

Northfork Property Owner's Association, Inc.
BOARD OF DIRECTORS MEETING
Tuesday, April 21, 2009

ATTENDEES: Dan Guisinger, Dan Perez, Anthony Cardillo, Mark Slifkin, Tom McElroy, Gary Troast and John Wood were present. Carolynne Casale, representing Bristol Management, was present.

Committee member attendees: Jill Portales, Wally Stevens

(At the beginning of the meeting, Gary Troast was called away on an emergency and did not return.)

CALL TO ORDER: Dan Guisinger called the meeting to order at 7:03 p.m.

MINUTES APPROVAL:

† A motion was made by Anthony Cardillo to approve the minutes from the March 17, 2009 meeting; the motion was seconded by John Wood and carried unanimously.

Dan Perez wanted future meeting minutes to include the names of any committee members that were present at these meetings.

TREE ISSUES – ADDRESSING THE MEMBERSHIP:

On behalf of the Board of Directors, Dan Perez addressed the attending homeowners in an effort to squelch any further rumors that were being spread throughout the community and to allay any fears unit owners may have about “removing all the oak trees” or “removing all the sidewalks”. He began by explaining about the problems the POA was experiencing with the invasive roots of the oak trees and the effect on the infrastructure. The board was in the process of working with the Town of Jupiter to secure permits to remove some of those trees that were initially planted in areas which were too small to house a 20-year old tree. It was estimated that to remove one of these larger trees would cost approximately \$1,000, plus the cost of the sidewalk/swale repair. In an effort to reduce further destruction of the sidewalks, streets and swales in the community, the board will inspect these trees in the ROW every year to ascertain which, if any, need to be removed to prevent further damage. In their place, new 12 foot trees will be planted either in the same area if it is large enough to accommodate an oak tree or in another common area location.

In researching the plats and site plans for the POA, the board found that the area designated as “community or association property or Right-of-Way (ROW)” was in fact the area 25 ft. from the center of the roadway; another 10 ft. was designated as utility easements. At the end of this point, the unit owner’s property line begins. As a result of these findings, the association will be taking the responsibility of maintenance, repair and replacement of all sidewalks and trees in the designated common areas.

The oak trees will be properly pruned (removing 25% from the canopy) to thin them out and encourage proper growth, while making these trees capable of resisting high hurricane winds that may result in uprooting. The board plans to prune these trees every three years. The membership will be special assessed for this maintenance accordingly.

TREASURER’S REPORT: The March financials were accepted as presented by Bristol Management. Mr. Perez requested that BMS make every effort to ensure that the financials are sent to him the Friday before each meeting, so he can review them at length. He reported that the POA currently had \$434.7K

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in assets, \$230K of which was in CD's earning approximately \$12K in interest annually. Legal expenses were higher than budgeted, in view of the impending litigation and three units were in arrears at this time.

There was a question about an extremely high water bill that he was researching with the Town of Jupiter Water Dept.

Dan Perez also brought up the fact that the covenants (Article VII, Item 4) require that all rentals be for a minimum of six months and that assessments for the rental period be paid at the commencement of the lease. He recommended that the board provide notification to all residents of this ruling and request that notification be made to the POA whenever an individual leases their unit.

†A motion was made by Dan Perez to enforce the rental notification process for all rentals in the community and that notification should be accompanied by a copy of a valid lease document; the motion was seconded by Anthony Cardillo and carried unanimously.

COMMITTEE REPORTS:

ARB Committee Report:

Jill Portales reported on the status of Units 108, 145 and 155 NRDE; 127 Renaissance, 24 and 143 Victorian Circle. The ARB report is attached to these minutes.

†A motion was made by Mark Slifkin to appoint Wally Stevens to the ARB Board; the motion was seconded by Anthony Cardillo and carried unanimously.

ARB Project Completion Form: A copy of the Project Completion form was distributed by Jill and approved by the Board to be put into use. The process will be as follows: ARB requests to be completed and submitted to BMS for log in and submission to the ARB Board; upon approval, BMS will issue the approval letter and enclose a copy of the Project Completion form which is to be completed and returned to the ARB Board for sign off when the project has been finalized. A copy of this form will be filed with the original ARB approval.

Jill Portales is currently working on an inspection guideline for weekly property manager inspections.

OLD BUSINESS:

Landscaping Report: John Wood

Amended copies of the Phase II landscaping plans were sent out by BMS to five landscaping contractors for proposal bid to submit no later than May 11th. John advised that 24 dwarf podocarpus plants at the entrance were dead or missing and should be replaced. He requested that he be present at the time these plants are replaced so that he can indicate to the exact locations where these plants should be installed.

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Anthony Cardillo reviewed the status of the tree removal and paver walkways. Bids were obtained for both projects. The board discussed the expenditures for these projects and guesstimated that they would incur the following costs to continue the Phase II project:

Tree removal	\$1,400
Tree replacement	\$3,000
Paver walkways (2)	<u>\$5,000</u>
	\$9,400

†A motion was made by Dan Perez to approve the installation of the east and west walkways for a maximum expenditure of \$5,000; the motion was seconded by Mark Slifkin. Further discussion ensued.

†The motion was amended by Dan Perez to approve the walkways to a maximum of \$6,000, providing the landscaping could be accomplished with the available funds; the motion was seconded by Tom McElroy and carried unanimously.

John Wood and Anthony Cardillo will review the landscaping plans once again. Several board members will review the paver proposals to decide upon a suitable contractor.

The board further discussed reducing expenditures at the entrance by having the three oak trees pruned, rather than removed; having the sycamore tree removed and prune or remove a queen palm at the east side entrance that was growing into another oak tree and Bismarck palm.

†A motion was made by Dan Guisinger to have three oak trees pruned, the sycamore tree removed and remove a queen palm at the east side entrance plus stump grind the remaining four stumps on the east and west entry areas for a maximum cost of \$1,000; the motion was seconded by Anthony Cardillo and carried unanimously.

Tree Removal/Sidewalk Repairs:

Mark Slifkin advised that the TOJ stated that the POA would not have to replace three 12-foot trees, but could replace them with six 8-foot trees at the entrance area.

NEW BUSINESS: Due to the late hour and the fact that the room was reserved for only two hours, all new business was tabled until the May meeting.

ADJOURNMENT:

With no further business before the Board, a motion was made to adjourn. Meeting was adjourned at 9:20 p.m. The next scheduled meeting is to be held on May 19, 2009.

Respectfully submitted by,

Carolynne Casale

Carolynne Casale, LCAM

Minutes Approved: May 19, 2009