

BOARD OF DIRECTORS MEETING MINUTES

November 28th, 2017

A meeting of the Board of Directors of the Rock Creek Homeowners' Association was held at the Association building, 11700 Stonebridge Parkway on the 28th day of November, 2017.

CALL TO ORDER

President John Heggy called the meeting to order at 6:30 PM, and noted a quorum present.

Present: John Heggy
 Ron Choron
 Vicki Minnaugh
 Robbie Levine
 Robert Garcia

Also, present was Irvin Nachman, Association Attorney and Carl Rosendorf, Community Manager. Vicki made a motion, that Robert seconded to excuse both Steven Mason & Wayne Canner from the meeting as both had given prior notice. The motion passed 5 to 0.

REVIEW AND APPROVAL OF THE MINUTES

Vicki made a motion, which Robert seconded to approve the minutes of the October 18th, 2017 Board meeting. The motion passed 5 to 0.

GOOD NEIGHBOR AWARD

On behalf of the Board, John announced that the Good Neighbor Award certificate was awarded to Deitra Turing, for an outstanding job of maintaining their lawn.

COMMISSIONERS OFFICE REPORT and BSO REPORT

Officer Sanchez attended the meeting from Cooper City BSO and gave a report. Lisa Detardo and Ron noted that multiple robberies took place on Dockside Drive the past weekend. Officer Sanchez noted that BSO was working on the cases and that all cars broken into had unlocked doors. Officer Sanchez noted that robberies had taken place through-out Cooper City and that BSO was deploying extra undercover details in the City. John thanked Officer Sanchez for attending the meeting and answering questions.

SOCIAL COMMITTEE

Carl made a report on behalf of the Committee and noted that the annual Halloween event that was held at the Office building on Friday October 27th, 2017 from 6 until 8 PM, was a great success with a large turnout. Carl noted he would get with the Committee and ask them to work on a calendar of events for 2018.

HOMEOWNERS CONCERNS

Irv Levinson from South Aviary Drive had a question about the Rock Creek quarterly statements and when a late fee kicks in. John indicated to Mr. Levinson that the statements are sent out as a courtesy reminder and that payments are late after the 20th of the quarter they are due. Matt from North Open Court asked whether the Rock Creek budget could be mailed out to residents before being voted on and adopted by the RC BOD. Mr. Nachman suggested that future budget workshops be posted if a quorum of the Board is at the workshops.

FINANCIAL REPORTS

Wayne reviewed page by page the RC draft budget as prepared by the Budget Committee and Carl. Wayne covered line items including payroll, employee benefits, and the Capitol Improvement fund which would cover possible investments in 2018 for outdoor cameras and the lakeshore redesign project. John noted that the RC BOD had increased spending this year for holiday decorations which included additional lighting on trees as you enter the community, was investing in a new software program to improve the efficiency of the maintenance violation process and also provide a homeowners portal for added convenience for owners, and finally that the RC BOD planned on having the Reserve schedule for the community updated in 2018, as it is done every 3 years or so. Robbie made a motion that Vicki seconded to approve the budget as presented, keeping the quarterly fee at \$150.00 for 2018. The motion passed 5 to 0. Carl noted that the October, 2017 monthly financial report indicated that the community had about \$362,000 in Operating funds, about \$263,000.00 in the Operating accounts that held the Comcast proceeds, about \$700,000.00 in the Reserve accounts & year to date the community was about \$52,000.00 under budget. John reviewed the past due accounts ledger, as prepared by Susan Reyes, the Office Manager and noted that 24 accounts had been turned over to Mr. Nachman for collection work.

ASSOCIATION ATTORNEY'S STATUS REPORT

Mr. Nachman reviewed his Status Report and noted that past due account totals had continued to stabilize and payment plans were going along as agreed with some homeowners. Mr. Nachman noted that account # 14140B Castronova had not paid per the agreed upon written payment plan in place and owed about \$2100.00 at this time. Vicki made a motion that John seconded asking Mr. Nachman to take this matter to small claims court. The motion passed 5 to 0. Regarding page 16 of his report Mr. Nachman noted that Veal account # 12170A owed over \$2100.00 and that the 1st trust holder was filing foreclosure. Vicki made a motion that Robbie seconded for Mr. Nachman to file a money judgment for repayment of all past due amounts written off. The motion passed 5 to 0.

MANAGERS REPORT

Carl provided a written report before the meeting and noted that Cooper City had provided final approval after inspection of the newly installed sun shade at the FP&L #1 play area and that the culvert pipe R&R at the lot adjacent the Maintenance building had been completed to ARB Committee member Al Tello's satisfaction. Carl noted that John had been reaching out to Commissioner Green to see if Cooper City would participate in the sod replacement needed at several City owned cul-de-sacs as a result of the Hurricane Wilma vegetation piles. Ron Choron made a motion that Vicki seconded to direct Carl to proceed with getting quotes for the placement of new sod at cul-de-sacs that had been damaged if Cooper City did not respond in a positive fashion by the end of the year, with the intent to have the sod replaced by the end of this coming January. The motion passed 5 to 0. Carl noted he was still waiting to hear from FP&L as to the most economical power source, to increase the amperage at the lake pump station so as to accommodate the conversion of the main power source for the pumps from oil to electricity.

UNFINISHED BUSINESS

- a) Update on outdoor camera information gathering process

Carl noted that volunteer resident Stephen DeMolina had communicated with Bill Regan with Comcast and Stephen indicated he would provide written specs to RC so as to be able to go out to bid for the work including a security company, electrician, boring company, and internet provider, (Comcast). Vicki suggested that Carl reach out to Cooper City to see if they would participate in the cost of any road work or boring costs

- b) Update on the HOA mgmt software package options:

John noted that working on this with Susan & Carl that information and demos were reviewed from 8 companies and after final review the recommendation was to move forward with E-Unify. John noted that the E-Unify software integrated well with the existing QuickBooks system in place and that the program would cover the violation letter process, AR/AP, as well as provide an owner portal. John made a motion, which Vicki seconded to approve the E-Unify Silver program package for a cost of \$575.00 per month, \$500.00 set up fee, & 10% pre-pay discount. The motion passed 5 to 0.

NEW BUSINESS

- a) Bids for post Hurricane Irma tree work

Carl's spread sheet options were reviewed. As both quotes were very close, Vicki made a motion that John seconded to approve the proposal from GRC Landscape for \$5895.00, with the vendor required to commence the work within 2 weeks of contract approval. . The motion passed 5 to 0.

- b) Approval of recurring playgrounds annual mulch application as included in the Operating budget

The Board discussed the need to increase the amount budgeted for mulch at the 4 playground areas from about \$4700.00 to \$6200.00 to account for erosion at these areas from Hurricane Irma. Vicki made a motion that John seconded to approve the expenditure. The motion passed 5 to 0.

- c) Ratification of expenditure for survey required for Office parking lot overlay

Vicki made a motion, that Robert seconded to approve the expenditure to Atlantic Coast Inc. for \$1950.00 to provide a boundary survey of the entire Office areas extending to the lake. The motion passed 5 to 0.

- d) Ratification of expenditure for install by staff of fall flowers, (Impatiens), in community

Vicki made a motion, that Robert seconded to approve the expenditure to Habilitation Center Nursery for \$2157.86 for about 1665 flowers. The motion passed 5 to 0.

- e) Ratification of expenditure of \$6200.00 for install of holiday lights at entry tree locations

John made a motion that Vicki seconded to approve the expenditure of \$6200.00 to Magical Light Display. The motion passed 5 to 0.

- f) Discussion of continued use of Office building as a polling station during elections

Vicki voiced concern as she indicated she felt the Office is too small, could incur damage, & her concern for damage to turf areas from voters parking on unpaved areas. John indicated that he wanted to continue to offer this location as a polling place as a matter of convenience for residents. Robbie made a motion that Vicki seconded to direct Carl to contact the Broward County Supervisor of Elections and indicate that RC would continue to offer the Office as a polling place if the fee paid was increased from \$250.00 to \$600.00 each time. The motion passed 4 to 1 with John voting no.

BOARD MEMBER CONCERNS

None at this time.

ADJOURNMENT

Being no further business to come before the Board, Vicki made a motion to adjourn the meeting. Her motion was seconded by John and passed unanimously. Adjournment made at 8:40 PM. The next regular BOD meeting will be January 17th, 2018 At 6:30 PM

Respectfully submitted, Ron Choron, Secretary
