

**THE POINTE AT JUPITER YACHT CLUB
CONDOMINIUM ASSOCIATION, INC.**

**Board of Directors Meeting
Monday , May 26, 2009 @ 9:00 A.M.**

**Location: Bristol Management
1930 Commerce Lane, Suite 1**

Jupiter, Florida 33458

- I. DETERMINATION OF A QUORUM**
Directors Present: Mr. Barry, Ms. Blackwood (by telephone), Mr. Katz, Mr. Sasso, and Mr. Snell
Directors absent: None
Bristol Management: Mr. Inglis, PCAM and Ms. Queen, PCAM
Basil Flanigan, Maintenance Supervisor
Guests Present: Ms. Snell, Ms. Barry, Ms. Katz, Mr. Krieger,
- II. CALL TO ORDER: A quorum being present, Mr. Barry, President, convened the meeting at 9 A.M.**
- II. RESIDENT COMMENTS: The Directors reviewed the e-mail from Ms. Blackwood regarding questions from various unit owners. The questions were as follows:**
- 1. Could the sea grape trees (and things other than the sacred mangroves) next to the pool deck be removed so that we could see the Intracoastal from the pool deck?**
 - 2. Is there any possibility of getting a "credit" for the time not here?**
 - 3. There was concern expressed about having to pay \$55K a year for a guard that doesn't do anything for us. I believe that issue is being addressed elsewhere in the agenda.**
- The answers to the questions were as follows:**
- 1. Regarding the trimming of the mangrove area by The Pointe, a letter will be sent to the Master Association. Mr. Snell will prepare a letter to the Master Association asking them when the mangrove area is scheduled to be trimmed. Mr. Snell and Mr. Flanigan will look at the Sea Grapes on The Pointe property blocking the vista of the water. They will get a proposal from the tree trimmer to present at the next Board of Directors meeting.**
 - 2. There is no credit for time not here.**
 - 3. The procedure for the guards will be revisited by the Directors. Ms. Snell stated there was a procedure produced two years ago and she will look on her computer to find it.**
- III. APPROVAL OF MINUTES – A motion was made by Ms. Blackwood to approve the minutes of the April 9, 2009 Board of Directors meeting. Mr. Snell seconded the motion and it passed unanimously.**

IV. COMMUNICATIONS

- 1. Presidents Report – Mr. Barry had no report.**
- 2. Treasurer’s Report – Mr. Katz reviewed the Financial Statement as of April 30, 2009. He stated they have \$267,345.67 in the Reserve and \$187,417.81 of the funds in the Smith Barney Money Market Account receiving 4/10%. Mr. Katz said, these funds are protected by the FDIC up to \$250,000 by the end of the year. Mr. Katz suggested in order to get a better yield to leave approximately \$65,000 in the money market account with Smith Barney and \$120,000 of the funds should be used to purchase two CD’s one for six months at 0.7% and the other for one year at 1.0%. That will leave 1/3 of the funds in cash and 2/3’s in CD’s. Mr. Katz will get with Ms. Karmazin, Comptroller with Bristol Management regarding local banks having the better rates. A motion was made by Mr. Sasso to approve for Mr. Katz to move \$120,000 of the reserve funds to two CD’s: one for six months and the other for one year. Ms. Blackwood seconded the motion and it passed unanimously.**
- 3. Management Report – Ms. Queen reviewed the Management Report with the Directors. Mr. Barry thanked Susan for the good job in preparing the meeting package and the report.**
 - a. There were no leases recorded by Bristol from 1/1/09 to 5/22/09. It was reported that there were some leases but the unit owners had not reported them.**
 - b. There were two sales from 1/1/09 to 5/22/09. Unit 405 on 1/29/09 and Unit 603 on 2/26/09.**
 - c. There were two work orders issued for Unit 101 regarding a leak in the master bedroom which Mr. Flanigan will be reviewing and taking care of. The other work order was from Security Networks regarding a low battery which they were told to send a technician out to change the battery.**
 - d. Action Items Completed:**
 - 1. Newsletter, Parking Amendment, Parking Form and Contact Information Form was sent to all of the unit owners.**
 - 2. 13 Contact Information forms and two parking Forms were received. Mr. Snell will put this information in the newsletter he his preparing in the next few days.**
 - 3. Letter was sent to the unit owner in #103 inviting him to this Board of Directors meeting but also told him verbally and in writing that, according to the Florida Statutes as stated in the in the Tequesta Agency letter, his wood floors are his responsibility.**

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- 4. Ms. Queen did a walk through with Mr. Flanigan and Mr. Vanderwesthuizen of the whole exterior and interior of the building. They do a good job and work as a team. Mr. Flanigan and Ms. Queen reviewed the maintenance items that need to be done. Mr. Flanigan is working closely with Mr. Katz and Mr. Sasso on various maintenance items.**
- 5. The Directors received the letters from Titan Security previously regarding Silva, the security guard resigning, the monitoring system at the gatehouse not working, and the Master Association cancelling Titan's contract and going with Victory Security.**
- 6. A message has been sent to Sharon Caputo, the Property Manager for the Master Association regarding Mr. Sasso's request at the Annual meeting for an accounting of the \$50,000 annual payment for the gatehouse security.**
- 7. Mr. Flanigan reviewed the maintenance repairs needed and accomplished with the Directors. Mr. Flanigan stated he postponed the air conditioning condensate drain line work which was approved by the Directors to be done by Jupiter Plumbing until after June 1st because it will make a mess in the garage and there will be fewer cars parked in the garage at that time. Mr. Flanigan reviewed the leak problem at unit 101 with the Directors and how he was going to fix it. Mr. Flanigan and Mr. Vanderwesthuizen will start pressure cleaning the walls of the garage, caulking the walls, painting all the piping and the exterior and interior walls. They will use tarps on cars, they will roll the paint. Mr. Flanigan has two bids from contractors to do the striping. Mr. Katz stated if Mr. Flanigan needs additional help to complete the garage he has authority not to exceed \$1,000 for another maintenance man. Mr. Sasso stated Mr. Flanagan handle the whole project regarding the repainting of the garage, along with resolving all cars being moved accordingly. Mr. Snell will put this in the newsletter to all unit owners, posted on the property, and copies left at the front desk.**

4. Special Projects

- a. **Newsletter – Mr. Snell will publish the newsletter every other month if there is a great deal to report or otherwise quarterly.**
- b. **Security Camera – The Directors questioned if The Pointe should pay for the system in the guardhouse since it comes under the Master Association’s responsibility. The Directors will be reviewing the value of The Pointe’s security guard or purchasing a monitoring system 24/7 which Mr. Katz said, could be less than the Master Association and guard expense. Mr. Katz will research a monitoring system and give a report at the next meeting.**

5. Master Association Report

Ms. Queen will give Mr. Snell a copy of the e-mail she sent to United Community regarding the question that Mr. Sasso had at the Master Association about The Pointe paying \$50,000 a year for guardhouse security that they get nothing for. Ms. Queen will send the contact information she has for United Community to Mr. Snell who will prepare two letters regarding the \$50,000 a year charge for guardhouse security and the mangrove trimming. A motion was made by Mr. Sasso to have them move the security cart moved by 5/29/09. Mr. Snell seconded the motion and it passed unanimously.

F. OLD BUSINESS

- 1. Reserve Study Proposal - The Directors reviewed two Reserve Study proposals received from Sinclair and CAS. A motion was made by Mr. Sasso to approve the Reserve study submitted by CAS for \$5,600 so the Board can do a 2010 reserve budget. Mr. Snell seconded the motion and it passed unanimously.**
- 2. Resolution Book – The Directors reviewed the Resolution Book Ms. Queen prepared. A Table of Contents will be added and minutes checked in 2008 for the expense limits. These limits will be added to the book by Ms. Queen.**
- 3. Meeting Location – Mr. Katz is searching for a new meeting location and will review his findings at the next Board of Directors meeting.**
- 4. Maintenance Priorities – Mr. Katz has been working with Mr. Flanigan on the large light fixtures in the front of the building in getting them powdered finished and repainted, along with the roof repairs and the air conditioning contract renewal.**

- 5. Ethics Policy – A motion was made by Mr. Sasso to approve and accept the Ethics Policy prepared by Mr. Snell. Mr. Katz seconded the motion and it passed unanimously.**
- 6. Annual Meeting Calendar - Mr. Barry said that this project is not complete.**

G. NEW BUSINESS

- 1. Roof Repair Proposal – The Directors reviewed the roof repair proposal from National Roof Systems for \$3,300. A motion was made by Mr. Sasso to approve the roof repair proposal for \$3,300 and also install and glue work roof pads at additional cost not exceeding \$2,000. This expense will come out of the roof reserve. Mr. Katz seconded the motion and it passed unanimously.**
- 2. Next Building Quarterly Inspection Date – This will be tabled until the next meeting**
- 3. Air Conditioning Maintenance Contract – Mr. Flanigan presented two other proposals for the air conditioning maintenance contract. Ewing and Ewing’s contract is \$8,600. A motion was made by Mr. Katz to approve EDS as long as they cover everything in the line of service as presented in all of the other proposals and Mr. Flanigan will negotiate the price and the scope of work with EDS. Mr. Katz will sign the contract that Mr. Flanigan recommends. Mr. Snell seconded the motion and it passed by the majority. Mr. Sasso abstained.**
- 4. Sliders and Windows – Mr. Snell will put in the newsletter that the sliders and windows may leak during a hurricane and that the wheels will wear out over time due to the weight of the glass. Some residents have had favorable experience with Cherokee Glass and this information will be included in an upcoming newsletter.**

H. NEXT MEETING DATE – June 23, 2009 at 9:00 a.m.

- I. ADJOURNMENT – A motion was made by Mr. Sasso to adjourn the meeting 10:55 a.m. Mr. Snell seconded the motion and it passed unanimously.**