

**SUNRISE LAKES RECREATION DISTRICT
BOARD OF DIRECTORS MEETING MINUTES**

February 18, 2020

9:30 AM

Present	
Board of Directors:	Representing Consolidated Community Management, Inc. (CCM):
Chairman: Steve Salkin	<u>Property Manager:</u> James Miles
Vice Chairman: Sandra Hankin	
Secretary: Robert Mendelow	
Treasurer: Stanley Leibowitz	
Supervisor: Laurence Checca	
Supervisor: Sheila Portney	
Absent:	

MEETING ACTIONS

CALL TO ORDER:

Steve Salkin called the meeting to order at 9:30 AM

CERTIFYING A QUORUM PRESENT:

A quorum of the Board was present.

PLEDGE OF ALLEGIANCE:

All members stood for the Pledge of Allegiance.

Election Results:

Thomas Gilmore received 20 votes / Sheila Portney received 147 votes
Sheila will serve another 2 year term.

Election of officers:

Stan made a motion to appoint Steve Salkin as President, Steve accepted. 2nd by Sandra motion passed unanimously.

Steve made a motion to appoint Sandra Hankin as vice president, Sandra accepted. 2nd by Sheila, Motion passed unanimously.

Sheila made a motion to appoint Bob Mendelow as secretary, Bob accepted. 2nd by Sandra, Motion passed unanimously.

Sandra made a motion to appoint Stan Leibowitz as Treasurer, Stan accepted. 2nd by Sheila, Motion passed unanimously.

READ OR WAIVE PREVIOUS MONTH MINUTES:

Larry Checca made a motion to approve the minutes as submitted. 2nd by Stan Leibowitz. Motion passed unanimously.

Chairman’s Report:

Steve Salkin – let everyone know that a suggestion box was put in the lobby at the security desk. One suggestion came in asking about adding closed captioning to the movies. Marian was assigned to look into that.

Treasurer’s Report

Stanley Leibowitz gave the Treasurer’s Report

Sunrsie Lakes Phase 4 Recreation District
 Financial Narrative Report
 December 31, 2019

Cash Balances at December 31, 2019

Popular Community Bank - Operating	\$ 531,813
Popular Community Bank - Capital Projects	873,827
BB&T - Capital Projects	62,661
Popular Community Bank - Payroll	<u>114,055</u>
Total Cash - General Fund	<u>1,582,356</u>

Total general fund expenditures for the month are \$144,228 against a budgeted amount of \$181,848 resulting in a balance under budget of \$37,620 for the month of December and under budget \$6,786 for the 3 months ended December 31, 2019.

<u>Capital Projects</u>	<u>Remaining</u>
Main Clubhouse Roof	68,423
Main Clubhouse Mansards	51,750
Electrical Efficiency Program	21,186
Operating Capital	241,904
Roofing - Satellites 1 & 2	(1,016)
ADA Parking Lots	309,219
Satellite Projects	173,784
Satellite 5 Pool Renovation	36,695
Satellite Landscaping	30,000
Interest	<u>4,529</u>
Total	936,474

Managers Report:

Jim Miles Read the manager's report

Managers' Report February 18, 2020

Sunrise Lakes Phase 4 Recreation District

The following will summarize activities since our last report dated January 21, 2020

Projects Underway:

All landscaping and irrigation projects have been put on hold until after finalizing the MRTA project

Water Intrusion Heavy Rains

Since this is not warranty issue infinity roofing gave a proposal and will be doing the work

Work Orders:

Maintenance staff has been working on some large projects

- Painting all the railings at main clubhouse and all of the satellites has been completed
- Pressure cleaning areas around all the satellites and clubhouse. This has been ongoing and will continue to address
- Painting sections of the exterior of the building
- Painting interior sections of the clubhouse on rain days when cannot be outside

Tree bldg. 173

I spoke to Creative landscaping and he said the tree is not dead and will come back. After inspecting the tree and seeing all the dead branches inside I spoke to palm and turf since he was on the property with the city already. The city agreed the tree should be removed. A replacement tree required to be a cat 1 and a minimum of 300 ft canopy 6 inch in diameter trunk. Palm and turf said 800 for the tree delivery and install and setting up irrigation to water the tree properly. Both Creative and palm and turf said 1200 to remove the tree. James spoke with Stan and Sandra and they approved the work to be done.

Satellite 5 pool –

Survey was completed and submitted to the city

Electrician has completed his section and submitted to the city.

A Plus is picking up permit on 2/10/20 able to finish the project now

Irrigation: Irrigation for the main clubhouse and satellites all need repairs after MRTA but before new landscaping goes in we need to assess how much work needs to be done.

Painting of the theatre :

Putting together specs for painting the walls and flooring will send out for a quote

Carpet for theatre:

Contacted a company to get a quote for the carpet.

PENDING:

Satellite 5 Pool Surface, Pool Deck

March - April 2020

Water Use Permit ownership transfer

April 2020

We thank you for your continued support and confidence as your District Manager.

Respectfully submitted,

James R. Miles

Sunrise Lakes Phase 4 Recreation District
District Manager

NEW BUSINES:

Card Access System:

Alex Uribe addressed everyone on the update of the card access system. This is regarding the access cards and he has been working with Juda for the last month. I am trying to work with Judas data base. They have a closed card system. The one we have is not completely accurate but it is what we have. We can use it as a reference. Some people are missing from the list. I have a meeting with Juda this afternoon. We are using a data base called Microsoft access but it is not completely accurate. We need to build up a new systems and after the meeting today hopefully we can get it resolved. I have been working with the presidents if the inc's to get resident information. No one had any questions

Painting and carpet for the theatre

Sandra made a motion to go out to bid for Painting and new carpet for the theatre. 2nd by Larry. Motion passed unanimously.

Employee vacation time:

The board read what the current employee handbook has for vacation policy. After some discussion it was agreed that the way it was written was not clear. CCM will give the board a copy of the vacation policy that they just had a professional company write for its employee handbook.

Employee job descriptions:

Job descriptions for the maintenance supervisor, the janitorial position and the club director. The board discussed the positions. Stan made a motion to accept the job descriptions 2nd by Sandra. Motion passed unanimously.

Management:

Steve addressed the board about putting out to bid the management contract. He proposed to go out for bid for Management Company for October 2021 as they are looking for more than what was being done in the contract. Larry made a motion to put it out to bid 2nd by Sandra Motion passed unanimously.

Renting of the satellites:

Sandra addressed everyone about issues with the renting of the clubhouse and satellites. She wanted to address a lot of the negative feedback. Need a moratorium on having the private party's pool side. Should we evaluate this and continue to allow this. Sandra brought up multiple examples of why we should stop. There was a lot of discussion with the board and residents. Discussion on addressing more rules in the future to clarify what is expected. The item was tabled until a later time.

GOOD AND WELFARE:

The floor was opened up to the residents.

1. Parking stop in inc 3 said was broken by the workers at Satellite 5. Owner was asked to go through their board to address the issue.
2. Satellite 4 landscape logs. Owner said needed to be replaced falling over. Property manager will look and address.
3. Grills at pool owner stated did not work. Informed that yes they have all be fixed or replaced and work.
4. Cat food at satellite 5- owner stated there is an owner that keeps leaving dry cat food at the satellite to feed the stray cats. The food is attracting other animals as well.

ADJOURNMENT:

Stan Leibowitz made a motion to adjourn the meeting at 10:30 am Sandra Hankin 2nd the motion. Motion passed unanimously.

NEXT MEETING DATE: March 17, 2020