jack McDonald present.
4. **Visitor presentation** - Scott, a representative from Century Management Consultants (CMC) made a presentation. CMC had previously working history with Embassy Park for approximately 6 years working with Amy Spiegelman, Jack Kimmey and other previous board members. Explained various services they offer. Basically they help run the affairs of the association. Was previously terminated due to conflict with former board and also to reduce the association costs. CMC has 25 years experience in property management. Total cost of \$800 per month including financial services (financial services to start beginning of next year). CMC to charge \$250 setup costs. No decision to be made on whether to hire CMC until the board hears proposal from other property management companies. Need to check when current contract with Academy Accounting expires.
5. **Read and approve minutes of Board meeting of March 14th, 2016 – motion made by Jack McDonald to accept minutes, seconded by Ana Schwerer, passed unanimously.**
6. **Officers/Committee Reports**
 - a. **Financial Report** – Darlene Crawford presented report (emailed to all board member) – sufficient money in accounts. Spoke to Nicole at Hafer & Company, yearly report prepared, email office if you want a copy. Issue regarding reserves - specific amount is recorded each quarter regardless of collections. For special assessment – you only put into reserves the actual amount that is collected.
 - b. **Collections** - 7 owners are over a month late. Amy, Darlene and Academy to determine which ones to send to attorney.
 - c. **Screening** – Ana Schwerer presented. New owner for unit 808 approved (was bank owned). Lease for unit 205 clarified that she won't be running a home day care business here so was approved.
 - d. **Landscaping** – Dori Edwards presented. Has Tree Team proposal (corrected last year's trimming) for \$18,000 and is over budget and want to make some changes. Proposal is for trimming trees, dealing with palm fungus, cankers and other issues. Need to look into replacing landscaper who should have picked up on problems earlier. If hire a property manager, their input would be helpful. Also have a proposal from fence company regarding back fencing (they did Dori's gate). If replace fence, we lose the barbed wire which is grandfathered in. Can only repair the fence. **Motion to repair**

the back fence for \$4,800 with cost to come out of the surplus money from last year made by Darlene Crawford, seconded by Ana Schwerer, passed unanimously.

Unit owner (Odum #410) has dying ficus bushes in front of his unit. He would like to replace them himself. Dori to find out what he would be replacing bushes with. Jack suggested we should have a list of approved plants that can be chosen from. Suggested he can rip them out to get them out of the way in preparation for cleaning and staining the fence. **Motion made by Jack McDonald and seconded by Dori Edwards to allow the owner to remove the decaying and dying bushes.**

- e. **Pool** – Ana Schwerer presented. Plumbing leaks in pool room have been repaired. Need to paint the outside of the building. Discussion about the umbrellas and cushions at the pool. If not liked by most people who find them offensive, then replace them. Suggested in future that maybe a picture of items be circulated prior to purchase to see if others approve. \$114 was spent for 2 umbrellas and 8 cushions.
- f. **Maintenance** – **Motion made by Jack McDonald to repaint the bollards a light beige instead of the yellow, seconded by Dori Edwards to repaint, passed unanimously.**
- g. **Parking** – Darlene Crawford presented. 2 trucks were grandfathered in. Darlene put notes on those trucks asking for registration to be sent to office email. Will ask for future vote from owners regarding whether to allow or ban trucks and what specific types of trucks.

7. New Business

- a. **Discussions** – discussion about whether or not CMC can do what they say they can for \$800 per month. Dori had some negative feedback regarding CMC and it was discussed. Possibility to hire them on a trial basis for 90 days. Need to pursue CMC's references and other property management companies and make a decision at next meeting. Will have other management company come and make a presentation.
- b. **Various motions** – none.

8. Old Business

- a. **Board Calendar 2016** – discussion of when to have budget meeting, annual meeting and elections. October for budget, November or December for annual meeting and elections.

Adjournment – meeting adjourned at 8:19 p.m.