

**Holiday Springs Village Condominium 4**  
**Board of Directors Meeting Minutes – Tuesday, January 12, 2016**

- **Call to Order:** A regular meeting of the Holiday Springs Village Condominium #4 Board of Directors was held in the clubhouse in Margate on January 12, 2016. The meeting convened at 10:07 a.m. with President Minnette Cummins presiding.
- **Roll call** was taken and the following were present: President Minnette Cummins, Vice President Donna Richardson, Secretary/Treasurer Alan Levine, and Julio D’Gabriel. Absent was Grace Pagana (excused). A quorum was declared.
  - Also present was Benchmark Property Manager Jean Noto.
- **Minutes** of the December 15<sup>th</sup> meeting were read aloud by Secretary/Treasurer Alan Levine. A motion was made by Minnette Cummins and seconded by Donna Richardson to **accept** the minutes as written. Motion was carried by 3:0 voice vote. D’Gabriel abstained.
- **Correspondence** – None.
- **Treasurer’s Report** was given by Alan Levine.
- **Margate Association of Condominiums and Broward Coalition Reports** were given by Minnette Cummins.
- Minnette Cummins reappointed Brian Cocker to head the **Swimming Pool Committee**.
- **Recreation Report** was given by Minnette Cummins.
- Minnette Cummins appointed Alan Levine to replace her on the **Recreation Board**.
- Minnette Cummins appointed Julio D’Gabriel to investigate the availability of grants to rebuild or replace the **irrigation pump shed** and to repair catwalk **concrete cracks**.
- Minnette Cummins reported that we are investigating **janitorial services** to replace Prime.
- Minnette Cummins appointed Julio D’Gabriel to examine the **fusible links** and guillotine doors on the bottom of the **garbage chutes** to determine whether they can be repaired.
- Brian Cocker gave a **Swimming Pool Committee** report. He will check with an electrician to determine why the underwater lights continually fail.
- Minnette Cummins reported that we are considering instituting a **Capital Improvement Fee** to new purchasers to replace the collection of a security deposit.
- All unit owners in attendance were given an opportunity to speak on any subject.
- **Motion to Adjourn** was made by Alan Levine and seconded by Donna Richardson. Motion was carried by unanimous voice vote. Meeting adjourned at 11:42 a.m.

Respectfully submitted,



Alan Levine, secretary

**Holiday Springs Village Condominium 4**  
**Board of Directors Meeting Minutes — Tuesday, February 9, 2016**

- **Call to Order:** A regular meeting of the Holiday Springs Village Condominium #4 Board of Directors was held in the clubhouse in Margate on February 9, 2016. The meeting convened at 10:03 a.m. with President Minnette Cummins presiding.
- **Roll call** was taken and the following were present: President Minnette Cummins, Vice President Donna Richardson, Secretary/Treasurer Alan Levine, and Julio D'Gabriel. Absent was Grace Pagana (excused). A quorum was declared.
  - Also present were Benchmark Property Managers Jean Noto and Michael Shatz and four (4) additional unit owners.
- **Minutes** of the January 12 meeting were read aloud by Secretary/Treasurer Alan Levine. A typographical error of a date was rectified. A motion was made by Minnette Cummins and seconded by Donna Richardson to **accept** the minutes as corrected. Motion was carried by unanimous voice vote.
- **Correspondence** – We received notice from Steven Antonoff of the **Florida Department of Business and Professional Regulation** that one of our unit owners had registered a complaint with them alleging Condo 4 had violated a section of **Florida Statute 718**. Benchmark Property Management will work with the DBPR to resolve the issue.
- **Treasurer's Report** was given by Alan Levine.
- **Margate Association of Condominiums Report** was given by Minnette Cummins.
- **Recreation Report** was given by Alan Levine.
- **Unfinished Business**
  - **Irrigation Pump Shed and Concrete Repair Grants:** Julio D'Gabriel presented his report. He was unable to locate anyone in the City of Margate Grants Department. He will continue trying. We had received two unacceptable proposals for a rebuild from Coastline.
  - **Trash Chute Guillotine Door and Fusible Link Repair:** We had received a proposal from Wilkinson Hi-Rise Company.
  - **Janitorial Services:** We instructed Benchmark Property Management to send notice to Prime Janitorial Services that if the quality of their work does not improve immediately, we will cancel our contract with them.
- **Swimming Pool Committee Report** was given by Brian Cocker. The underwater lights are working intermittently.
- **Pool Area Paver Repair** was discussed. We had received one proposal. The matter is tabled.
- The **Pool Furniture** is rapidly deteriorating. Minnette Cummins and Brian Cocker are investigating replacement.

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- Minnette Cummins had drafted an **amendment to our Bylaws** for the collection of a **Capital Contribution** from new buyers. We will have our lawyer check it out and then present it to the unit owners for discussion and vote.
- Minnette Cummins reported on a new requirement to retrofit the **fire alarm system** to make it interactive with the smoke detectors in each unit. Such a modification is extremely expensive, but we are permitted to opt-out with a majority vote of all unit owners. The matter is tabled pending the verification of deadline.
- We discussed the necessity to get written permission from each unit owner to enter his unit during an extended absence.
- All unit owners in attendance were given an opportunity to speak on any subject.
- **Motion to Adjourn** was made by Donna Richardson and seconded by Alan Levine. Motion was carried by unanimous voice vote. Meeting adjourned at 11:48 a.m.

Respectfully submitted,

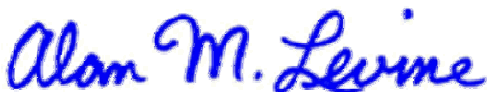


Alan Levine, secretary

**Holiday Springs Village Condominium 4**  
**Board of Directors Meeting Minutes – Tuesday, March 8, 2016**

- **Call to Order:** A regular meeting of the Holiday Springs Village Condominium #4 Board of Directors was held in the clubhouse in Margate on March 8, 2016. The meeting convened at 10:00 a.m. with President Minnette Cummins presiding.
- **Roll call** was taken and the following were present: President Minnette Cummins, Vice President Donna Richardson, and Secretary/Treasurer Alan Levine. Absent were Julio D’Gabriel and Grace Pagana. A quorum was declared.
  - Also present were Benchmark Property Managers Jean Noto and Michael Shatz and unit owners Roberta Bernstein, Brian Cocker, Greg Sturges, and Hollie Sturges.
- **Correspondence** – We had received a letter from Grace Pagana that she is resigning from the Board of Directors. Resignation accepted. Minnette Cummins appointed Roberta Bernstein to fill her position. There were no objections.
- **Minutes** of the February 9<sup>th</sup> meeting were read aloud by Secretary/Treasurer Alan Levine. A motion was made by Minnette Cummins and seconded by Donna Richardson to **accept** the minutes as written. Motion was carried by unanimous voice vote.
- **Treasurer’s Report** was given by Alan Levine.
- **Swimming Pool Committee Report** was given by Brian Cocker. The committee recommends the replacement of four tables and sixteen chairs, and the addition of two lounge chairs.
- **MAC Report** was given by Alan Levine.
- **Recreation Report** was given by Alan Levine.
- **Unfinished Business**
  - **Concrete Repairs:** We will consult with an engineer in combination with the Forty Year Inspection to ascertain the immediacy and scope of the repairs.
  - **Irrigation Pump Shed:** Angel Perez had cleaned up the debris from the fallen roof. Brian Cocker reported that he can have the shed repaired in-house for approximately \$356. He is given the go-ahead.
  - **Fire Alarm Upgrade:** Benchmark/Sharon Kasen will draft a letter to the unit owners with respect to the opt-out option.
  - **Janitorial Services:** A letter had been sent to Prime Janitorial Services ending our contract effective the end of this month.
  - **Trash Chute Guillotine Door and Fusible Link Repair:** We are awaiting an additional bid.
- **Motion to Adjourn** was made by Minnette Cummins and seconded by Donna Richardson. Motion was carried by unanimous voice vote. Meeting adjourned at 11:48 a.m.

Respectfully submitted,



Alan Levine, secretary

**Holiday Springs Village Condominium 4**  
**Board of Directors Meeting Minutes — Tuesday, April 12, 2016**

- **Call to Order:** A regular meeting of the Holiday Springs Village Condominium #4 Board of Directors was held in the clubhouse in Margate on April 12, 2016. The meeting convened at 10:02 a.m. with President Minnette Cummins presiding.
- **Roll call** was taken and the following were present: President Minnette Cummins, Vice President Donna Richardson, Secretary/Treasurer Alan Levine, and Julio D'Gabriel. Absent was Roberta Bernstein. A quorum was declared.
  - Also present were Benchmark Property Manager Michael Shatz and unit owners Brian Cocker, Marie Mugnano, and Myra D'Gabriel.
- **Correspondence** – None.
- **Minutes** of the March 8<sup>th</sup> meeting were read aloud by Secretary/Treasurer Alan Levine. A motion was made by Minnette Cummins and seconded by Alan Levine to **accept** the minutes as written. Motion was carried by unanimous voice vote.
- **Treasurer's Report** was given by Alan Levine.
- **Recreation Report** was given by Alan Levine.
- **MAC Report** was given by Minnette Cummins.
- **Julio D'Gabriel** reported on the status of his **Grants** search.
- **Unfinished Business**
  - **Swimming Pool Furniture:** It was decided to postpone this matter until after the higher-priority vault lid is replaced. Mike Shatz will get bids for the vault lid.
  - **Irrigation Pump Shed:** Re-roofing is complete, thanks to Brian Cocker.
  - **Concrete Repairs:** An engineer had determined that the crack was of cosmetic significance only and that further evaluation can be included in the Forty Year Inspection.
  - **Janitorial Services:** Our contract with Prime Janitorial Services has been terminated. A new contract has been signed with **CPJ Janitorial Services** as of April 1<sup>st</sup>.
  - **Trash Chute Guillotine Doors:** We are still awaiting a proposal from Wilkenson Hi-Rise.
  - **Sprinkler System Retrofit:** Mike Shatz reported that an opt-out letter to be sent to all unit owners has been drafted.
  - **Capital Contribution and Reserve Fund Letters:** Mike Shatz will follow up.

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**Holiday Springs Village Condominium 4**  
**Board of Directors Meeting Minutes – Tuesday, April 12, 2016**

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➤ **New Business**

- **Forty Year Inspection:** We will invite Thomas Cheever of **Florida Technical, Inc** – a consulting engineer who had submitted a bid – to speak with us.
  - **Elevator Fire Instruction Signs:**
    - A **motion** was made by Alan Levine and seconded by Donna Richardson that we purchase the necessary signs from **First Sign Corp** at their quoted price of \$425. Motion was carried by unanimous voice vote.
  - **Building 25 Roach Infestation Problem:** At the recommendation of **Bug Off**, letters will be sent to all building-25 unit owners advising them of the necessity to enter and treat all units.
  - **Repairs to the Gate Post and Lamp Replacement** have been made by Coastline P.C. & Maintenance. They also have submitted a proposal for a sidewalk between the buildings for \$2675. We will solicit additional bids.
  - **Landscaping** to the beds is in progress.
- There was discussion regarding **Condo 6** involvement with the **Pool Committee**.
- Minnette Cummins updated the Board of Directors as to the status of the **legal matters** involving units 26/303 and 25/101 as she had received them from our attorney and the insurance company.
- **Motion to Adjourn** was made by Donna Richardson and seconded by Alan Levine. Motion was carried by unanimous voice vote. Meeting adjourned at 12:06 p.m.

Respectfully submitted,



Alan Levine, secretary

**Holiday Springs Village Condominium 4**  
**Board of Directors Meeting Minutes — Tuesday, May 10, 2016**

- **Call to Order:** A regular meeting of the Holiday Springs Village Condominium #4 Board of Directors was held in the clubhouse in Margate on May 10, 2016. The meeting convened at 10:05 a.m. with President Minnette Cummins presiding.
- **Roll call** was taken and the following were present: President Minnette Cummins, Vice President Donna Richardson, Secretary/Treasurer Alan Levine, Roberta Bernstein, and Julio D'Gabriel. A quorum was declared.
  - Also present were Benchmark Property Manager Michael Shatz and unit owners George Fernander, Lorraine Greene, and Lucie Roy.
- **Correspondence** – None.
- **Minutes** of the April 12<sup>th</sup> meeting were read aloud by Secretary/Treasurer Alan Levine. A comment made by one of the directors was deleted. A motion was made by Julio D'Gabriel and seconded by Roberta Bernstein to **accept** the minutes as amended. Motion was carried by unanimous voice vote.
- **Treasurer's Report** was given by Alan Levine.
- **MAC Report** was given by Minnette Cummins.
- **Julio D'Gabriel** reported on his **Grants** investigation.
- **Unfinished Business**
  - **Trash Chute Guillotine Doors:** We are still awaiting a proposal from Wilkenson Hi-Rise.
  - **Sprinkler System Opt-out Letter:** Mike Shatz presented a draft.
  - **Capital Contribution:** Mike Shatz presented sample excerpts of other associations' similar document amendments. Board members were asked to review the capital contribution wording. If they have any questions they are to write them down and give to Minnette. She will forward concerns to Benchmark and our attorney for their comments.
  - **Reserve Fund Reconciliation** was discussed.
  - **Bug-Off Treatment of Building 25** was discussed. We contracted to have the perimeters of both buildings sprayed six times per year.
  - **The addition of a sidewalk between the two buildings** was discussed.
  - **Vault Cover for the Pool Equipment:** A proposal had been submitted by Crizabella Pool for \$2,295 (to be shared by Condominium 6) for which we have given the go ahead.
  - **Additional Pool Furniture** was discussed.
  - **Structural Crack in Building 26** was discussed. We had gotten conflicting opinions from experts whether or not it was merely cosmetic.
- **Motion to Adjourn** was made by Donna Richardson and seconded by Roberta Bernstein. Motion was carried by unanimous voice vote. Meeting adjourned at 11:29 a.m.

Respectfully submitted,



Alan Levine, secretary

## **Holiday Springs Village Condominium 4**

### **Board of Directors Meeting Minutes – Tuesday, June 14, 2016**

- **Call to Order:** A regular meeting of the Holiday Springs Village Condominium #4 Board of Directors was held in the clubhouse in Margate on June 14, 2016. The meeting convened at 10:07 a.m. with President Minnette Cummins presiding.
- **Roll call** was taken and the following were present: President Minnette Cummins, Vice President Donna Richardson, Secretary/Treasurer Alan Levine, Roberta Bernstein, and Julio D’Gabriel. A quorum was declared.
  - Also present was Benchmark Property Manager Michael Shatz.
- **Treasurer’s Report** was given by Alan Levine.
- **Minutes** of the May 10<sup>th</sup> meeting were read aloud by Secretary/Treasurer Alan Levine. A motion was made by Julio D’Gabriel and seconded by Donna Richardson to **accept** the minutes as written. Motion was carried by unanimous voice vote.
- **Recreation Board** report was given by Alan Levine.
- Guest speaker **Shirish Rajpathak**, a structural and corrosion engineer from **S.R.I. Consultants**, gave a proposal for the forty-year building inspection. This is the second firm to have given a bid, and we will be seeking a third.
- **Unfinished Business**
  - **Trash Chute Guillotine Doors:** The job has been completed by Southern Chute.
  - **Sprinkler System Opt-out Letter:**

*Pursuant to Section 718.112(2)(1) of the Florida Statutes, a majority of the Membership of Holiday Springs Village Condominium 4 Inc. has approved the decision to opt-out of the provisions of Section 718.111 (2)(1) of the Florida Statutes regarding the requirement to retrofit the common elements/association property/units with a fire sprinkler system. The majority vote to opt-out of the requirement to retrofit the common elements/association property/units with a fire sprinkler system was adopted by written consent of the Membership.*
  - **Vault Cover for the Pool Equipment** will be done by Crizabella Pool this Thursday.
  - Minnette Cummins reported on the status of the **Landscaping Project**.
  - **Building 25 Catwalk Repairs** were discussed. Coastline had submitted a proposal for \$975. They will be asked to submit a timeline.
  - **Pool Furniture / Swimming Pool Committee:**
    - We had obtained prices for **chairs and tables**. Minnette Cummins will investigate additional prices from other vendors.
    - Insofar as the **Advisory Board** that had been setup in accordance with the Swimming Pool Easement Agreements is inactive (despite our attempts to rejuvenate it), Condominium 4 will evaluate the pool area’s needs and keep Condominium 6 informed.
  - **Reserve Fund Letter:** Rewording of the draft is necessary. We will check to see if the vote can be by mail instead of being required at a meeting.
  - **Capital Contribution Letter:** The draft was evaluated. We discussed rewording the reference to the amount.



**Holiday Springs Village Condominium 4**  
**Board of Directors Meeting Minutes — Tuesday, June 14, 2016**

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➤ **New Business**

- **Janitorial Service:**

**Motion** was made by Roberta Bernstein (seconded by Donna Richardson) to send a 30-day termination-of-services notice to **CPJ Janitorial Service, LLC**. After discussion, motion was carried by majority roll-call vote – (Bernstein yea, Cummins yea, Richardson yea, D’Gabriel yea).

- Julio D’Gabriel proposed putting a TV set at the pool area. Discussion followed.
- **Walkway between Buildings:** Per our attorney, if a unit owner requests specialized work to be done, he must pay for it.
- Julio D’Gabriel proposed purchasing a **charcoal barbeque** for the pool area. Discussion followed.
- **Lawn and Irrigation Services:** Minnette Cummins asked Michael Shatz to investigate.

- **Motion to Adjourn** was made by Donna Richardson and seconded by Alan Levine. Motion was carried by unanimous voice vote. Meeting adjourned at 12:51 p.m.

Respectfully submitted,



Alan Levine, secretary

**Holiday Springs Village Condominium 4**  
**Board of Directors Meeting Minutes – Tuesday, July 12, 2016**

- **Call to Order:** A regular meeting of the Holiday Springs Village Condominium #4 Board of Directors was held in the clubhouse in Margate on July 12, 2016. The meeting convened at 10:09 a.m. with President Minnette Cummins presiding.
- **Roll call** was taken and the following were present: President Minnette Cummins, Vice President Donna Richardson, Secretary/Treasurer Alan Levine, Roberta Bernstein, and Julio D’Gabriel. A quorum was declared.
  - Also present was Benchmark Property Manager Michael Shatz.
- **Minutes** of the June 14<sup>th</sup> meeting were read aloud by Secretary/Treasurer Alan Levine. A motion was made by Donna Richardson and seconded by Roberta Bernstein to **accept** the minutes as written. After discussion, motion was carried by a 4-1 roll-call vote (yea: Cummins, Richardson, Bernstein, and Levine; nay: D’Gabriel).
- **Treasurer’s Report** was given by Alan Levine.
- **Recreation** report was given by Alan Levine.
- **Unfinished Business**
  - **Forty Year Inspection:**
    - Michael Shatz reported that he had spoken with additional inspection companies.
    - **Motion** was made by Alan Levine (and seconded by Roberta Bernstein) that we accept the proposal of and hire **Florida Technical, Inc. /Thomas Cheever** to perform the forty-year inspection. After additional discussion, motion was carried by a 4-1 roll-call vote (yea: Cummins, Richardson, Bernstein, and Levine; nay: D’Gabriel).
  - **Building 25 Catwalk Repairs:** Coastline Maintenance had started the job; Michael Shatz will follow-up with them for completion date.
  - **Pool Furniture:** It was decided to purchase four tables at \$140 each, sixteen chairs at \$94.25 each, and four chaises at \$165 each.
  - **Reserve Fund Letter:**
    - **Motion** was made by Alan Levine (and seconded by Donna Richardson) to approve the Reserve Fund Transfer letter that had been drafted by Michael Shatz. After discussion, motion was carried by unanimous roll-call vote.
  - **Capital Contribution Letter:**
    - **Motion** was made by Donna Richardson (and seconded by Julio D’Gabriel) to collect a nonrefundable Capital Contribution from new unit buyers in an amount equal to two (2) months regular assessment. After discussion, motion was carried by unanimous roll-call vote.
    - A draft of a letter to all unit owners with the above decision giving them the option to ratify or reject will be sent to our attorney for rewording into legalese.

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- **Janitorial Contract:** We had received a bid from Elite Maintenance to provide janitorial service one day per week for \$780 per month. Matter tabled pending an attempt to down-negotiate the price.
- **Lawn and Irrigation Services:** Companies were discussed. Michael Shatz will contact Forever Green.

➤ **New Business**

- Minnette Cummins reported that **building captain Brian Cocker** had resigned. We are now without captains for both buildings.
  - Julio D'Gabriel proposed that we purchase a **solar-powered electric generator**.
- **Motion to Adjourn** was made by Donna Richardson and seconded by Alan Levine. Motion was carried by unanimous voice vote. Meeting adjourned at 12:33 p.m.

Respectfully submitted,



Alan Levine, secretary

**Holiday Springs Village Condominium 4**  
**Board of Directors Meeting Minutes – Tuesday, August 9, 2016**

- **Call to Order:** A regular meeting of the Holiday Springs Village Condominium #4 Board of Directors was held in the clubhouse in Margate on August 9, 2016. The meeting convened at 10:04 a.m. with President Minnette Cummins presiding.
- **Roll call** was taken and the following were present: President Minnette Cummins, Vice President Donna Richardson, Secretary/Treasurer Alan Levine, and Julio D’Gabriel. Absent was Roberta Bernstein. A quorum was declared.
  - Also present was Benchmark Property Manager Valerie Schreibman.
- Minnette Cummins introduced Valerie Schreibman, Benchmark property manager who has replaced Michael Shatz.
- **Minutes** of the July 12<sup>th</sup> meeting were read aloud by Secretary/Treasurer Alan Levine. A motion was made by Alan Levine and seconded by Donna Richardson to **accept** the minutes as read. After discussion, motion was carried by a 3-1 roll-call vote (For: Cummins, Richardson, and Levine. Against: D’Gabriel).
- **Treasurer’s Report** was given by Alan Levine. Julio D’Gabriel wants it on the record that he objects to the manner in which laundry money is credited to the budget.
- **Unfinished Business**
  - **Janitorial Service:** Elite Janitorial was expected to have submitted a contract, but they did not – just a proposal.
  - **Capital Contribution Letter:** Still at the Lawyer’s office for evaluation.
  - **Lawn and Irrigation Services** were further discussed.
  - **Forty Year Certification:** Tom Cheever of Florida Technical, Inc. will be available to perform the inspection after August 10.
  - The purchase of **Swimming Pool Furniture**, which had been approved, will be delayed until after the costs of the inspection and other emergency items that had not been included in the budget are covered.
- **New Business**
  - The gate to the swimming pool is again being locked between dusk and dawn.
  - Julio D’Gabriel discussed walkway cracks.
  - **Parking Lot Rules and Regulations:**
    - **Motion** was made by Alan Levine and seconded by Donna Richardson that the parking-lot rules and regulations be amended to deal with current situations; proposal is attached.
    - After discussion, the topic was tabled pending research for placards.
- The **budget workshop** will be on October 25 at Benchmark, the budget-acceptance meeting on November 15 in the Holiday Springs auditorium, and the **annual meeting** on December 13.
- **Motion to Adjourn** was made by Donna Richardson and seconded by Alan Levine. Motion was carried by unanimous voice vote. Meeting adjourned at 12:09 p.m.

Respectfully submitted, Alan Levine, secretary

# **Holiday Springs Village Condominium 4**

## **Parking Lot Rules and Regulations**

(Proposal – Revised August 9, 2016)

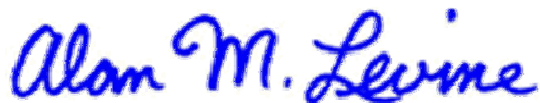
- 1) Every car in a resident or reserved parking space must exhibit either a Condo-IV decal or an identifying placard assigned to *that particular space*. The decal must be affixed to the left inside of your rear window. As an alternative, you may display a cardboard placard hung from your rearview mirror. Placards may be transferred from car to car, including rental or loaner cars. If you own more than one car, you may get decals for *all* of them. (Placards are not permitted to remain hung from the mirror while the car is in motion.)
- 2) You are entitled to only *one* (1) resident parking space. If you own more than one car, your additional cars may be parked in the guest spaces 3 through 12 or 19 through 24 only – *not* in any other guest spaces, as they are intended for visitors.
- 3) Guest cars without placards **MUST** park in guest spaces. You may let your guest park in *your* space temporarily *if* you give him your parking placard to display from his mirror. Then you must park *your* car in a guest space. Your “guest” must be visiting you. He may not store his car in our parking lot (even with a placard, even in a guest space) if he is not here.
- 4) An *overnight* guest *must* display a placard even when occupying a guest space. If you do not have a placard to give him, you may obtain one from your building captain. **Do not wait until the last minute to request placards.**
- 5) **No parking** is permitted in the no-parking areas. Violators are subject to being TOWED AWAY at the vehicle owner’s expense. **Standing** to load or unload is permitted provided vehicles are not left unattended.
- 6) No trucks, campers, or any type of recreational vehicle may be parked in the parking lot. Commercial vehicles are allowed only while servicing a unit and only during working hours (Monday through Friday, 8 a.m.–5 p.m.)
- 7) Vehicles must be parked with the front facing the parking bumper; no backing into parking spaces.
- 8) Vehicles in parking lot must be road worthy – no flat tires, wrecks, or expired tags. Non-roadworthy cars will be towed away at the car owners’ expense.
- 9) Car repairs are not permitted anywhere in the parking lot or common areas, except that replacing flat tires or jump-starting or servicing dead batteries is permitted.

Unit owners are responsible for their guests. Owners being visited must tell guests where they may and may not park. Unidentified cars are subject to being towed away.

**Holiday Springs Village Condominium 4**  
**Board of Directors Meeting Minutes – Tuesday, September 13, 2016**

- **Call to Order:** A regular meeting of the Holiday Springs Village Condominium #4 Board of Directors was held in the clubhouse in Margate on September 13, 2016. The meeting convened at 10:10 a.m. with President Minnette Cummins presiding.
- **Roll call** was taken and the following were present: President Minnette Cummins, Vice President Donna Richardson, Secretary/Treasurer Alan Levine, Roberta Bernstein, and Julio D'Gabriel. A quorum was declared.
  - Also present was Benchmark Property Manager Valerie Schreibman and one additional unit owner.
- **Minutes** of the August 9<sup>th</sup> meeting were read aloud by Secretary/Treasurer Alan Levine. A motion was made by Minnette Cummins and seconded by Donna Richardson to **accept** the minutes as read. Motion was carried by unanimous voice vote.
- **Treasurer's Report** was given by Alan Levine.
- **Unfinished Business**
  - **Janitorial Service** was discussed. We had received one proposal, but not all of the provisions are acceptable.
  - **Capital Contribution Letter:** We are still awaiting word from our Lawyer.
  - **Reserve Fund Letter:** Valerie Schreibman will check with Benchmark to get the tabulation of the vote.
  - **Lawn and Irrigation Services:** We received one proposal which is out of line with this year's budget. We will continue to negotiate.
  - **Forty Year Inspection** was done. We are awaiting the final, written report. The preliminary report was that nothing major needs to be done.
  - **Swimming Pool Area Improvements:** We may now proceed with ordering the furniture and arranging painting of the restroom floors.
  - **Parking Lot Rules and Regulation:** Placards were discussed. Subject was tabled.
- **New Business:** none.
- **Unit Owner Comments** were heard.
- **Motion to Adjourn** was made by Alan Levine and seconded by Donna Richardson. Motion was carried by unanimous voice vote. Meeting was adjourned at 11:44 a.m.

Respectfully submitted,

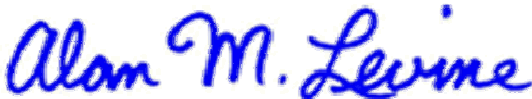


Alan Levine, secretary

**Holiday Springs Village Condominium 4**  
**Board of Directors Meeting Minutes – Tuesday, October 11, 2016**

- **Call to Order:** A regular meeting of the Holiday Springs Village Condominium #4 Board of Directors was held in the clubhouse in Margate on October 11, 2016. The meeting convened at 10:11 a.m. with President Minnette Cummins presiding.
- **Roll call** was taken and the following were present: President Minnette Cummins, Secretary/Treasurer Alan Levine, and Roberta Bernstein. Absent were Vice President Donna Richardson and Julio D'Gabriel. A quorum was declared.
  - Also present were Benchmark Property Managers Dan Sugarman and Jeff Roberts.
- **Minutes** of the September 13<sup>th</sup> meeting were read aloud by Secretary/Treasurer Alan Levine. A motion was made by Minnette Cummins and seconded by Roberta Bernstein to **accept** the minutes as written. Motion was carried by unanimous voice vote.
- **Treasurer's Report** was given by Alan Levine.
- **Unfinished Business**
  - **Janitorial Service:** A revised proposal had been received from Reliable Janitorial Service.
  - **Capital Contribution Letter:** After discussion, it was decided to table the topic indefinitely.
  - **Reserve Fund Letter:** Per Brittany Brown of Benchmark, the vote for the transfer of reserves to cover operational expenses passed with a 43 yes to 2 no vote.
  - **Lawn and Irrigation Services:** A 30-day notice to terminate service had been sent to K.M.H. Lawn & Landscaping Services. J&J Lawn Service will begin on November 1<sup>st</sup>.
  - **Forty Year Inspection:** Our buildings passed. We are awaiting the final written report from Tom Cheever of Florida Technical. Dan Sugarman will expedite.
  - **Swimming Pool Area Improvements:** All Pro Painting will commence repairs and renovation work after we receive the inspection report from Tom Cheever. The ordering of new furniture will occur after that.
  - **Parking Lot Rules and Regulation:** More discussion – topic tabled until next meeting.
- **New Business:** The door of the swimming-pool chemical shed is broken. Repair or replacement of shed was discussed.
- **Motion to adjourn** was made by Alan Levine and seconded by Roberta Bernstein. Motion was carried by unanimous voice vote. Meeting was adjourned at 11:49 a.m.

Respectfully submitted,



Alan Levine, secretary

**Holiday Springs Village Condominium 4**  
**Board of Directors Meeting Minutes – Tuesday, November 15, 2016**

- **Call to Order:** The **budget** meeting of the Holiday Springs Village Condominium #4 Board of Directors was held in the clubhouse in Margate on November 15, 2016. The meeting convened at 10:00 a.m. with President Minnette Cummins presiding.
- **Roll call** was taken and the following were present: President Minnette Cummins, Vice President Donna Richardson, Secretary/Treasurer Alan Levine, and Roberta Bernstein. Absent was Julio D'Gabriel. A quorum was declared.
  - Also present were Benchmark Property Managers Dan Sugarman and Jeff Roberts as well as seventeen (17) additional unit owners.
- **Minutes** of the October 11<sup>th</sup> meeting were read aloud by Secretary/Treasurer Alan Levine. A change was made to the name of a mentioned janitorial service. Motion was made by Donna Richardson and seconded by Roberta Bernstein to **accept** the minutes as corrected. Motion was carried by unanimous voice vote.
- **Treasurer's Report** was given by Alan Levine.
- **Unfinished Business**
  - **Janitorial Service:** We are still negotiating with Reliable Janitorial and seeking additional proposals.
  - **Lawn and Irrigation Services:** J&J Lawn Service has begun, with a two-month contract for the completion of this year only. An additional contract, for next year, is pending.
  - **Forty Year Inspection:** We are still awaiting the final written report from Tom Cheever of Florida Technical. Jeff Roberts had spoken with him. Cheever promised to have it within the next couple of weeks.
  - **Swimming Pool Area Improvements:** All Pro Painting and Construction will commence work on November 21st.
  - **Parking Lot Rules and Regulation:** More discussion, with an emphasis on vehicles without identification decals. Procedures for guests' cars will be presented at the next meeting.
- **New Business – Next Year's Budget:** Dan Sugarman explained and answered questions about the proposed budget.
  - **Motion** was made by Alan Levine (and seconded by Minnette Cummins) to adopt the proposed budget. Motion was carried by a 3-to-1 roll-call vote.
    - Minnette Cummins: yes. Alan Levine: yes. Donna Richardson: yes. Roberta Bernstein: no.
- **Motion to adjourn** was made by Alan Levine and seconded by Donna Richardson. Motion was carried by unanimous voice vote. Meeting was adjourned at 11:55 a.m.

Respectfully submitted,



Alan Levine, secretary



**ADOPTED****HOLIDAY SPRINGS CONDOMINIUM 4 ASSOCIATION, INC.**

**Estimated Operating Budget**  
**January 1, 2017 through December 31, 2017**

<b>INCOME</b>		<b>2016</b>	<b>2017</b>
3020-000	Maintenance Assessments	\$ 274,305	\$ 297,074
3050-000	Laundry Fees	\$ 6,500	\$ 6,000
<b>TOTAL INCOME</b>		<b>\$ 280,805</b>	<b>\$ 303,074</b>
<b>EXPENSES</b>			
<b>G/L #</b>	<b>ADMINISTRATIVE</b>		
5310-000	Management Fee	\$ 10,584	\$ 10,584
5336-000	Fees To Division	\$ 256	\$ 256
5335-000	Licenses, Fees & Permits	\$ 450	\$ 500
5330-000	Insurance Package & Finance Charges	\$ 49,000	\$ 48,000
5315-000	Office Expense	\$ 700	\$ 1,200
5321-000	Legal Fees	\$ 7,000	\$ 6,000
5320-000	Accounting	\$ 1,200	\$ 1,500
5325-003	Rec. Center Expense	\$ 45,408	\$ 45,408
5324-000	Partial Recovery of Bad Debts	\$ -	\$ -
<b>UTILITIES</b>			
5210-000	Electric	\$ 8,000	\$ 6,500
5240-000	Trash Removal	\$ 6,500	\$ 6,000
5220-000	Water/Sewer/Canals	\$ 38,000	\$ 39,000
5250-000	Cable T.V.	\$ 31,000	\$ 30,500
5230-000	Elevator Telephone	\$ 1,850	\$ 2,200
<b>BUILDINGS AND GROUNDS</b>			
5020-000	Lawn Maintenance Contract	\$ 7,800	\$ 9,000
5021-000	Landscaping	\$ 2,000	\$ 8,000
5133-000	Fire Equipment	\$ 800	\$ 800
5024-000	Pest Control (interior and perimeter)	\$ 1,500	\$ 3,100
5060-000	Pool Maintenance Contract (Shared with condo 6)	\$ -	\$ 1,680
5061-000	Satellite Pool (Shared with condo 6)	\$ 7,000	\$ 2,000
5120-000	Elevator Maintenance Contract & Monitoring	\$ 3,360	\$ 3,360
5022-000	Tree Trimming	\$ 3,500	\$ 7,000
5051-000	Irrigation Repairs	\$ 1,500	\$ 6,000
5140-000	Janitorial Service	\$ 8,400	\$ 11,640
5100-000	Repairs & Maintenance (general)	\$ 8,000	\$ 9,000
<b>SUBTOTAL</b>		<b>\$ 243,808</b>	<b>\$ 259,228</b>
<b>PLUS RESERVES</b>		<b>\$ 36,997</b>	<b>\$ 43,846</b>
<b>TOTAL EXPENSES</b>		<b>\$ 280,805</b>	<b>\$ 303,074</b>

<b>RESERVE FUND SUMMARY</b>									
1	2	3	4	5	6	7	8	9	10
Item	Estimated cost of replacement	Closing Balance 12/31/15	Added in 2016	Expended in 2016	Estimated Closing Balance 12/31/16	Balance to Fully Fund	Initial life in years	Remaining life in years	2017 Annual Contribution
Roof	\$ 120,000	\$ 10,165	\$ 7,193	\$ -	\$ 17,358	\$ 102,642	30	10	\$ 10,264
Mansard	\$ 60,000	\$ 7,844	\$ 2,815	\$ -	\$ 10,659	\$ 49,341	30	10	\$ 4,934
Painting	\$ 65,000	\$ 33,950	\$ 14,790	\$ -	\$ 48,740	\$ 16,260	8	1	\$ 16,260
Paving	\$ 55,000	\$ 4,778	\$ 2,200	\$ 2,809	\$ 4,169	\$ 50,831	25	24	\$ 2,118
Elevators	\$ 80,000	\$ 14,005	\$ 7,916	\$ -	\$ 21,921	\$ 58,079	25	7	\$ 8,297
Laundry Room & Equip.	\$ 25,000	\$ 10,389	\$ 2,083	\$ 9,180	\$ 3,292	\$ 21,708	12	11	\$ 1,973
<b>Totals</b>	<b>\$ 405,000</b>	<b>\$ 81,131</b>	<b>\$ 36,997</b>	<b>\$ 11,989</b>	<b>\$ 106,139</b>	<b>\$ 298,861</b>	<b>N/A</b>	<b>N/A</b>	<b>\$ 43,846</b>

If the 2017 budget is adopted as proposed the Annual Assessment will be payable in 12 monthly installments as follows:

No. of Units	Unit Type	Percentage of Ownership	Total Monthly Payment
24	1 Bedroom - 1 1/2 Bath	0.1351893	\$335
40	2 Bedroom - 2 Bath	0.1688864	\$418

**Holiday Springs Village Condominium, Inc. No. 4**  
**Annual Unit Owners Meeting – Tuesday, December 13, 2016**

- Holiday Springs Village Condominium #4 assembled for its annual meeting at the clubhouse in Margate, Florida, on December 13, 2016. Meeting was called to order at 10:06 a.m. by Secretary Alan Levine.
- Notices had been mailed to unit owners on October 13<sup>th</sup> and November 18<sup>th</sup> along with proxy instructions.
- Attendance was taken. There was no quorum. (19 in attendance and 10 proxies)
- Meeting was adjourned at 10:13 a.m.

**Holiday Springs Village Condominium 4**  
**Board of Directors Meeting Minutes – Tuesday, December 13, 2016**

- **Call to Order:** A regular meeting of the Holiday Springs Village Condominium #4 Board of Directors was held in the clubhouse in Margate on December 13, 2016. The meeting convened at 10:16 a.m. with President Minnette Cummins presiding.
- **Roll call** was taken and the following Directors were present: Minnette Cummins, Donna Richardson, Alan Levine, Roberta Bernstein, and Angel Perez. A quorum was declared.
  - Also present were Benchmark Property Manager Jeff Roberts and eighteen (18) additional unit owners.
- **Election of Officers**
  - Alan Levine nominated Minnette Cummins for **president**. She accepted. Roberta Bernstein nominated Angel Perez for president. He accepted. There were no additional nominations. Minnette Cummins won the election 3:2 by roll-call vote and continues as president.
    - For Minnette Cummins: Alan Levine, Minnette Cummins, and Donna Richardson.
    - For Angel Perez: Roberta Bernstein and Angel Perez.
  - Alan Levine nominated Donna Richardson for **vice president**. She accepted. There were no additional nominations. Donna Richardson continues as vice president.
  - Minnette Cummins nominated Alan Levine for **treasurer**. He accepted. There were no additional nominations. Alan Levine continues as treasurer.
  - Alan Levine nominated Angel Perez for **secretary**. He declined.
  - Donna Richardson nominated Roberta Bernstein for **secretary**. She accepted. There were no additional nominations. Roberta Bernstein becomes secretary.
  - Angel Perez is director at large.
- **Minutes**
  - Minutes of the November 15<sup>th</sup> meeting were read aloud by Alan Levine. A **motion** was made by Donna Richardson and seconded by Minnette Cummins to **accept** the minutes as written. Motion was carried by unanimous voice vote.
- **Establishment of Committees**
  - **Swimming Pool Committee**
    - The Swimming Pool Committee is an advisory committee made up of two appointees from Condo 4 and two appointees from Condo 6. It reports to and makes recommendations to the Condo 4 Board of Directors. It has neither a budget nor authority to spend Condo 4 or Condo 6 moneys or sign into contracts. Its chairman is appointed by the Condo 4 Board of Directors.
    - Roberta Bernstein and Angel Perez were appointed from Condo 4 to the Swimming Pool Committee. Condo 6 had appointed Thelma Emmer and Colleen Lane. The chair is pending.

**Holiday Springs Village Condominium 4**  
**Board of Directors Meeting Minutes – Tuesday, December 13, 2016**  
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- **Screening/Interviewing Committee**

- The Screening/Interviewing Committee is an advisory committee made up of a minimum of two appointees. Its function is to interview initially approved potential unit owners, orient them as to basic rules and regulations, and collect additional information that had not been submitted with the initial application. The Screening Committee will not have the authority to accept or reject a potential unit owner, but rather will report its findings to the Board of Directors.
  - Donna Richardson was appointed chairman of the Screening Committee. Other board members will rotate as required.
- **Broward Coalition** – Alan Levine was appointed to be Condo 4's representative.
  - **Margate Association of Condominiums and Homeowners** – Decision as to whether to maintain membership is pending.
  - **Recreation Board** – Minnette Cummins appointed Alan Levine to continue to represent Condo 4 on the Recreation Board. There were no objections.

➤ **Unfinished Business**

- **Janitorial Service** – Two additional companies are being interviewed. We have hired a handyman (Jose Vega).
- **Lawn and Irrigation** – J & J Landscaping has been working on a temporary basis. They had submitted a proposed contract for next year. Benchmark is attempting to get a bid from another company.
- **Forty Year Inspection** – Written report still has not been received, despite numerous requests. Jeff Roberts will tell our lawyer to send Tom Cheever a letter.
- **Swimming Pool Renovations** –
  - Concrete restoration has been completed and pool coping painted. All Pro Painting has us scheduled for pool house. A color is yet to be determined.
  - The tiki huts have holes in the roofs and must be repaired.
  - New stalls for the restrooms will be put on hold until after the tiki repairs.
- **Pool Vault Cover** – Crizabella Pool still has not installed lock down or settled the permit issue with the city. We are still withholding final payment.

➤ **New Business – Painting of Condo Exterior**

Open discussion with all of the unit owners present yielded the consensus that the existing color should be changed.

➤ **Unit Owners' Comments** were heard.

➤ **Motion to Adjourn** was made by Alan Levine. There were no objections. Meeting was adjourned at 12:01 p.m.

Respectfully submitted,  
Alan Levine, secretary

*Alan M. Levine*