

EMBASSY PARK CONDOMINIUM ASSOCIATION, INC

1700 Embassy Dr, West Palm Beach, FL 33401

Telephone 561-247-4245

BOARD OF DIRECTORS MEETING

January 5th, 2015 @ 6:30pm

1700 Embassy Drive, Unit 907, West Palm Beach, FL 33401

1. Call to order
2. Proof of Notice
3. Establish Quorum
4. Read and approve minutes of last meeting of December 23RD, 2014.
5. Committees Reports
6. New Business
 - a. Gate Codes/Clicker Access.
7. Old Business
 - a. Approval of Amended Sale/Lease Application package, update in website.
8. Adjournment.

Embassy Park Condominium Association

Minutes of January 5, 2015 meeting

Meeting called to order at 6:35 PM by President Ana Schwerer, proof of notice of meeting was provided.

The meeting was attended by board members:

907 Ana Schwerer
103 Cary Smith
101 Amy Spiegelman
903 Sue Bailey
204 Jack McDonald
203 Mike Lang (phone)
804 June Howard
706 Patricia Kadis

A quorum was present.

Unit Owners attending:

712 Caree Winer Copening
704 Dori Edwards
301 Darlene Edic-Crawford

Motion: Mike made a motion to hire a Plumber to inspect each unit for leaks. One quotation received from Medina Plumbing at a cost of \$25.00 per unit seconded by Amy, passed unanimously.

Ana reported the results of the vote to waive reserves as 46 to waive and 7 to fund.

Landscaping Report – None

Ana announced she made an emergency decision to replace the sprinkler motor in the East well at a cost of \$3,500.00. Jack made a motion to approve it, Amy seconded, passed unanimously.

Motion: Amy moved and Sue seconded a motion to repair the maglock at owner's gate at a cost of material \$600.00 plus labor to be paid from reserves. Motion passed unanimously.

Motion: Ana moved, Amy seconded that exterior lighting be repaired where necessary.
Motion passed unanimously.

There was a discussion of two pool maintenance proposals and a decision was tabled to the next board meeting.

Ana informed that Amy and she would go January 8th at 10:00am to a free of charge meeting with our lawyers St. John Rossin, Podesta & Burr, PLLC to discuss current cases and invoice. A report from this meeting will be given in the next Board meeting.

Ana distributed a revised purchase/lease application.

And asked all Board Members if their comments of the letter with a Gate clicker form that would be sent to all Unit Members and Tenants. No comments were given.

Ana received the signed Certification Form that the Condominium articles of incorporation, bylaws and current written policies have been read by Board Members: Sue Bailey, Jack McDonald, Amy Spiegelman, Patricia Kadis, June E. Howard present.

Meeting adjourned at 7:45 PM

EMBASSY PARK CONDOMINIUM ASSOCIATION, INC
1700 Embassy Dr, West Palm Beach, FL 33401
Telephone 561-247-4245

BOARD OF DIRECTORS MEETING

Monday, January 19th, 2015 @ 6:30pm
1700 Embassy Drive, Unit 907, West Palm Beach, FL 33401

- 1. Call to order**
- 2. Proof of Notice**
- 3. Establish Quorum**
- 4. Read and approve minutes of last meeting of January 5th, 2015.**
- 5. Committees Reports**
 - a. Landscaping**
 - b. Screening**
 - c. Pool**
 - d. Legal**
 - e. Maintenance**
- 6. New Business**
 - a. Sidewalks repairs**
- 7. Old Business**
 - a. Tree trimming**
 - b. Plumbing Leak investigation**
- 8. Special Orders**
 - a. Board communication**
- 9. Set date for next Board Meeting**
- 10. Adjournment.**

Embassy Park Condominium Association

Minutes of January 19, 2015 meeting

Meeting called to order at 6:30 PM by President Ana Schwerer, proof of notice of meeting was provided.

The meeting was attended by board members:

907 Ana Schwerer, 103 Cary Smith, 101 Amy Spiegelman
903 Sue Bailey, 204 Jack McDonald, 203 Mike Lang
804 June Howard, 706 Patti Kadis, 208 Phil Yorston

A quorum was present.

Unit Owners attending: None

Read and amend minutes of 1-5-15 to reflect the presence of board member Patti Kadis. Amended minutes approved.

Landscaping Report – PK

Patti submitted 3 proposals to the board for landscaping services. Patti moved to accept the proposal from Tree Team in the amount of \$5,670.00. Phil moved to table the motion for 30 minutes. Motion tabled.

A discussion ensued regarding our attorney writing a letter to Dolphin Property Services terminating their oral contract for tree cutting services. Mike moved to authorize our attorney to write said letter. Second by ML. Passed 6 for 3 against (Amy, Sue & June).

Screening Report – Ana S

There are no pending leases or sales.

There was a discussion regarding an unapproved tenant in unit 708. It was agreed Ana and Amy would follow up and report back to the board.

Pool Report – Ana S

Ana moved that National Pool continue providing service pursuant to their revised reduced proposal. Second JM, passed 7-1 (Amy)

Legal Report – AS & AS

Ana and Amy met with our attorneys and negotiated a monthly payment plan of the outstanding bill of approximately \$14,000.00 of \$1,000.00 per month interest free and agreed that in the future the firm will deduct their fees before remitting checks to the association.

ML moved to ratify the agreement as presented. Second SB, passed unanimously.

The motion to table the Tree Team proposal was moved from the table and passed unanimously.

SB moved that the legal committee continue as initially formed. Second by Amy, passed unanimously. It was discussed that any SNAP collection decisions will be made on a case by case basis.

ML moved that all meetings and minutes be conformed. Second PY, passed unanimously.

Ana moved that JH as budget chair be involved in any discussions/decisions involving association funds. Second ML, passed unanimously.

Sidewalks - Motion by Ana S that ML & PY be appointed to a sidewalks committee. Second by ML passed unanimously.

Water Report – Amy S.

Provided an overview of the plumber visit and scheduling of unit plumbing inspections.

ML moved that a committee be appointed to review and update the rules/regulations and Q&A sheet. Second SB, passed unanimously.

Ana requested that all members treat each other with respect and courtesy.

NEXT MEETING - FEBRUARY 2nd

Meting adjourned at 8:08 PM

EMBASSY PARK CONDOMINIUM ASSOCIATION, INC
1700 Embassy Dr, West Palm Beach, FL 33401
Telephone 561-247-4245

BOARD OF DIRECTORS MEETING

Monday, February 2nd, 2015 @ 6:30pm
1700 Embassy Drive, Unit 907, West Palm Beach, FL 33401

1. Call to order
2. Proof of Notice
3. Establish Quorum
4. Read and approve minutes of last meeting of January 19th, 2015.
5. Committees Reports
 - a. Financial Report
 - b. Landscaping
 - i. Tree Trimming
 - c. Legal
 - i. Legal Services/Collections
 - d. Maintenance
 - i. Plumbing Inspections
 - ii. Security Cameras
6. New Business
 - a. Gate Code Changes
7. Old Business
 - a. Collections
8. Special Orders
 - a. Plumbing inspection contacts
9. Adjournment.

Embassy Park Condominium Association

Minutes of February 2nd , 2015 meeting

Meeting called to order at 6:30 PM by President Ana Schwerer, proof of notice of meeting was provided.

The meeting was attended by board members:

907 Ana Schwerer
101 Amy Spiegelman
903 Sue Bailey
208 Phillip Yorston
203 Mike Lang
804 June Howard
706 Patricia Kadis

A quorum was present.

Unit Owners attending:

704 Dori Edwards

Treasurer June Howard comment on charge for recycling on our sanitation bill since 2010. Phillip Yorston made the Motion for June and Ana to follow up on why it's being charge, Seconded by Amy Spiegelman, voted unanimously.

Patricia Kadis made the motion to pay the Tree Team Trimming invoice. Seconded by Phillip Yorston, voted unanimously.

Tabled for next meeting: Decision on pursuing the remaining balance owed by June Dwyer prior owner Unit 102.

Unit 207 Phillip Yorston made the Motion to follow the recommendation of Amy Spiegelman to keep file on the lawyers St. John Rossin, seconded Mike Lang and voted unanimously.

Unit 307 Amy Spielgelman made the motion to put a lean in the unit which will have to start by paying St. John Rossin \$750, seconded by Mike Lang, voted unanimously.

Unit 401 Amy made the motion to turn to SNAP, Sue Bailey seconded, voted unanimously.

Unit 409 Amy made the motion for Ana to call and follow up to pay \$50 late fees, Seconded by Sue Bailey, voted unanimously.

Unit 410 Mike Lang made the motion to turn to SNAP seconded by Phillip Yorston, voted unanimously.

Unit 604 Amy Spiegelman made the motion for Patricia Kadis to talk in regards their balance, if do not pay within a one week will be turn to collections, Phillip Yorston seconded, voted unanimously.

Unit 605 Amy Spiegelman made the motion to turn to attorney, Phillip Yorston seconded vote unanimously.

Unit 709 June Howard made the motion to turn to SNAP, Phillip Yorston seconded, vote unanimously.

Unit 808 Amy Spiegelman made the motion to keep case at Lawyer St. John Rossin, Sue Bailey seconded, vote unanimously.

Phillip Yorston made the motion to use Mike Lang's Plumbing Leak Detection procedure having the flexibility for Mike Land and Amy Spiegelman to make changes if necessary and include in the plumber contract, seconded by June Howard, vote unanimously.

Amy Spiegelman made the motion to charge \$85 if there is no access to the unit for the plumbing leak inspection during the published schedule dates, Mike Lang seconded, voted unanimously.

Amy Spiegelman made the motion to use for Plumbing Leak Inspections Medina Plumbing for a cost of \$20/hr and General Contractor Phillip Banker for \$45/hr not to exceed 6 hrs a day each Saturday, seconded by Ana Schwerer, voted unanimously.

Mike Lang made the motion Not to take action against Dolphin Trimming unless they try to sue us, Phillip Yorston seconded, voted unanimously.

Meeting adjourned at 8:20 PM

EMBASSY PARK CONDOMINIUM ASSOCIATION, INC

1700 Embassy Dr, West Palm Beach, FL 33401

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BOARD OF DIRECTORS MEETING

Monday, March 16, 2015 @ 6:30pm

1700 Embassy Drive, Unit 907, West Palm Beach, FL 33401

- 1. Call to order**
- 2. Proof of Notice**
- 3. Establish Quorum**
- 4. Ward Damon Attorneys at Law Presentation**
- 5. Read and approve minutes of last meeting of February 2nd, 2015.**
- 6. Committees Reports**
 - a. Financial Report**
 - b. Legal**
 - i. Legal Services/Collections**
 - c. Maintenance**
 - i. Plumbing Inspections**
- 7. New Business**
 - a. Master Insurance Renewal**
- 8. Old Business**
 - a. Tree Trimming pending matters**
- 9. Special Orders**
 - a. Special assessment components**
 - b. Revisions to Rules & Regulations**
- 10. Adjournment.**

Embassy Park Condominium Association

Minutes of March ^{16th} 15th, 2015 meeting

Meeting called to order at 6:00 PM by President Ana Schwerer, proof of notice of meeting was provided.

The meeting was attended by board members:

907 Ana Schwerer
101 Amy Spiegelman
903 Sue Bailey
208 Phillip Yorston
203 Mike Lang (phone)
804 June Howard
706 Patricia Kadis

A quorum was present.

Unit Owners attending:

704 Dori Edwards

Patricia Kadis made the motion to hire the services of Ward Damon for future legal services Seconded by Ana Schwerer; Vote 5 Yes 2 No. Motion passed.

June Howard made the motion to adjust the timer for the flood lights at the Pool area so they will be turn off at 8:00pm Amy seconded. Motion passed unanimously.

Sue Bailey made the motion to turn the refill valve of the pool for one week for leak detection, Patricia Kadis seconded. Motion passed unanimously.

Phillip Yorston made the motion to have Medina Plumbing fix the 23 units shut off valves @ \$50/each depending on funds available, seconded by Amy Spiegelman. Motion passed unanimously.

Amy Spiegelman made the motion to reinstate lean on Unit 207 using the Legal firm that gives the lower price, Patricia Kadis seconded. Motion passed unanimously.

Meeting adjourned at 8:00 PM

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1700 Embassy Dr, West Palm Beach, FL 33401
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*moved/rescheduled
to 4/20/15*

BOARD OF DIRECTORS MEETING

Tuesday, April 7, 2015 @ 6:00pm
1700 Embassy Drive, Unit 907, West Palm Beach, FL 33401

1. Call to order
2. Proof of Notice
3. Establish Quorum
4. Read and approve minutes of last meeting of March 16th, 2015.
5. Committees Reports
 - a. Financial Report
 - b. Legal
 - c. Maintenance
 - d. Screening
 - e. Landscaping
6. New Business
 - a. Master Insurance Renewal – Requisites
7. Special Orders
 - a. Special assessment components
 - b. Revisions to Rules & Regulations
8. Old Business
 - a. Plumbing Inspections
9. Adjournment.

EMBASSY PARK CONDOMINIUM ASSOCIATION, INC
1700 Embassy Dr, West Palm Beach, FL 33401
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BOARD OF DIRECTORS MEETING

Tuesday, April 20th, 2015 @ 6:30pm
1700 Embassy Drive, Unit 907, West Palm Beach, FL 33401

- 1. Call to order**
- 2. Proof of Notice**
- 3. Establish Quorum**
- 4. Read and approve minutes of last meeting of March 16th , 2015.**
- 5. Committees Reports**
 - a. Financial Report**
 - b. Legal**
 - i. Legal Services/Collections**
 - c. Maintenance**
 - i. Proposals to fix portion of burn fence Unit 701**
 1. Michael O'Neal Services \$350
 2. Mr. Handyman \$650
 3. Martin Fence \$750
 - ii. Backflow Repair (Only two proposals received asked multiple other certified contractors with the city but will not price without re-inspecting and charging for that inspection)**
 1. Farmer & Irwin \$675
 2. Absolute Plumbing \$675
 - d. Screening**
 - e. Landscaping**
- 6. New Business**
 - a. Master Insurance Renewal – Requisites**

- i. Proposals to fill the Citizens Required Inspection Form for each Building need the motion so the work can be performed before April 27th.

- 1. Michael Casella Insurance Inspection Services \$1,239.00
- 2. Florida Insurance Inspections \$1260.00
- 3. Altec Roofing \$2,100.00

7. Old Business

a. Plumbing Inspections

8. Special Orders

a. Special assessment components

- i. Please review Mike Lang's proposed components and have your comments.

b. Revisions to Rules & Regulations

- i. Please review Mike Lang's notes and have your comments.

9. Adjournment.

Embassy Park Condominium Association

Minutes of April 20, 2015 meeting

Meeting called to order at 6:30 PM by President Ana Schwerer, proof of notice of meeting was provided.

The meeting was attended by board members:

907 Ana Schwerer, 903 Sue Bailey, 204 Jack McDonald,
804 June Howard, 706 Patti Kadis, with 208 Phil Yorston, 203 Mike Lang and 101 Amy Spiegelman attending by conference call. A quorum was present.

Unit Owners attending: None

Read and amend minutes of 3-16-15 to reflect a payment of \$25.00 per Unit to Medina Plumbing, amendment made by JH. Amended minutes approved.

Finance Report – JH - as of 4-18-15 there is an outstanding delinquent balance of \$78,686.00 of which approximately \$18,000.00 is for this quarter. There are a total of 19 delinquent owners (10 in this quarter) 4 units are with the attorney and 3 with SNAP. 2 units have minor past due amounts.

There has been no improvement in the water bill.

The year end report will be ready 6-1-15.

There was a discussion of waiving one late fee a year that had been implemented by previous boards. Mike made a motion NOT to waive any fees in the future 2nd by Jack, passed Unanimously.

Legal Report – Amy Spiegelman - St. John was authorized to return to bankruptcy court regarding Unit 307 Baptiste. Amy moved to send units 508 & 903 to Posner 2nd by Jack, passed Unanimously.

Amy moved that we sue the owner of 701 to evict tenant for laying on his application and he needs to clear out garbage 2nd by Sue passed Unanimously.

Ana moved that we hire O'Neil Services for \$350.00 to fix portion of burned fence on Unit 701, Mike 2nd passed with Amy voting against.

Ana moved we hire Farmer for \$675.00 to repair the back flows, 2nd by Mike passed with Patti and Amy voting against.

Screening Report – None
Pool Report – None

Landscaping Report – Patti Kadis – Discussion of activating existing 2nd well.
Mike volunteered Ruth to obtain proposals.

Ana moved we hire Casella for the insurance required inspection at a cost of \$1,239.00. Passed Unanimously.

Ana suggested that we obtain proposals from leak detection companies. Mike moved and Phil seconded. Mike will follow up.

There was a discussion of Mike's capital reserves spreadsheet. The board scheduled a board workshop (meeting) for May 18, 2015 to discuss the possibility of prioritizing projects and special assessments.

It was agreed that Amy would prepare a collection outline and provide a report the board could vote on at their next regular meeting.

NEXT MEETING - May 18, 2015

Meeting adjourned at 8:08 PM

EMBASSY PARK CONDOMINIUM ASSOCIATION, INC

1700 Embassy Dr, West Palm Beach, FL 33401

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BOARD OF DIRECTORS MEETING

Monday, May 18th, 2015 @ 6:30pm

1700 Embassy Drive, Unit 907, West Palm Beach, FL 33401

- 1. Call to order**
- 2. Proof of Notice**
- 3. Establish Quorum**
- 4. Read and approve minutes of last meeting of April 20th, 2015.**
- 5. Committees Reports**
 - a. Financial Report**
 - b. Legal /Collections**
 - c. Maintenance**
 - d. Screening**
 - e. Landscaping**
- 6. New Business**
 - a. 2014 Financial Report reviews**
- 7. Old Business**
 - a. Fence Repair**
- 8. Special Orders**
 - a. Workshop discussion of actual property conditions
deferred maintenance, capital improvements and special
assessments**
- 9. Adjournment.**

EMBASSY PARK CONDOMINIUM ASSOCIATION, INC

1700 Embassy Dr, West Palm Beach, FL 33401

Telephone 561-247-4245

BOARD OF DIRECTORS MEETING

Monday, May 18th, 2015 @ 6:30pm

1700 Embassy Drive, Unit 907, West Palm Beach, FL 33401

1. Call to order
2. Proof of Notice
3. Establish Quorum
4. Read and approve minutes of last meeting of April 20th, 2015.
5. Committees Reports
 - a. Financial Report
 - i. June if Last Financial Report send by Jenna has changed please update us. ✓
 - ii. 2014 Financial Report reviews of Reserves, this report can help us understand better our need to resolve the ongoing problems.
 - b. Legal /Collections
 - i. Unit 701 tenant has been turned over to the lawyers no update at this moment.
 - ii. Unit 902 – Bank has taken over belongs to Citimorgange Inc
 - iii. Unit 808 – Bank has taken over belongs now to Fannie May
 - iv. Unit 407 – Aaron Milton paid in full his balance
 - v. Unit 307 – Baptiste paid in full his balance
 - vi. Unit 207 – Luce payment
 - vii. To make this meeting more effective Please Amy send us an email with all the Units that need to be turn over so we can be aware, and please make your additional comments to the ones I mentioned above since you are chair of this committee.
 - c. Screening
 - i. Sale Unit 206 – interview pending *Approved*
 - ii. Sale Unit 506 – interview pending
 - iii. Lease Unit 508 – Due to criminal record Turned down
 - d. Maintenance
 - i. Roof scuppers clog by tree leaves in some buildings (I understand this should be done by a insured contractor I will ask Mr. Handyman for a quote)

- ii. Exterior lighting (I will ask Darren to change light bulbs but it will have to wait until he is available)
- iii. Sidewalks power washing (At this moment we need to prioritize the leak detection and repairing that may cause breaking of sidewalks, paving, etc once this is done then we can move forward with the sidewalks)

e. Landscaping

- i. Our Water Use Permit has been renewed for 20 years; this permit will allow us to fix our damage well.
- ii. Two proposals have been received and do not include electrical connections, we will need to use the Reserves to make this repair, open to discussion. ✓
- iii. Post Tropical Cyclone Synopsis and Agreement For Relief Services – ~~Motion to approve~~
NO Signs

6. New Business

a. Plumbing Inspection – Site Leak Detection

- i. This problem has been neglected for over 10 years, Andrew Bytnar mentioned to me that while he was part of the board in 2004 the outrageous water bill was an issue, understanding that we have been overpaying an average of \$5000/month x 11 years = \$660,000 that is more than half a million that could have been given a good use, this is an emergency situation and I will make a motion to prioritize finding and solving the problem using the reserves if needed. ✓
- ii. American Leak Detection (Came to the property and gave a professional suggestion)
- iii. Plumbing Experts (Got their name from a promotional flyer)
- iv. Sleuth will send their proposal Monday (Jack this is the company that was used by the contact you gave me)

7. Old Business

a. Fence Repair

- i. The Contractor that I suggest to use got too busy and has not taken the time to do the job, I would like to make the motion to use Mr. Handyman

8. Special Orders

a. Workshop discussion of actual property conditions deferred maintenance, capital improvements and special assessments

- i. I have received the priority forms from Ana, Sue, Mike, Jack, Phil, June; Plumbing problem has come 1st in everyone's list. ✓
- ii. Mike Lang will extend the list and discuss thoroughly during the meeting. ✓

9. Adjournment.

Embassy Park HOA Meeting 5/18/2015

Item	Discussion	Action	Moved by
1	Call to Order 6:44 PM 5/18/2015 Regular Meetings are held 2 nd Tuesday of Each month	n/a	
2	Proof of Notice Notices posted on the Community Bulletin Boards on: Greater than 72 hours prior to meeting.	n/a	
3	Establish Quorum 9 Board members total (1 on phone) and 3 additional owners present Attendance: See attached sheet	Quorum met	
4	Approval of the Minutes 4/20/15 Correction to the 4/20 minutes: Unit 307 had a lien placed against it. IT has now been paid.	Passed w correction	1) Jack (204) 2) Aimee (101)
Committee Reports			
5	Financial Report See Attached report as supplied by Treasurer June Noted that Every Wednesday a new report is generated by the Company. As of 5/13 there were \$66K in delinquency and as of 5/16 2 payments came in bringing this down to \$60K. Unit 305 Reeves and Unit 307 Baptiste paid up. Will also Re-coup the \$750 fee spent to place lien on each.	information only	
	Discussion regarding the Statute that governs use of money in reserves. Specific line items are required. Extra line items can be added per the HOA discretion. Also discussion re: need to do more extensive	information only	

Embassy Park HOA Meeting 5/18/2015

		<p>maintenance to prevent need to use the reserves in future. And discussion re: amount of reserves needed in order for potential buyers to be able to secure a mortgage without a very large down payment.</p>		
Legal/Collections	<p>808 owned by Greenwood owes \$16K plus interest which is more like 20K. IT is an estate turned over to daughter and there is possible real estate deals going through. Motion to TABLE action on Unit 808 until next meeting</p>	<p>Tabled</p>	<p>1) Aimee (101) 2) June</p>	
	<p>Unit 902 – Adams taken by Citibank. Close to 13K owned. May be subject to Safe Harbour laws. HOA does need to inform bank that electric MUST be turned back on in the unit in the meantime.</p>	<p>Who volunteered to get bank to turn on electric?</p>		
	<p>Unit 401 Erin Page is on a payment plan with SNAP</p>	<p>None</p>		
	<p>Unit 409 Brittany Johnson has no outstanding current HOA fees BUT has late fees. Ms. Johnson has stated she gets the late fees waived b/c in the past Academy Accounting let the residents waive one late fee a year. Discussion re: this is by the Board is that there is no provision to waive the late fee unless it is the fault of the HOA or the accounting agency that fees not credited in time.</p>	<p>MOTION Passed: No late fee will be waived. Letter regarding need to collect the \$50 in late fees owed will be sent by _____? _Who will send this letter? Academy?</p>	<p>1) Aimee 2) Jack</p>	

Embassy Park HOA Meeting 5/18/2015

		<p>->Unit 407 Eric Hugo had a \$4K credit that was inadvertently given to the realtor ?Erin Nolden – need to get this back? Also there is \$18K owed by Eric Hugo the original owner</p>	<p>Motion PASSED: Send this to collections.</p>	<p>1) Aimee 2) Jack</p>
	<p>SCREENINGS: Potential Resident/Owner Interviews: Committee is Aimee and _____</p>	<p>->Unit 102 Dwyer -. *OF note they are an elderly people who suffer from health and dementia issues and at least one is currently residing in SNF. May need to find a POA to deal with. Unit 206 has sold. New owner is approved. Unit 506 is being sold and the interview is pending : awaiting the background check Unit 508 is a rental. Brother and a sister (who has children) is approved pending and ID verification re: an item on the background check.</p>	<p>Motion PASSED: Will send to SNAP to work out a plan</p>	<p>1) Aimee 2) Jack</p>
	<p>Maintenance:</p>	<p>Water Leak investigation Plumbing inspections inside unit: 22 shut off valves found that need to be fixed. This item was approved last meeting. Will have plumber do this work (\$50 each valve = \$1,100) so this work will be done as soon as Treasurer notes there is enough Money in account to cover.</p>	<p>Information only</p>	
		<p><u>New Well for irrigation:</u> Pattie Has</p>	<p>Motion/Passed: Use</p>	<p>1)Mike</p>

Embassy Park HOA Meeting 5/18/2015

		<p>looked for bids from 3 Well drilling companies. This will be the drilling of the Well and a pump will be supplied. This does not count the cost of the electrician to hook up the well which will be an additional cost. **Note the well water will only be used for irrigation. We have City of WPB water inside of the units. See 3 bids attached.</p>	<p>Wooster to drill the irrigation well and get separate electrician to connect it when done. This project will be financed by the Interest in the Reserves and money from the operating account.</p>	<p>2) Phil</p>
		<p>Committee formed to supervise the Water Leak investigation on the grounds both inside and outside of units. Mike and Anna will be on this committee. We need Liaison with the GC that we chose to use for this project. <u>See attached printout of procedure that will be used.</u> **It is hoped that money saved after leaks are repaired will greatly help our future budget.</p>	<p>Motion PASSED that Committee will oversee water leak detection and repair project.</p>	<p>1) Mike 2) Phil</p>
		<p>Also noted that we need to see the original plumbing/pipe plans for the community and as of now HOA does not know where these are. Will look in the Pool building to see if they are in the safe in that room.</p>		
New Business		<p>Plumbing Inspections: This was covered under the maintenance discussion.</p>	<p>See motion re: committee and procedure to oversee</p>	

Embassy Park HOA Meeting 5/18/2015

	Old Business	<p>Fence Repair for 701: Part of fence burned down. HOA is responsible for the repair b/c other liability cannot be proven and HOA is responsible for maintaining fences surrounding each patio. Bids were put out and they ranged from \$350-\$950. The person who bid \$350 then never showed up and will not return calls.</p>	<p>this major project.</p> <p>Motion to allow Anna the HOA President to secure the repairs from the lowest bidder <u>available.</u> PASSED 5 to 3 vote</p>	
	Special Orders	<p>The 2014 Financial Report needed to be completed by 4/30/15. This was the budget approved in 1/1/2014 when another Board was in place before the 12/2014 election. Discussion ensued that no changes should be made to the budget because that what was already set when the current Board came on after the 12/2014 election. Only change to be made is that the expected "useful life" have 1 year subtracted from each noted value.</p>	<p>information only</p>	
	Resident concerns:	<p>Reviewed the current "wish list" of improvements needed to be done to whole property: see attached list. Need to involve all the owners in this decision making since a special assessment will be involved. Plans to have a community wide meeting possible held at the pool area was suggested. Will discuss more at next meeting</p>		
		Darlene Crawford (301)		

Embassy Park HOA Meeting 5/18/2015

	<p>--Noted that the sidewalks are not clean and since HOA already successfully sued wondered why this is not being done. HOA President noted that as the plumbing issues are being dealt with sidewalks may have to be destroyed to get to some pipes so HOA not cleaning them until that project done.</p> <p>--Also asked why the bushes outside of fences are not being cleaned and shaped by the grounds crew. HOA president requested unit #'s involved be sent to her so she can direct the groundscrew,</p> <p>--Noted that # of occupants in a unit affects all of us since we all pay for the water and it is unfair to have excessive people in one dwelling.</p> <p>--Also noted that if parking becomes a problem we may need to move to a vehicle ID/sticker system to get this dealt with.</p>	<p>Information only</p>	

Notes taken by Darlene Crawford Unit 301
 Revised by Ana Schwerer - President

EMBASSY PARK CONDOMINIUM ASSOCIATION, INC
1700 Embassy Dr, West Palm Beach, FL 33401
Telephone 561-247-4245

BOARD OF DIRECTORS MEETING

Monday, June 15th, 2015 @ 6:30pm
1700 Embassy Drive, Unit 907, West Palm Beach, FL 33401

1. Call to order
2. Proof of Notice
3. Establish Quorum
4. Read and approve minutes of last meeting of MAY 18th, 2015.
5. Committees Reports
 - a. Financial Report
 - b. Legal /Collections
 - c. Screening
 - d. Landscaping
6. New Business
 - a. Communication
7. Old Business
 - a. Leak Inspection
8. Special Orders
 - a. Deferred maintenance, capital improvements and special assessments
9. Adjournment.

Embassy Park Condominium Association, Inc.

Board of Directors Meeting

June 15, 2015 at Unit #907

Meeting Minutes:

Meeting called to order at 6:30 pm by President Ana Schwerer, proof of notice of meeting was provided.

Members attending: Ana Schwerer, Amy Spiegelman, Sue Bailey, Jack McDonald, Mike Lang, June Howard, Patricia Kadis, Phil Yorston (on phone). Owner Darlene Crawford present.

Quorum established.

Motion made Motion by Mike Lang to accept prior minutes of May board meeting – corrections – Units 808 & 902 – agreed to use delinquent funds coming in to operating account and not to reserve account to use for maintenance/available to cover deficits in other accounts. Motion passed with corrections.

Financial Reports – June Howard, Treasurer – as of 6/15/15, down to \$59,937 delinquent.

Collections Committee Report made by Amy Spiegelman - No new units to currently turn over to collections. Unit 401 has payment plan will be completed in 6 months and owners are paying current assessments. Discussion held to not to write off old collections. No action taken.

Voted to send to other end of SNAP collections – they get 50%/we get 50% of what is turned over. There are no other fees.

Motion by Mike and seconded to accept written payment plan of Tony Luce sent by attorneys – pay \$2200 now and \$1860 plus next quarter maintenance balance over next 2 months. Motion passed.

Screening Committee Report – Received 2 more apps; sale of 412 and sale of 107. We are changing criteria on our background checks – to include countywide checks.

Maintenance Committee Report – some costs reallocated.

Comment - Approved use of \$65,143 of reserves last meeting for well/underground utilities.

Water Leak Report - Mike explained water leak procedures that were conducted. Inspection work detected 6 units with potential water leaks. Outside company brought in and spent \$1680 (much less

than prior estimation) to further investigate these 6 units. Procedures that were followed to locate these leaks were sent out. Spending is not anticipated to be as much as estimated.

Discussion held about using reserve money for other items that should have been fixed, e.g. uneven sidewalks, pressure washing, dumpster pads, recycling and other clean up. Discussion continued as to what needs to be done. No action taken regarding use of reserves.

Motion made by Jack, seconded by Sue on Use of Reserve Funds ("Motion for Use of Reserve Funds" attached) – amended – pull out and defer section on dumpster pads. Motion passed.

Comment by Mike Lang on FHA mortgage requirements - FHA mortgages, need 10% of annual budget allocated to reserves (not how much is balance in bank) in order for buyers to obtain mortgages. Future buyers may not be approved for mortgages if a condominium association's reserves do not meet this requirement. No action taken.

Suggestion made to inform owners about reserves in a newsletter. Newsletter preparation is in process. Explain why some buyers are getting turned down for mortgages. No action taken.

Report - Well drilling to be completed by end of July.

Motion made by Mike and seconded by Sue that a motion by a board member shall be submitted in writing prior to the meeting by sending in writing ahead of meeting to other board members if the motion involves numerous items such as in excess of \$3500 or a continuing obligation of more than one year (see "A Motion to Board" attached). Motion passed.

Mike Lang discussed an analysis of the association water bills. No action taken.

Mike Lang discussed SNAP collections and what it costs us to use their services. Need to come up with a policy on which unit to send to attorneys and which to send to SNAP collections and consistently apply this policy. Collection agency should be last ditch effort. We have sent 4 units to SNAP and 3 have paid up. No action taken.

Amy Spiegelman suggested Omah (from Academy Accounting) be invited to next meeting to help provide explanations.

Discussion held regarding all policies to be outlined in writing for consistency. Need specifics of what business of the board to use written procedures. At next meeting there will be presented motions and what items to be covered by the written procedures.

Motion by Ana seconded by Mike to reimburse owner for plumbing expenses (owner incurred and paid \$288) for leak which was marked as the wrong unit. Motion passed.

Owner comments – Darlene mentioned that minutes at her old association were made available to owners and would like for the owners here at Embassy to have access to minutes and agendas if they are interested in giving input to the board. She also noted that the board is not following Robert's Rules of Order. And that the board should follow Robert's Rules at future meetings.

Meeting adjourned at 7:15 pm.

EMBASSY PARK CONDOMINIUM ASSOCIATION, INC

1700 Embassy Dr, West Palm Beach, FL 33401

Telephone 561-247-4245

BOARD OF DIRECTORS MEETING

Monday, August 10th, 2015 @ 6:30pm

1700 Embassy Drive, Unit 907, West Palm Beach, FL 33401

- 1. Call to order**
- 2. Proof of Notice**
- 3. Establish Quorum**
- 4. Read and approve minutes of last meeting of June 15th, 2015. Approve prior Board actions.**
- 5. Committees Reports**
 - a. Financial Report**
 - b. Legal /Collections**
 - c. Screening**
 - d. Capital Reserve Funds – prior approved Motion for use:**
 - e. Maintenance**
 - f. Landscaping & Irrigation**
- 6. New Business**
 - a. Annual Meeting: establishment of proposed items in preparation for submission consideration**
- 7. Old Business**
 - a. Leak Inspection and Resolution**
- 8. Special Orders**
 - a. Deferred maintenance, capital improvements and special assessments:**
- 9. Owners Comments/Questions – 5 min per unit owner**
- 10. Adjournment.**

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BOARD OF DIRECTORS MEETING

Monday, August 10th, 2015 @ 6:30pm
1700 Embassy Drive, Unit 907, West Palm Beach, FL 33401

1. Call to order
2. Proof of Notice
3. Establish Quorum
4. Read and approve minutes of last meeting of June 15th, 2015. Approve prior Board actions.
5. Committees Reports

a. Financial Report

- i. June if Last Financial Report send by Jenna has changed please update us.
- ii. Any other issues or motions that you will like to address, please send them by email in advance so we can be ready to take action.

b. Legal /Collections

- i. Unit 207- Luce Action needs to be taken, lawyers email forwarded to board members. Legal committee please give us your recommendation.
- ii. Unit 808 – Federal National Mortgage Assoc payment received.
- iii. Unit 808 –Greenwood pending debt. Collections committee recommendation.
- iv. Any other updates or motions to be taken please email information before meeting.

c. Screening

Actual Community Status

RENTED	23	27%
VACANT	8	10%
	53	63%

Applications Pending		
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d. Capital Reserve Funds – prior approved Motion for use:

- i. Report on Interior water distribution – initial investigation - results (see below -Old Business: Leak Detection)
- ii. Report on exterior water distribution – secondary investigation – results to date
- iii. Report city water meter – city water meter; flow analysis request to City (see below -Old Business: Leak Detection)
- iv. Report Irrigation well (see below - Landscaping)
- v. Report Gate: pending approval & action - cameras; possible internal parking lot monitoring (see below - Special Orders)
- vi. Report Fencing: pending approval & action - back fence chain link repairs (see below - Special Order)

e. Maintenance

- i. Report emailed – Sidewalks and swales pressure wash and rust removal.
- ii. Report - actions taken: clean back alley, all trees pushing chain link fence, remove rubbish and trees damaging fences in Units 706 and 207.
- iii. Report – actions taken: repair burned fence; pool repairs consequence of Citation; water fountain
- iv. Report – record storage at pool; proposed decision to shred documents over 7 years
- v. Report - Gate damage
- vi. Report – dumpster management; potential recycling requirements
- vii. Report – Unit 305 drainage block by roots, health and safety issue.

f. Landscaping & Irrigation

- i. Sue Bailey – MOTION to communicate all owners removal of trees INSIDE the courtyards which lean on roofs and/or represent a hazard in case of hurricane. (Rules & Regulations)
- ii. Irrigation well repaired T.B.C. (Reserve funds)

6. New Business

a. Annual Meeting: establishment of proposed items in preparation for submission consideration

- i. Draft FY 2016 annual budget: items and estimates; comparison to 5-31-2015 expenses; comparison to FY 2014
- ii. Draft FY 2015 Reserve Analysis: sources & uses; useful life; estimates
- iii. Draft FY 2016 Reserve recommendations: new items for consideration; useful life; estimates
- iv. Draft Rules & Regulations: adding Fining Committee; define items subject to fines; bringing up to date
- v. Draft Sale & Lease Application: reviewed on line form; condensed to remove repetition
- vi. Draft of items to consider for Special Assessment: items; estimated budgets

- vii. Draft "Questions & Answers" for promulgation
 - viii. A.S. - Motion to do one annual meeting and board elections same day; establish date
- b. FORMATION OF and APPOINTMENTS FOR COMMITTEES

Nominating Committee

Fire Administration Committee (ES/11/509)

7. Old Business

a. Leak Inspection and Resolutions

- i. City inspected the broken meter July 24th 2015 and July 28th 2015, prorated our consumption to be able to bill us. Water flow test requested.
- ii. Unit 808 found water heater leak, heater has been replaced.
- iii. Unit 503 T.B.C.
- iv. Unit 707 leaking toilet fixed.
- v. Resolution of Board actions - Unit # 509

8. Special Orders

a. Deferred maintenance, capital improvements and special assessments:

- i. Discussion: limits to CEO's authority as to accomplishing maintenance and repairs within line items of Annual Budget, Special Assessment Budget; and Capital Reserves
- ii. Present estimates and Motion for Action - back fence chain link repairs using Reserves account
- iii. Present estimates and Motion for Action - surveillance and recording system: parking lots, front, pool, and boundary of the property.

9. Adjournment.

EMBASSY PARK CONDOMINIUM ASSOCIATION, INC

1700 Embassy Dr, West Palm Beach, FL 33401

Telephone 561-247-4245

BOARD OF DIRECTORS MEETING MINUTES

Monday, August 10th, 2015 @ 6:30pm

1700 Embassy Drive, Unit 907, West Palm Beach, FL 33401

1. Call to order 6:33PM

2. Proof of Notice Posted in Community Bulletin Boards

Members Attending: Ana Schwerer, Amy Spiegelman, Sue Bailey, Jack McDonald, Mike Lang, June Howard, Patricia Kadis and Phil Yorston. **Owners:** Darlene Crawford, Dori Edwards and Erin Paige.

3. Quorum Established: 8 members present

4. Read and approved minutes of last meeting of June 15th, 2015. Motion to approve by Jack McDonald, Seconded by Mike Lang unanimously approved.

5. Committee Reports

a. Financial Report – given by June Howard.

No motions but reaffirmed no more accounts to SNAP unless approved by board; resolved to follow policy of running checks to old law firm through their trust account and issuing checks to association net of current amount due to lawyers on that account. Accounting clarification that if check is issued to Embassy Park individually or to Embassy Park and lawyers, the check is to be restrictively endorsed for deposit only to law firm's trust account.

b. Legal /Collections – given by Amy Spiegelman.

Oral Report received; discussed some accounts and handling; more facts required on some accounts; no motions. Discussion regarding legislative changes which would affect accounts with SNAP. Letter to be drafted to ensure SNAP is aware of the legislative changes and to ask how they will handle these changes. Discussion of adding acceleration clause to rules & regs.

c. Screening – given by Amy Spiegelman.

Oral Report received - Unit #412 rental approved without owner's name on application; Amy to follow up and put on renter's application; #102 screening to occur on 8/20; other units discussed; no action taken on 302; at this time no motions.

d. Capital Reserve Funds Reports - Given by Ana Schwerer & Mike Lang

- i. Report on Interior water distribution – initial investigation - results one unit left to resolve; Ophelia unit issue resolved.
- ii. Report on exterior water distribution – secondary investigation – continuing; more facts being gathered; may require another inspection in near future after City work complete
- iii. Report city water meter – city water meter; city worked ½ day 3 trucks 5 workers with extensive digging; appears more issues than broken meter. Ana seeking city work order and report on the work from city; need to see revised meter readings.
- iv. Report Irrigation well – work continuing should be complete by 8/15; includes permit and work for abandonment of old well; new well going in much deeper - should have better quality water with less rust issues per vendor
- v. Report Gate: pending approval & action – 2 accidents; first had no witnesses with amount of repair - \$899.41; other incident 2 witnesses; person causing damage should be paying this week – amount \$95.40; approved paying for repair. Need for better cameras to catch violators in future (vendor setup to come out).
- vi. Report Fencing: pending approval & action – only cleaned up area under scrutiny by city; no installation of any trees or bushes; now fence visible however no action taken on repairing fence before now. (See item f. ii. below)

e. Maintenance – given by Ana Schwerer.

- i. Report emailed - Sidewalks pressure washed and rust removed; work accomplished after vendor purchased additional supplies and did another power wash to remove some rust residue; rendered a revised invoice with less than \$200 increase. Discussion regarding invoice; Motion made by Jack to approve the additional amount of \$200, seconded by Mike, motion approved to pay the vendor the additional amount.
- ii. Report – trees and fences - actions taken: cleaned back alley, all trees pushing chain link fence cut back and or removed, removed rubbish and trees damaging fences in Units 706 and 207. Unit 305 - sewer emergency. Plumber onsite removing roots from drains. Roots may be result of tree intrusion into pipes. Motion to pay the plumbing bill of \$657 made by Mike, seconded and passed unanimously. Liability for repairs to be deferred. Letter to be written to inform unit owner that when this matter is resolved a determination

will be made to see who is ultimately responsible for the repair. It's determined to be the unit owner's responsibility, they will be billed for reimbursement to Embassy Park. Motion by Jack to declare this a health, safety & welfare issue; empower president to investigate remainder of unit 305 sewerage problems and get it done to best amount cost and keep board informed of progress. Motion passed unanimously.

- iii. Report – actions taken: repaired burned fence; pool repairs consequence of Citation work is completed except water fountains which are being investigated for replacement.
- iv. Report – record storage at pool; problems with storage being resolved; records salvageable being organized and retained; those that are in excess of statutory 7 year retention law are no longer being retained.
- v. Report - Gate damage repaired; contact sought from vendor to replace and update camera system with modern equipment that can be uploaded to computers and smart phones
- vi. Report – dumpster management; potential recycling requirements discussed; no action taken

f. Landscaping & Irrigation

- i. Sue Bailey requested action on a communication being made for all owners concerning removal of trees INSIDE the courtyards. Trees must not be of invasive species, cannot be higher than the fence height, lean on roofs and/or represent a hazard in case of a hurricane. (Rules & Regulations). Dori, Darlene, Amy and Sue will review and issue letter, retaining a copy for follow up; Mike is preparing the communication. Motion made by Jack to empower a committee to identify units with violating trees/shrubs, seconded by Sue, motion passed unanimously.
- ii. Irrigation well repaired T.B.C. (Reserve funds); since this is in Rules and regulations, no action needed, just issue communication in accordance with rules and regulations

6. New Business

a. Annual Meeting: establishment of proposed items in preparation for submission for consideration

- i. Draft of FY 2016 annual budget prepared and reported by Mike for input: items and estimates; comparison to 6-30-2015 expenses and variances to date; comparison to FY 2014; to be in compliance an increase will be required; discussion about water distribution issue but no changes to the draft which was sent by email and distributed to those in attendance; this needs to be acted on at the next board meeting with appropriate notice to unit owners/members.

- ii. Draft of FY 2015 Reserve Analysis: budget prepared and reported by Mike for input sources & uses; useful life; estimates; this is a component of budget and will be a part of the budget proposed next board meeting with appropriate notice to unit owners/members.
- iii. Draft FY 2016 Reserve recommendations: prepared and reported by Mike for input new items for consideration; useful life; estimates; this is a component of budget and special assessment needed and will be a part of the budget proposed next board meeting with appropriate notice to unit owners/members; from Mike's presentation there is a need to both increase the annual fees and to have a special assessment; although no motions or notes, there seemed to a consensus on this difficult issue to move forward on both items.
- iv. Draft of Rules & Regulations: prepared and reported by Mike for input that is prepared in tracking EP current rules and regulations and the state statutes including adding a Fining Committee to be able to have fines; define items subject to fines; bringing up to date.
- v. Draft Sale & Lease Application: reviewed on line form; condensed to remove repetition.
- vi. Draft of items to consider for Special Assessment: items; estimated budgets.
- vii. Draft "Questions & Answers" for promulgation.
- viii. A.S. - Motion to do one annual meeting and board elections same day; establish date.

b. Discussion of need to establish a nominating committee at least 60 days prior to annual meeting; no decisions made.

7. Old Business

a. Leak Inspection

- i. City inspected the broken meter July 24th 2015 and July 28th 2015, prorated our consumption to be able to bill us. Water flow test requested. City replaced meter and did other work; see more details earlier in minutes.
- ii. Unit 808 found water heater leak, heater has been replaced.
- iii. Unit 503 continuing to be followed up on.
- iv. Unit 707 leaking toilet fixed.
- v. Unit 509 – issue resolved.

8. Special Orders

- i. Discussion and presentation of Motions: prepared and reported by Mike: limits to CEO's authority as to accomplishing maintenance and repairs within line items of Annual Budget, Special Assessment Budget; and Capital Reserves; discussed and no action taken. Motion made by Jack to notice the special assessment for the next meeting seconded and approved. Notice to be posted by August 17.
- ii. Present estimates and Motion for Action - back fence chain link repairs using Reserves account work in process on obtaining information.

- iii. Present estimates and Motion for Action - surveillance system front and back of the property work in process on obtaining inform.

- 9. Annual meeting** Motion by Jack, seconded by Phil that the annual meeting, elections and budget meeting be held on Monday, 11/2/15; passed; Ana will locate a venue; Salvation Army mentioned; no action on location.
- 10. Good of the Order – Owner comment** – Darlene voiced concern about property security and voiced a desire for some type of automobile decals for residents. Issues regarding guest spaces used on a continuing basis and owners with more than allowed 2 cars. Concerns raised about people living here who don't belong and haven't gone through screening process. If reported to board, action will be taken. Would like to establish a parking committee. This is addressed in rules & regs – to discuss at future meeting.
- 11. Next Board meeting – after discussion determined that presently a quorum will be available on 8/31 at 6:30PM.**
- 12. Meeting adjourned at 8:49 pm.**

EMBASSY PARK CONDOMINIUM ASSOCIATION, INC
1700 Embassy Dr, West Palm Beach, FL 33401
Telephone 561-247-4245

NOTICE TO OWNERS/ASSOCIATION MEMBERS MEETING

Monday, August 31ST, 2015 @ 7:00pm
1700 Embassy Drive, Unit 907, West Palm Beach, FL 33401

1. Call to order
2. Proof of Notice
3. Establish Quorum
4. Read and approve minutes of last meeting of August 10th, 2015.
5. Special Orders
 - a. Workshop Budget 2016
 - b. Workshop Reserves Analysis
 - c. For consideration Special assessments
6. Constitution of Nominating committee
7. Unit owners comments (allow 2 min per comment/question)
8. Adjournment.