

Northfork Property Owner's Association, Inc.
BOARD OF DIRECTORS MEETING
Tuesday, March 17, 2009

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

CALL TO ORDER: Dan Guisinger called the meeting to order at 7:00 p.m.

MINUTES APPROVAL:

†A motion was made by John Wood to approve the minutes, as amended, from the February 17, 2009 meeting; the motion was seconded by Mark Slifkin and carried unanimously. Dan Guisinger also explained that the November minutes under the Treasurers Report contained incorrect wording and the paragraph itself should not have been discussed or included in the minutes since it was considered "attorney/client" privilege with respect to Tract D and had to be blacked out until this litigation was resolved.

TREASURER'S REPORT: The February financials were accepted as presented by Bristol Management.

All Utilities would be divided 72% (east side)/28% (west side).

At the February meeting, BMS was requested to obtain the cost of replacing the entrance gates in order to confirm the correct funding of the gate reserves. The estimate obtained to replace all eight gate panels from J&R Welding was \$20,000.

†A motion was made by Dan Perez to re-allocate gate reserve funds as follows: \$15K to Roads; \$10K to Landscaping; \$5K to drainage pipe repair. The motion was seconded by Dan Guisinger and carried unanimously.

John Wood went on the record as requesting more funding toward Landscaping in the future. It was argued by Dan Perez and Dan Guisinger, however, that road work was a more immediate need, particularly in areas at Victorian Lane and Tuscan Circle.

COMMITTEE REPORTS:

ARB Committee Report:

Jill Portales reported on the status of approvals (137 NRDW) & pending issues (24 & 143 Victorian) and noncompliance updates (111 NRDW and 145 NRDE). 145 NRDE had actually submitted landscaping plans, but they were not received by Jill prior to the meeting. 111 NRDW has, for the most part, brought his property into compliance. There is one dead shrub near the A/C unit that remains to be replaced. The ARB will meet with 155 NRDE shortly to review additional landscaping plans with the unit owner and his landscaping service.

ARB Project Completion Form: The ARB is working on a Project Completion form whereby a unit owner will sign off once their approved project has been completed and an ARB representative will

Northfork Property Owner's Association, Inc.
BOARD OF DIRECTORS MEETING
Tuesday, March 17, 2009

execute this form as an indication that the project has been satisfactorily completed according to the POA's guidelines. The ARB will present this form for approval by the Board at the April meeting. There was some discussion on the lack of maintenance on several homes in the community that appear to have been abandoned or are in foreclosure.

†A motion was made by Dan Perez to obtain a legal opinion on the POA's authority to maintain abandoned Northfork properties (mowing front lawns as needed); the motion was seconded by John Wood and carried unanimously.

BMS will get an estimate from Southern Exposure to mow these lots. The board meanwhile will inspect the community and identify what units will require this service. All costs associated with this maintenance will be passed on to the respective units as part of their unpaid assessments.

Landscaping Report:

Cotleur Hearing submitted ten copies of the amended Phase II landscaping plans.

Proposals were obtained from BMS for new paver walkways and tree removals at the entrance, as part of this project. Since tree removal would involve obtaining a permit from the Town of Jupiter, it was suggested that this process commence immediately.

†A motion was made by Tony Cardillo to begin the tree removal process as follows:

1. Identify trees to be removed on site plan for TOJ submission
2. Complete permit application
3. Confirm if replacement trees are required by the TOJ (quantity and caliper)
4. Prepare RFP for tree removal

The motion was seconded by Dan Perez and carried unanimously.

OLD BUSINESS:

Tree Removal/Sidewalk Repairs:

Mark Slifkin will prepare the permit paperwork for the tree removals in the east side. He will also identify these trees on a site plan for submission to the TOJ.

Bids were sent to several contractors for sidewalk repairs, however, to date only Tart's Artistic has responded by submitting their proposal for 42 sidewalk repairs at a cost of \$2,375.00. Board would like information on the costs for: grinding, concrete ramp repairs and asphalt repairs.

West side fountain replacement:

Proposals were received from Superior Waterway, Treasure Coast and Aquagenix. Superior's proposal involved using the existing equipment and only replacing the nozzle to duplicate the spray of the east side fountain. He recommended two sites where the effects of this nozzle could be viewed, but one area was not operating at all and the second did not provide an adequate presentation. The board requested that BMS arrange a meeting with Chris York on site to view the fountains and possibly have the nozzle demonstrated to determine if this was the best case scenario. Meanwhile, they recommended that no

Northfork Property Owner's Association, Inc.
BOARD OF DIRECTORS MEETING
Tuesday, March 17, 2009

maintenance be done, particularly light changes, until it was determined whether or not they would purchase a new fountain or use the existing equipment.

Pool Fountain Lights:

†A motion was made by Dan Perez to approve the proposal from Hanama Bay Pool Service, Inc. to replace all eight lights in the east and west fountains at a cost of \$1,400 (8 lamps @\$175 each) + labor, not to exceed \$150.00; the motion was seconded and carried unanimously. (Terry Bader recommended that replacement of the PVC stand pipes be included, as long as the fountains are to be drained.) The board agreed to add these two pipes in the proposal. BMS will provide an updated proposal to the board when received from Hanama Bay Pool Service, Inc.

Outfall Pipe Repairs:

BMS obtained bids from Tart's Artistic and A1 Pipe Cleaning Services. Mark Slifkin noted that possibly only four of the pipes in these proposals were at a state that required immediate attention. BMS advised the board that there may be some responsibility for maintenance by the NPBCID on some of the pipes in question. This item was tabled until the District could verify what pipes were actually the responsibilities of the POA.

MANAGER'S REPORT: (on file).

- **155 NRDE** – The Attorney sent this owner a letter regarding landscaping noncompliance. He called me today and requested that the ARB meet him on site with his landscaping service to review what needed to be done. I emailed the ARB his contact information.
- **Late fee letters** – Six units were sent letters regarding late fees that remained unpaid. Article VII was quoted with a statement that if payments of all monies due are not paid within 15-days, their account will be sent to the attorney for collection and they will be responsible for all legal fees incurred. If this fails, their account will be sent to a collection agency. To date, only one unit has paid their late fee.

NEW BUSINESS:

- **Contract Reviews:** It was agreed that BMS will provide the board with a legend detailing all existing contracts with all vendors and their termination dates and that the board would be notified of the expiration of each contract at least one month before it's expiration in order to either re-negotiate the contract or terminate it within the 30-day time period stipulated in these contracts.
- **Comcast Renewal:** BMS advised the board that the Comcast renewal was coming up in January 2010 and recommended that they speak with an attorney that has been dealing with these contracts, Ila Feld of Community Media Consultants. BMS will arrange to have her present at the next meeting in April.

ADJOURNMENT:

With no further business before the Board, a motion was made to adjourn. Meeting was adjourned at 9:25 p.m. The next scheduled meeting is to be held on April 21, 2009.

Northfork Property Owner's Association, Inc.
BOARD OF DIRECTORS MEETING
Tuesday, March 17, 2009

Respectfully submitted by,

Carolynne Casale

Carolynne Casale, LCAM

Minutes Approved: April 21, 2009