

**Sunrise Lakes Phase 4 Recreation District**  
**Meeting Minutes**  
**Tuesday, February 21<sup>st</sup> 2017**

- Meeting Called to order at 9:30 AM by Chairperson Jack Meehan.
- Pledge of Allegiance

### **Roll Call**

- Supervisors in attendance were Jack Meehan, Steve Salkin, Sandra Hankin, Minelba Martinez, Robert Mendelow and Stanley Leibowitz. Also in attendance are Kim Juda, Thomas Angelos.

### **Approval of Prior Meetings Minutes**

**M1:** Steve Salkin motions to approve the meeting minutes from the last meeting on January 17, 2017. Stan Leibowitz seconds. All in favor. Approved.

### **Manager's Report**

Kim Juda presents the manager's report. Phase 1 of the roof repair is complete. Phase 2 of the roof repair was opened for bidding, published in newspaper and on website. We did not receive any bids besides ones from Pritt's roofing. The engineer has recommended that we complete Sections 3 and 4 next. Schematic of roof is included in package. Kim recommends we complete Phase 2 next (sections 3 and 4) and complete Phase 3 (sections 5 and 6) when funds are available. We received 3 bids for replacements of the air conditioning unit. One bid was received for resurfacing of the tennis and racquetball courts. All bids should be approved subject to review by the attorney. Minelba will be advertising a job posting for a part time employee. Marian is looking into a company that would work the shows and handle lighting and sound board. We are waiting on pricing for the next show season. We are working on getting emails for the Rec District Supervisors. We were experiencing technical difficulties with the member database, Thomas will be providing updated list to security. Bond refinance RFP's have been mailed out. All are online on the website. Sealed bids will be opened on February 28<sup>th</sup>. We would like to schedule a workshop on March 9<sup>th</sup> where topics including Sunshine Law, Bond Refinancing, and pros and cons of keeping District status will be discussed. Operating policies needing updates includes hours of operation and use of personal email accounts. We are working on a policy for facilities usage.

### **Chairman's Report**

Jack Meehan discusses staffing procedures – how to more efficiently schedule staff and projects. There is a City Ordinance in Sunrise, FL that requires public facilities to have an automated defibrillator and someone trained to use it on the property at all times. We want to have training done. There will be a

tree removed at Satellite 3. All satellites have new signs which show the address of the satellite, as well as emergency and non-emergency phone numbers. There was a meeting with ORNA Security to discuss how to more effectively monitor the Golf Course and property.

## **Chairman's Report**

Jack is pleased to announce the card room is complete. Lighting will be changed to LED lighting. Distribution of access cards for Satellites 1 and 2 will be taken over by the Recreation District. At Satellite 3, the area of walkway damaged by tree roots will be repaired. The tree will be removed and the concrete walkway will then be fixed. The fence repairs around the golf maintenance building will be done by the maintenance crew. Signs with the addresses of the satellites have been ordered, and will be installed around the pool decks at the satellites. The work request form is available online.

## **Treasurer's Report**

Stan Leibowitz gives the Treasurer's report.

## **Acceptance of Bids**

The Board considers the Bids Submitted by Pritts Roofing Inc. and Axiom Engineering for Phase 2 of the Main Clubhouse Roof Repairs.

**M2:** Jack Meehan motions to accept the bids submitted by Pritts Roofing Inc. and Axiom Engineering for Phases 2 and 3 of the main Clubhouse roof repair, subject to review by the attorney. Work on Phase 2 will commence immediately. Phase 3 will commence once funds are available. Steve Salkin seconds the motion. All in favor.

The Board considers the bids received for replacement of the Air Conditioning unit.

**M3:** Jack Meehan motions to accept the bid form Air Electric, subject to review by the attorney. Minelba Martinez seconds. All in favor.

The Board considers the bid submitted by Fast Dry.

**M4:** Stan Leibowitz motions to accept the bid for resurfacing of the tennis and racquetball courts submitted by Fast Dry, subject to review by the attorney. Jack Meehan seconds. All in favor.

**M5:** Jack Meehan motions to schedule a workshop on March 9<sup>th</sup> at 9:30 AM. Stan Leibowitz seconds. All in favor.

**M6 (Tabled until next meeting):** Jack Meehan motions to update the policies and procedures to reflect hours of 7:00 AM to 11:00 PM. Steve Salkin Seconds. There is discussion on this matter as to whether this is the best time to update. Jack Meehan motions to table this issue until the next meeting. Minelba Martinez seconds.

(Tabled until next meeting) Kim Juda discusses the updating of the policies and procedures, specifically the use of personal emails for Recreation District purposes. Recommends we update to require Supervisors to use Recreation District assigned email for Recreation District use. Steve Salkin asks if we can table this until after the March 9<sup>th</sup> workshop. Issue tabled until the March 21<sup>st</sup> meeting.

The Board discusses the issue of how often they want the roving security guard to check ID's. It is concluded that the policy in place is to have the Security Guards check regularly.

Requested Agenda items for next meeting-

1. Steve Salkin - Street Lights within Inc.'s being paid by Recreation District when they should be paid by the Inc.'s. Asks that the Inc.'s install a meter and transfer the charge for electricity to the Inc.'s.
2. Steve Salkin believes we need an on-site manager to handle scheduling of employees, management of staff and ongoing maintenance of the facility.
3. Minelba Martinez recommends we should be on the market for a new attorney.
4. Stan Leibowitz asks that we look for acoustic panels for small card room to dampen sound.

## **Old Business**

No old business discussed.

## **Good & Welfare**

Marie Ovian 192-405: Would like to have social meetings in the main ballroom. Jack Meehan explains that she can request the meeting date and the staff will try and accommodate.

Doreen Kay 157-308: Suggests that at least (2) people who attend the shows should consult with Marian when planning the shows lineup.

Jack Waller 169-301: Passes out handout regarding ADA requirements. Recommends we install electronic doors that open automatically. Sandra Hankin explains that the cost will be very high and that it may not be possible to complete a project of that size at the moment.

Robert Zwerin 169-110: Asks if a bike rack can be installed outside of main entrance. He also asks if a bid was received for the roof replacement on Satellite 2.

Meeting adjourned at 10:34 AM.