

**Northfork Property Owner's Association, Inc.**  
**BOARD OF DIRECTORS MEETING**  
**Tuesday, September 15, 2009**

**ATTENDEES:** Dan Guisinger, Dan Perez, Anthony Cardillo, Gary Troast, Mark Slifkin, John Wood and Tom McElroy were present. Carolynne Casale and Vera Stewart, representing Bristol Management was present. The board was formerly introduced to Vera Stewart and a notice was sent to all board members about the transition of Property Managers for Northfork which would be accomplished within the next 60-days.

**ARB Committee Member Attendees:** Jill Portales was in attendance.

**Owners present:** K. Dorman and J. Lynch.

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

**MINUTES APPROVAL:**

† A motion was made by Mark Slifkin to approve the minutes from the August 18, 2009 meeting; the motion was seconded by Tom McElroy and carried unanimously.

† A motion was made by John Wood to approve the minutes from the August 20, 2009 meeting; the motion was seconded by Gary Troast and carried unanimously.

**TREASURER'S REPORT:** Dan Perez reported on the August financials, which were accepted as presented by Bristol Management. The balance sheet reflects \$449,595.30, which is approximately \$70K ahead of 2008.

1) Dan Perez addressed the issue of hiring contractors without current licenses and insurance certification. He checked with counsel who advised that a "handyman" could operate without a license, however, insurance (worker's compensation and liability) were essential to protect the community from liability resulting from the contractor's injury as well as injured third parties as a result of his work or negligence, regardless of whether the person volunteers for the community or has been hired by the POA.

BMS confirmed that all contracts processed through their offices included the verification of current licenses and certificates of current insurance coverage.

2) Betterments & Improvements – Dan Perez obtained opinion from counsel on this matter and was advised that "a *betterment* is an improvement above and beyond what exists." No membership approval is required for maintenance issues. The cul-de-sac landscaping in this case is a maintenance issue.

**COMMITTEE REPORTS:**

**ARB Committee Report:** Jill Portales presented her report on ARB issues to the board. Unit 155 NRDE has still not brought his landscaping into compliance, after repeated attempts by the ARB to resolve this matter. Recently, they received approval to remove the Areca hedges on the north side of their property and replace them with Ficus hedges. To date, no Ficus hedges have been installed and they have removed the Areca palms on the south side of their property, without approval.

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The board requested that BMS contact counsel to issue a notice (via certified mail) giving this owner thirty days in which to bring his property into compliance or mediation would be pursued. The board also requested that billing for counsel be included in this notification.

**Landscaping Report:** John Wood advised that 14 dwarf Podocarpus plants were needed in the entrance area and the Aunti Lo Ti plants at the east & west side medians needed to be exchanged for something else more sun tolerant. John and Anthony Cardillo will arrange to meet with the landscaper to determine what plants would be more suitable for these areas.

**Old Business:**

**Fountain Repair/Replacement:** Bill Norman advised that the parts needed for the west side aerator converter and the GFI switches should be received this week and work would be completed by Friday.

When asked if they would be interested in taking over the fountain maintenance, Bill Norman advised that they would certainly do so, as proposed below:

*We prefer to let the fountain tell us when to do the PM's - We go and do the first PM (this will be done on Friday) and come back in about 3 months and do it again. If the fountains are in good shape, we will recommend to move the PM's out to every 6 months. If the fountains are pretty dirty, we will keep it at every 3 months. We will communicate our recommendation to you after the second PM.*

*Our PM'S go something like this:*

*Do a visual check on the fountain when we get there from shore.*

*Turn the fountain off and check the lights via amperage readings. This tells us if any and/or all lights are in need of bulbs.*

*We then launch the boat and go out to clean the intake screen, nozzle and lights, reballast the float as necessary, and replace any bad light bulbs.*

*We then go back to the control panel and measure the insulation resistance, the motor winding resistance(s) and do amperage readings on the motor and recheck the light amperage readings if anything was done to them.*

*We charge \$75.00 per fountain per visit. The only additional charge will be for replacement light bulbs.*

† A motion was made by Mark Slifkin to accept the proposal from Fountaining to maintain the two newly refurbished fountains on the east and west side at a cost of \$75.00 per fountain, per visit; the motion was seconded by John Wood and carried unanimously.

**Phase 3 – Landscaping:**

The Phase III Landscaping (cul-de-sacs) was approved at the August meeting, but the board required additional information on funding before proceeding with this project.

† A motion was made by Anthony Cardillo to proceed with Phase III Landscaping of the nine (9) cul-de-sacs in the east & west side by Southern Exposure Landscaping; the motion was seconded by Mark Slifkin and carried unanimously.

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**Island Way-Well Installation Update:**

Well Install: Josh from Jupiter Pump & Well has applied for the permit; however, this is now in conflict with the Water Usage Permit renewal that Tony LasCasas is pursuing on behalf of Northfork with the SFWMD. Mr. LasCasas has recommended that Jupiter Pump and Well pull their application for the time being until he has secured the renewal. BMS will contact Jupiter Pump and Well and advise.

Electric: the bushes have been removed from the area surrounding the transformer adjacent to 172 NRDE to allow FPL access to repair the concrete slab upon which the transformer sits and to permit access by Steve Thompson Electric for the well electric installation. The Notice of Commencement has been filed and should be mailed to BMS this week. The electrical permit is also in process.

**SFWMD-Developer Certification:** Anthony Cardillo spoke with Dan Beatty of the NPBCID regarding this certification. Mr. Beatty advised that they signed off on the lakes back in January and this matter was closed. (BMS advised that when the certification documents were first received from Jim Fyfe, she questioned him about the NPBCID sign off to which he replied "this is something else entirely separate from that document.") Gary Troast recommended that no further action be done in this regard. If the matter arises again, the board will submit the certification provided by the NPBCID.

**Comcast Contract Renewal:**

† A motion was made by Tom McElroy to accept the amended proposal from Comcast for "Standard Basic, Digital Starter Service with High Definition (HD) and HBO at the rate per unit of \$41.95 plus tax; the motion was seconded by Mark Slifkin and carried six to one, Dan Guisinger opposed.

† A motion was made by Mark Slifkin to accept the amended proposal from Comcast for the five year term, with no door fees; the motion was seconded by Anthony Cardillo and carried six to one, John Wood opposed.

**NEW BUSINESS:**

**Painting & Pressure Cleaning Entry Columns/Walls:** Proposals were obtained from four vendors to pressure clean and paint the walls and columns at the east & west entrance areas and the single monument along NF drive, along with pressure cleaning the roadway pavers. Due to the disparity of quotes, Dan Perez suggested that two more proposals be obtained. He provided two painting company's names for this purpose. Vera Stewart will obtain proposals from these vendors.

**Damaged sidewalks** were addressed. With sidewalks in need of repair and marked earlier in the year to obtain proposals, the Board decided to return to the issue by re-inspecting and marking the sidewalks most damaged so that the proposals can be updated and a decision can be made to begin the repairs.

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**Mowing Tract D:**

† A motion was made by Mark Slifkin to accept the proposal from Southern Exposure Landscape to mow the area known as Tract D monthly (April thru October) and every other month (November thru March) at a cost of \$100.00 per month; the motion was seconded by Gary Troast and carried unanimously.

**ADJOURNMENT:**

With no further business before the Board, a motion was made to adjourn. The meeting was adjourned at 8:30 p.m. The next scheduled meeting is to be held on October 20, 2009.

*The board cleared the conference room to hold a closed meeting with counsel concerning the Tract D litigation in progress.*

Respectfully submitted by,

*Carolynne Casale*

Carolynne Casale, LCAM

Minutes Approved: \_\_\_\_\_