



CAMBRIDGE AT ABACOA HOMEOWNERS ASSOCIATION, INC.

Board of Directors Meeting

February 21, 2005 7:00 PM

MINUTES

The Board of Directors of Cambridge At Abacoa Homeowners Association, Inc. met on February 21, 2005 at 7:00 PM in the community center. Directors present were: Ryan Copple, Vice-President; John Armstrong, Secretary; Fran Sachs, Treasurer, and Mark Outlaw. Chuck Strode represented *Bristol Management Services, Inc.* Several homeowners were also in attendance.

Call To Order: The meeting was called to order at 7:00 p.m. by Mr. Copple. Meeting notice was properly posted, and a quorum of directors was present.

Secretary's Report: The minutes of the January 2005 meeting were briefly reviewed. Mr. Armstrong noted there were clerical or typographical errors in the Manager's Report item regarding truck parking restrictions, and in the New Business item regarding payment of assessments by Mr. Outlaw. **Motion by Mr. Outlaw to accept the minutes as CORRECTED;** seconded by Ms. Sachs and **unanimously approved.**

SPECIAL BUSINESS:

Jason Litterick of *Gentile/Halloway* reviewed the University Commons commercial development (located at University Blvd and Military Trail) plan with the Board and the homeowners present. Litterick advised that the plan has been reviewed and approved by the Town Of Jupiter town council, and that the developer was seeking the approval of Cambridge at this time.

Issues and concerns not yet resolved to the satisfaction of the Association include: a landscaping and solid wall buffer on the north boundary of the Commons project (Promenade Way), the relocating of the proposed trash collection point, and the elimination of a parking lot exit on the west boundary of the Commons, which may encourage cut-through vehicular traffic through the Cambridge neighborhoods. Homeowner Sherrie Shergren advised the Board that she had attended Town Council meetings, and that these concerns had not been voiced to nor addressed by the Council.

Motion by John Armstrong that Cambridge formally notify the Developer and the Town Of Jupiter of these unresolved concerns by letter sent via USPS, with copies to Gentile, the Town Council, and the Town Engineer. Seconded by Mr. Outlaw and **unanimously approved.**

Treasurer's Report

The January 2005 financial statement was briefly reviewed by Ms. Sachs. A posting/coding error was noted in landscape maintenance expenses (the January service was double-booked). Accounts receivable were reviewed. Four accounts were delinquent over 90 days, and in collections with the attorney at this time.

The 2004 year-end financial review was discussed. Recent changes in Florida Statutes require a change in the type of report the Association must produce, effective for the fiscal year beginning AFTER October 1, 2004 (i.e. FY 2005). **Motion by Ms. Sachs to engage the services of a CPA/Accounting firm to conduct a financial REVIEW only;** seconded by Mr. Armstrong and **unanimously approved.** The treasurer was given the discretion to select the CPA or firm to conduct the review (Rives & Co quote = \$1800.00, Rene & Assoc quote = \$1750.00).

Financial management of the Association's reserve funds was discussed. Currently, all reserve funds reside in Money Market accounts at nominal interest rates. Investment in longer-term, higher-yield insured instruments (CDs, Treasury notes, etc) was suggested. Management was asked to obtain information on financial planners for the Board's review at a future date.

Management was asked to follow up on the Florida Power & Light sales tax refund application.

Motion by Mr. Outlaw, to accept the Treasurer's Report as presented; seconded by Armstrong and **unanimously approved.**





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Manager's Report:

Written reports were reviewed, as was correspondence to and from owners and residents of the Community.

A response from the residents of 117 Waterford, regarding reports of an aggressive dog (received at the last meeting), denied that the dog acted aggressively, and invited the Board to visit the dog to confirm for themselves. **Motion by Mr. Cople that the Association notify the unit owners to compel the tenants to immediately remove the dog, due to complaints received;** motion was seconded by Mr. Armstrong and discussed. **The motion was TABLED by Mr. Cople until the next meeting. (No action taken at this time).** The Board wants to file a complaint with Animal Services, and encouraged any neighbors who observe the animal behaving aggressively to report the same.

Merrimack Way parking enforcement was discussed. Currently, residents are parking on a curve in the road, which is **not** presently marked or designated as street parking, thus creating a visual and traffic hazard to other motorists and pedestrians. Management suggested that the curbing could be painted 'traffic yellow,' and that NO PARKING signs could be installed to try and resolve the problem at this time. **Motion by Mr. Outlaw** to approve this work to be done. Seconded by Ms. Sachs and **unanimously approved.**

OPEN FORUM: The floor was opened for comments and concerns from unit owners in attendance

Trash collection procedures – a number of complaints were received regarding residents who leave trash cans and recycle containers out after the collection day; management advised that many violation notices have been sent in the past few months, reminding owners of the restrictions.

Traffic signs – Farmingdale is missing a "One Way" sign, at the Middlebury alleyway. A stop sign appears to be missing at the 4-way stop at the foot of the Waterford bridge.

Truck parking at 137 Middlebury – The truck parked at this residence by the tenants still has not met the compliance item previously agreed upon. **Motion by Mr. Cople to instruct the owner to immediately remove the vehicle or install the truck cap as previously agreed.** Seconded by Mr. Outlaw, and **unanimously approved.** Management was instructed to copy all previous correspondence regarding this matter to the Association's attorney, if unresolved within 10 days.

Landscaping maintenance responsibilities – Responsibility for the maintenance of front, side, and rear yards of the Units was briefly discussed. Management referred to the Declaration of Covenants for clarification and relayed the same to those in attendance.

Landscaping material replacement – staking trees and the replacement of dead or damaged shrubs, plants, and other materials was discussed. The Board will obtain additional cost estimates for landscaping replacement, due to hurricane damages.

Irrigation system concerns – Repairs made on Lots via work orders may not have included the observation and adjustment of all heads on the Lot. Management will discuss this with *Treasure Coast Irrigation* principals, and also obtain irrigation flags, so that problem areas can be marked.

Committee Reports:

Architectural Review – the following requests or projects were reviewed:

120 Milbridge – hurricane shutters **APPROVED**

119 Andover – unit owner still has not resolve issues regarding alterations made without prior approval;

Motion by Ms Sachs to refer the matter to the Association's attorney; seconded by Mr. Outlaw. Discussed; Outlaw will inspect the Lot and document the violations to management before any action is taken. **TABLED pending receipt of Mr. Outlaw's inspection report.**

Hospitality – The function of the committee was briefly discussed, and it was suggested that more community events be planned and held.

CrimeWatch – The February 28 presentation to residents by Town Of Jupiter police department representatives, to be held in the clubhouse, was briefly discussed, and all residents were encouraged to attend.





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Unfinished Business:

2005 Annual Meeting – Meeting notice and election procedures were discussed at length. **Motion by Mr. Armstrong to adopt certain procedures regarding notice to owners, solicitation of candidates, and other administrative procedures;** seconded by Mr. Outlaw and discussed. **VOTE taken:** IN FAVOR: Armstrong OPPOSED: Outlaw, Sachs, Copple. **Motion defeated.** The administrative procedures were discussed again, and some items were amended; the items were:

- A single notice will be mailed to all members no later than Friday, March 4th
- The notice will contain the date, time, place, and agenda for the Annual Meeting
- A proxy containing the Board approved Amendment, regarding leasing, be included and allow for a ‘yes’ or ‘no’ vote
- That the proxy include, with the notice, the names of those members wishing to be candidates and are submitted to the Board and/or management no later than February 28
- That the proxy have a minimum of three blank lines to allow members to vote for candidates other than those listed on the Proxy
- That ballots be issued to homeowners attending the Annual Meeting. The ballots will contain the names of the candidates submitted by February 28 as well as three write-in spaces.
- A notice for soliciting candidates will be posted in the community mail room
- Additional nominations will be accepted through March 14.

These procedures, as amended above, were **unanimously adopted and approved by the Board.**

Aerators in retention ponds – Management was asked to send a notice to the Abacoa POA requesting aerating fountains be installed in the retention ponds near Military Trail.

Playground repairs – Repairs are still needed; in addition, it was suggested that additional equipment be purchased and installed to enhance the playground.

New Business:

Town of Jupiter road equity issues – correspondence from the Town Of Jupiter, regarding road ownership, maintenance, and financial issues, was briefly discussed. Due to the late hour, this subject was **tabled until a future meeting.**

There being no further business to come before the Board, the meeting was ADJOURNED at 10:10 p.m.

