

Avellino Isles Condominium Association, Inc

Board of Directors Meeting Minutes

June 27, 2022

Held via Zoom Online Meetings

Call to Order: The Meeting was called to order at 3:02 pm.

Notice of Meeting: Notice of the meeting was posted in accordance with FL Statute 718.

Quorum of the Board of Directors: Linda Cataldi, Ann Graham, Bill Mullins, Rein Mannik & Karen Haber.

Also, Present: Heather Keel, CAM of Cambridge Management

Approval of Prior Meeting Minutes:

A Motion was made by Karen Haber to waive the reading of May 23, 2022 Board Meeting and June 1, 2022 Closed Board Meeting Minutes and approve them as submitted. The Motion was seconded by Bill Mullins and passed unanimously.

Officer Reports:

President: Linda Cataldi reported on the following items:

- Linda noted that during the Closed Meeting held on June 1st the Board was informed that two Appraisers for both sides and the Umpire were appointed with regard to the Associations ongoing Insurance Claim resulting from damages incurred during Hurricane Irma. Onsite inspections were completed on June 17, 2022.
- Linda also reminded homeowners present at the meeting of the updated procedure for homeowner comments during the meeting. Additionally, Linda reminded Board Members that the Board of Directors will listen to the homeowner comments and not respond but take the comments into consideration when discussing the Agenda items the owner comments on.
- Linda thanked Karen Haber and Al Lipsetz for their time spent volunteering in the Community as they will be moving out of Avellino Isles, and therefore will no longer serve the community as the Association Treasurer and Landscape Chairperson.

Vice President's Report: Rein Mannik provided an update on the Venezia Grande project and the affect on Avellino Isles. It was noted that Venezia Grande will be replacing their raised land fountains and that access through Avellino is necessary to reach the location of the replacements. An agreement has been drafted in which Venezia Grande will take full responsibility for all damages to Avellino Isles caused by the Venezia Grande project.

Treasurer: Karen Haber reported on the following:

- Karen reviewed the account balances as of the date of the meeting. Karen also noted that there are two more Reserve transfers to be made in 2022 as it is completed quarterly.

- The Finance Committee met on June 17th and made comments relative to the draft financials provided by Cambridge Management. Cambridge Management is to make changes to Balance Sheet locations of accounts based on communications from Karen Haber.
- Karen Haber also requested that the Board of Directors require Cambridge Management to respond to her written inquiry and provide financial statements through May 2022 by no later than June 29, 2022.
- Karen also reported that she is forecasting expenses to be over budget by approximately \$76,000 and needs the financials to determine if her forecasting is correct.

Committee Reports – New Owner Welcome:

- Committee Reports were submitted to the Board of Directors and will be posted on the Avellino Isles Website if homeowners wish to read them directly.
- Linda Cataldi welcomed the two new owners during the month of June: Earl and Donna Barnal of unit 34202 and Gary and Karen Swain of unit 21101.

Management Report:

- **Introduction of Bonnie Zaino:** Bonnie Zaino has taken over the position previously held by Helen Ferrer and can be contacted at the Cambridge Management office to aid homeowners.
- **Document Rewrite – Red Line Draft:** Heather noted she mis-scheduled the document re-write meeting in her calendar and as a result had to reschedule it.
- **Update on Violation Inspection:** There are 11 buildings with violations and the majority of those violations are in the common areas. The removal of personal items in the common area will start to take place of the week July 11th.
- **Update on Wind Mitigation Inspection:** The inspection was completed and the updated Wind Mitigation Reports have been received. An email communication was sent to the Membership with copies of the updated reports.
- **Building Address Signage Update:** Cambridge has been communicating with McBrooms Signs in Bonita Springs to develop a proof to be considered.
- **2021 Fiscal Audit Completion Update:** The Auditor is actively working on the 2021 Audit.
- **Review of New Contracted Services:** It was noted that the termination letters to both Solitude, Arrow Environmental and Alford were mailed on May 27, 2022. In addition, the contracts with Superior Waterways and Definitive Pest Solutions were engaged with a start date of July 1, 2022.
- **Update on Downspout Drainage Project:** It was reported that the drainage box replacement portion of the project has been completed. The underground pipe repairs are pending scheduling after utilities are marked as required.
- **Land Fountain Light Bulb Replacement:** Six land fountains have had bulbs replaced and the remaining fountains are pending scheduling as they will require the fountain to be fully drained to complete.
- **Painting of Pedestrian Gate:** The proposal has been requested from Elias Brothers and has not been received to date.
- **Review of Homeowner Comment Procedure:** Homeowner's will be provided the opportunity to speak on Agenda items after the Management Report and prior to the start of Old Business. After the meeting is adjourned, Heather will stay on the call and answer any homeowner questions unrelated to agenda items.

Homeowner Comments on Agenda Items Under Old and New Business: No Comments on Agenda items were made.

Old Business:

Rules and Regulations Update – Addition of Contractor and Remodel Rules: A review of the contractor rules was held a few minor changes were made to the draft. The revised Contractor Rules are as follows:

Contractor Rules

1. *All construction and remodeling shall be conducted within the following times:*
 - *Monday through Friday between the hours of 8:00 AM and 5:00 PM*
 - *Saturday between the hours of 9:00 AM and 3:00 PM*
 - *Sunday no work is permitted with the exception of emergency repairs*
2. *All general repairs inside a unit with no noise impact on surrounding units (Sunday is not permitted for general repairs) and emergency work related to existing plumbing, electrical and HVAC systems is permitted outside of these hours, if required.*
3. *If water to the building is required to be shut off, Management must be notified not less than 72 hours in advance so the residents of the building can be notified.*
4. *All trash and debris shall be removed from the premises daily. No construction trash is allowed to be left outside of the Condominium Unit. Grout, paint, wall mud or any construction material or liquid must not be poured down any drains, sinks, tubs or toilets.*
5. *The Unit Owner is responsible for ensuring that their Contractors and Vendors abide by the Community Parking Rules and do not park on the grass under any circumstances. In addition, Contractor and Vendor vehicles cannot block egress and ingress to neighboring driveways. Owners should also ensure that their contractors and vendors only park on the permitted side of the roadway.*
6. *If the contractors or subcontractor discovers a defect in the unit being worked on, he/she must report it immediately to the Association.*
7. *Activities may be monitored by the Association and non-compliance to these rules may result in the contractor or subcontractor being barred from the premises.*
8. *All violations of these Rules should be communicated through Property Management. If a violation occurs, please send an email to Property Management with information pertaining to the violation.*

A Motion was made by Bill Mullins to approve the draft Contractor Rules to be mailed to the Membership for approval by the Board of Directors at they July Board Meeting. The Motion was seconded by Ann Graham and passed unanimously.

Call Box Screen Repair Update: Ann Graham reported that the screen cannot be repaired as the needed part is obsolete. Proposals were obtained from two vendors and the recommendation is to proceed with the New IQ quote for replacement.

A Motion was made by Bill Mullins to accept the New IQ proposal in the amount of \$10,903.30 for the replacement of the Tele-entry system to be paid from Reserves. The Motion was seconded by Rein Mannik and passed unanimously.

Reserve Study Update: The update was originally scheduled to start in August. Reserve Advisors has recommended moving that start date forward. Bill Mullins noted that he does not agree with the recommendation, and there is a tentative start date for September. It was noted that there is a six month window to request alterations once the report is completed and finalized.

New Business:

Collections Policy and Procedure: Bill Mullins reported that the Associations Aged Receivables are in good shape however he would like to put in place a collections procedure to be followed strictly in which a Notice of Late Assessment is sent to any homeowner with a balance of \$100.00 or more once that balance is thirty days late.

A Motion was made by Bill Mullins to send a Notice of Late Assessment to all owners that have a balance of \$100.00 or more after 30 days of delinquency. The Motion was seconded by Ann Graham and passed unanimously.

A Motion was made by Bill Mullins to increase the current late fee of \$75.00 to 5% of the assessment value (\$137.50) on all delinquent accounts effective the 15th day of the month in which assessments are due. The Motion was seconded by Karen Haber and passed unanimously.

A copy of the Collections Policy will be mailed to homeowners with the Contractor Rules in the Notice mailing to be sent to the Membership in advance of the July Board Meeting.

A Motion was made by Bill Mullins to allow Management to consider the waiver of late fees based on individual circumstances. The Motion was seconded by Ann Graham and passed unanimously.

A Motion was made by Bill Mullins to have Management include a copy of the AR report and copies of collection letters in the monthly Board Meeting Materials. The Motion was seconded by Ann Graham and passed unanimously.

Emergency Medjool Removal – Expenses and Pending Proposals: It was noted that the Association incurred costs of \$4,455.00 related to the emergency removal of the diseased Medjool Date Palm located at the pool. It was noted that the trimming of the Medjool Palms is scheduled for early May each year,; however, due to the earlier bloom of the seed pods in 2022 the 2023, the trimming should be moved forward to the month of April.

Appointment of Building and Grounds Chairperson:

A Motion was made by Linda Cataldi to appoint Fred Conforti as the Chairperson of the Building and Grounds Committee. The Motion was seconded by Bill Mullins and passed unanimously.

Homeowner Hardship Request: A homeowner (Unit 2202) with an inner courtyard garage has asked that they be able to park their third vehicle at the clubhouse. There are three adults that reside in the unit, and if they park their third vehicle adjacent to the garage door it makes egress and ingress difficult for the neighboring garages.

A Motion was made by Ann Graham to allow the hardship request made by 2202. The Motion was seconded by Bill Mullins and passed unanimously.

Resolution to Assign Unallocated Interest Earned on Reserves:

A Motion was made by Karen Haber to reclassify unallocated interest earned in fiscal year 2021 to the Pooled Reserves (estimated amount of \$34,502.00). The Motion was seconded by Ann Graham and passed unanimously.

Adjournment: With no further business to discuss, the meeting was adjourned at 4:47pm.