

**Holiday Springs Village Condominium 4**  
**Board of Directors Meeting Minutes — Tuesday, January 9, 2018**

- **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 9, 2018. The meeting convened at 10:05 a.m. with President Minnette Cummins presiding.
- **Roll call** was taken and the following Directors were present: Minnette Cummins, Donna Richardson, Alan Levine, Brian Cocker, Marie Mugnano, and Donna Silva. Absent was Gilda Gramola. A quorum was declared.
  - Also present were Benchmark Property Manager Carmen Bengochea and four (4) additional unit owners.
- **Correspondence**
  - Donna Silva had tendered her resignation as corporate secretary. She will remain on the board as a director at large.
  - A unit owner had submitted a request that her assessment late charges be reversed. The matter was discussed by the Board. The charges will be deducted from her escrow/security deposit.
- **Reorganization**

Alan Levine was selected by unanimous consent to replace Donna Silva as secretary.
- **Minutes**
  - Minutes of the December 12<sup>th</sup> regular monthly meeting were read aloud by Secretary Alan Levine. **Motion** was made by Donna Richardson (seconded by Alan Levine) to accept the minutes as read. Motion was carried by unanimous voice vote.
  - Minutes of the December 28<sup>th</sup> special meeting were read aloud by Secretary Alan Levine. **Motion** was made by Donna Richardson (seconded by Alan Levine) to accept the minutes as read. Motion was carried by unanimous voice vote.
- **Treasurer's Report** was presented by Alan Levine.
- **Unfinished Business**
  - **Painting:** Minnette Cummins reported that the color samples that had been selected at the previous meeting were painted on the wall, and the results were unsatisfactory. Additional choices were then put on the wall.
  - **Landscaping:** Minnette Cummins presented the plans.
  - **Electrical Work for Pump House:** An electrician from Excel Electric had evaluated what needs to be done; he will send the proposal to Carmen Bengochea.
  - **Irrigation System and Pump House Rebuilds** were discussed.
  - **Governing Document Amendments:**
    - Minnette Cummins formed an **advisory committee** consisting of Alan Levine, Donna Richardson, and potentially others to draft a proposal for amendments and rule changes.

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➤ **New Business**

- **Air-conditioner Condensate Lines:** Topic tabled until the next meeting.
- **Vendor Interaction:** Minnette Cummins reminded the board that only the president and Benchmark Management are authorized to contact vendors.

➤ **Pool Committee**

- Minnette Cummins appointed Brian Cocker and Marie Mugnano as Condo-4's representatives of the Pool Committee. Condo-6's representatives are Thelma Emmer and Colleen Lane.
- Marie Mugnano will investigate *going green*.

➤ **Screening Committee** report was presented by Donna Richardson. The new owners of 25/301 had been interviewed.

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

➤ **Motion to Adjourn** was made by Donna Richardson (seconded by Alan Levine). Motion was carried by unanimous voice vote. Meeting adjourned at 12:19 p.m.

Respectfully submitted,



Alan Levine, secretary

**Holiday Springs Village Condominium 4**  
**Board of Directors Meeting Minutes – Tuesday, February 13, 2018**

- **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 13, 2018. The meeting convened at 10:08 a.m. with President Minnette Cummins presiding.
- **Roll call** was taken and the following Directors were present: President Minnette Cummins, Vice President Donna Richardson, Secretary/Treasurer Alan Levine, Brian Cocker, Marie Mugnano, and Donna Silva. Absent was Gilda Gramola. A quorum was declared.
  - Also present were Benchmark Property Manager Carmen Bengochea and eight (8) additional unit owners.
- **Minutes**
  - Minutes of the January 9<sup>th</sup> meeting were read aloud by Secretary Alan Levine. **Motion** was made by Donna Richardson (seconded by Alan Levine) to accept the minutes as read. Motion was carried by unanimous voice vote.
- **Treasurer's Report** was presented by Alan Levine.
- **Pool Committee Report** was presented by Marie Mugnano.
  - Red Rhino had found leaks in seven of the eleven drains.
- **Amendments Committee Report** was presented by Alan Levine.
- **Unfinished Business**
  - **Electrical Work for Pump House** – The shed must be removed before further work can commence.
  - **Painting** – The final walk-through inspection is scheduled for Friday morning, February 16.
  - **Landscaping:** Bloom Nursery had submitted a proposal for \$20,742.
  - **Air-Conditioner Condensate Line Maintenance** was discussed.
  - **Parking Lot Sealcoating** was discussed.
    - Asphalt Restoration Technology Systems from Orlando will be presenting a proposal.
    - A bid had been submitted by Atlantic Southern.
- **New Business**
  - **Carolina Golf Club Sale** was discussed.
  - **Pursuing Unpaid Assessments** – Leigh Katzman of Katzman and Chandler has been invited to address the board on this topic next month.
  - **Driveway Lights** – We had received a proposal from Coastline.
  - **Catwalk Repairs** – Coastline had submitted a bid.

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- **Benchmark Property Manager's Report** was presented by Carmen Bengochea.
- **Unit Owners' Comments** were heard.
- **Motion to Adjourn** was made by Donna Richardson (seconded by Alan Levine). Motion was carried by unanimous voice vote. Meeting adjourned at 11:56 a.m.

Respectfully submitted,

*Alan M. Levine*

Alan Levine, secretary

**Holiday Springs Village Condominium 4**  
**Board of Directors Meeting Minutes — Tuesday, March 13, 2018**

- **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 13, 2018. The meeting convened at 10:05 a.m. with President Minnette Cummins presiding.
- **Roll call** was taken and the following Directors were present: President Minnette Cummins, Vice President Donna Richardson, Secretary/Treasurer Alan Levine, Brian Cocker, Marie Mugnano, and Donna Silva. Absent was Gilda Gramola. A quorum was declared.
  - Also present were Benchmark Property Manager Carmen Bengochea and eight (8) additional unit owners.
- Invited guest speaker **Leigh Katzman** of Katzman and Chandler gave a presentation on his firm's Delinquent Account Collection and Fast Track Violation Process programs.
  - **Motion** was made by Alan Levine (seconded by Minnette Cummins) to retain Katzman and Chandler to administer the Delinquent Account Collection program. After discussion, motion was carried by unanimous roll-call vote.
  - **Motion** was made by Alan Levine (seconded by Donna Richardson) to utilize Katzman and Chandler's Fast Track Violation Process. After discussion, it was decided to postpone the vote until after our Rules and Regulations are amended.
- **Minutes**
  - **Motion** was made by Marie Mugnano (seconded by Donna Richardson) to suspend with the reading aloud of the previous meeting's minutes, as copies had been distributed to the directors. Motion was carried by unanimous voice vote.
  - **Motion** was made by Alan Levine (seconded by Donna Richardson) to accept the minutes of the February 13 meeting as written. Motion was carried by 5:1 roll-call vote. (Yea: Cummins, Cocker, Levine, Richardson, and Silva. Nay: Mugnano.)
- **Treasurer's Report** was presented by Alan Levine.
- **Swimming Pool Committee Report** was presented by Marie Mugnano.
  - The Swimming Pool Committee will meet on a regular basis (specific day and time to be determined).
  - **Motion** was made by Marie Mugnano (seconded by Minnette Cummins) to contract with **Red Rhino Leak Detection** to repair the swimming pool leaks. After discussion, motion was carried by unanimous voice vote.
- **Amendments Committee Report** was presented by Alan Levine.
- **Screening Committee Report** was presented by Donna Richardson.

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**Board of Directors Meeting Minutes — Tuesday, March 13, 2018**  
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➤ **Unfinished Business**

- **Electrical Work for Pump House** – Alan Levine reported that there was such a large discrepancy between what **Excel Electric** and **Watts New Electric** proposed had to be done that we should consult a *third* contractor. Carmen Bengochea will contact Dorian All Star Electric.
- **Bee Problem in 25/408 was discussed.**
- **Landscaping** was discussed.
- **Parking Lot Sealcoating** report was presented by Minnette Cummins.

➤ **New Business**

- An **Architectural Request** for new windows had been submitted by 25-208. The Board approved.
- **Waste Management** - Alan Levine reported on the option of discontinuing our participation in the **Recycling Program**. Topic is tabled.
- **Margate Association of Condominiums (MAC)** – **Motion** was made by Donna Richardson (seconded by Alan Levine) that we not renew our membership. After discussion, motion was carried by unanimous voice vote.

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

➤ **Motion to Adjourn** was made by Alan Levine (seconded by Donna Richardson). Motion was carried by unanimous voice vote. Meeting adjourned at 12:36 a.m.

Respectfully submitted,



Alan Levine, secretary

# **Holiday Springs Village Condominium 4**

## **Board of Directors Meeting Minutes – Tuesday, April 10, 2018**

- **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 10, 2018. The meeting convened at 10:00 a.m. with President Minnette Cummins presiding.
- **Roll call** was taken and the following Directors were present: President Minnette Cummins, Vice President Donna Richardson, Secretary/Treasurer Alan Levine, Brian Cocker, Gilda Gramola, Marie Mugnano, and Donna Silva. A quorum was declared.
  - Also present was Benchmark Property Manager Carmen Bengochea.
- **Minutes** of the preceding meeting were read aloud by Secretary Alan Levine. Modifications were made to change the reference of a motion's unanimous voice vote to a majority roll-call vote, and to delete reference to specific landscaping companies. **Motion** was made by Alan Levine (seconded by Donna Richardson) to accept the minutes of the March 13 meeting as amended. Motion was carried by unanimous roll-call vote.
- **Treasurer's Report** was presented by Alan Levine.
- **Swimming Pool Committee** - Marie Mugnano reported that the committee had not met.
- **Amendments Committee Report** was presented by Alan Levine. The first meeting will take place following this board meeting.
- **Screening Committee Report** was presented by Donna Richardson. Michelle and Gordon Stone had been approved for 26-402.
- **Unfinished Business**
  - **Swimming Pool Repairs**
    - **Crystal Pools** has completed repairs and modifications to the system.
    - **Red Rhino** leak repairs have been put on hold due to insufficient funds to fulfill contract.
  - **Electrical Work for Pump House** – Alan Levine reported that he had not been contacted by Dorian Electric, so nothing had been accomplished this past month.
  - **Landscaping** update was presented by Minnette Cummins..
  - **Waste Management** – Alan Levine reported on bulk-service fees. Minnette Cummins commented that we will continue with the recycling program. There were no objections.
- **New Business – Painting Reserves**
  - Minnette Cummins reported that inasmuch as our painting expense was quite a bit lower than budgeted, we have more money than necessary remaining in the reserve account.
  - **Motion** was made by Donna Richardson (seconded by Donna Silva) that the overage from the Painting Reserve Fund be transferred to the operating account so it can be utilized for other expenses. After discussion, motion was passed by a 6:0 roll-call vote. (Gilda Gramola had left the meeting prior to this topic, thus did not vote.) Carmen Bengochea will arrange for Benchmark to prepare the paperwork for a unit owners' vote.
- **Motion to Adjourn** was made by Donna Richardson (seconded by Alan Levine). Motion was carried by unanimous voice vote. Meeting adjourned at 11:28 a.m.

Respectfully submitted,



Alan Levine, secretary

## **Holiday Springs Village Condominium 4**

### **Board of Directors Meeting Minutes – Tuesday, May 8, 2018**

- **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 8, 2018. The meeting convened at 10:02 a.m. with President Minnette Cummins presiding.
- **Roll call** was taken and the following Directors were present: President Minnette Cummins, Vice President Donna Richardson, Secretary/Treasurer Alan Levine, Brian Cocker, Marie Mugnano, and Donna Silva. Gilda Gramola was absent. A quorum was declared.
  - Also present was Benchmark Property Manager Carmen Bengochea. There were **no** additional unit owners in attendance.
- **Minutes**
  - **Motion** was made by Donna Silva (seconded by Donna Richardson) to suspend the reading aloud of the previous meeting minutes, as copies had been distributed.
  - **Motion** was made by Minnette Cummins (seconded by Alan Levine) to accept the minutes of the April 10 meeting as written. Motion was carried by unanimous voice vote.
- **Treasurer's Report** was presented by Alan Levine.
- **Direct Payments** - Minnette Cummins recommended that we set up a procedure for **automatic** payments to the **City of Margate** for water and to **FLP** for electric service, which would include **full** payments for the pool house/swimming-pool, and we would bill Condo 6 for re-imbursement of their share. There was no objection.
- **Swimming Pool Committee Report** was presented by Brian Cocker.
- **Screening Committee Report** was presented by Donna Richardson.
- **Amendments Committee Report** was presented by Alan Levine.
- **Unfinished Business**
  - **Electrical Work for Pump House** – Alan will contact the contractors to get clarification of some unanswered issues.
  - **Irrigation System** – We are awaiting a written proposal from **All Sprinkler Repair**.
- **New Business**
  - **Elevator Emergency Phone Line Alternatives** were discussed.
  - **Sink and Faucet for Men's Room** was discussed.
  - **Asphalt Repairs** – A representative from **Asphalt Restoration** has been invited to next month's meeting to explain an alternative to conventional sealcoating.
  - **Establishing a Bank Credit Line** with CenterState Bank was discussed.
  - The overage in the **Painting Reserve Account** was discussed.
  - A **Property Boundary Survey** was discussed.
- **Motion to Adjourn** was made by Donna Richardson (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, June 12, 2018**

- **Pre-meeting Guest Speaker:** Harshin Agravat of Asphalt Restoration Technology Systems gave a presentation about PDC paving conditioner, an alternative to conventional sealcoat.
- **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 12, 2018. The meeting convened at 10:32 a.m. with President Minnette Cummins presiding.
- **Roll call** was taken and the following directors were present: President Minnette Cummins, Vice President Donna Richardson, Secretary/Treasurer Alan Levine, Brian Cocker, and Donna Silva. Absent were Marie Mugnano and Gilda Gramola. A quorum was declared.
  - Also present were one additional unit owner and (arriving mid-meeting) Benchmark Property Manager Carmen Bengochea.
- **Minutes** of the preceding meeting were read aloud by Secretary Alan Levine. **Motion** was made by Minnette Cummins (seconded by Donna Richardson) to accept the minutes of the May 8 meeting as written. Motion was carried by unanimous voice vote.
- **Treasurer's Report** was presented by Alan Levine.
- **Swimming Pool Committee Report** was presented by Minnette Cummins, who gave an update on the status of Red Rhino and the men's room sink.
- **Screening Committee Report** was presented by Donna Richardson.
- **Unfinished Business**
  - **Delinquent Account Collections**
    - Foreclosure proceedings on one unit is being handled by Tucker & Lokeinsky.
    - We have a meeting with Leigh Katzman of Katzman Chandler on June 19<sup>th</sup> to finalize the arrangement agreed to at our March board of directors meeting.
  - **Elevator Emergency Telephone and Monitoring** by Kings III was discussed.
  - **Electric Installation at Pump House** is awaiting issuance of the permit.
- **New Business**
  - **Tree Trimming and Cleanup** – We had received a proposal from Berch Tree.
  - **Amending Governing Documents** –
    - **Motion** was made by Alan Levine (seconded by Minnette Cummins) to amend our Declaration of Condominium and By-Laws to change the number of affirmative unit-owners votes required to ratify an amendment from three-fourths (48 units) to two-thirds (43 units). After discussion, which included the recommendation of the Amendments Committee, motion was carried by a unanimous voice vote. The next two steps consist of consulting an attorney and presenting the issue to the unit owners.
  - **Pest Control** – Due to the fact that a large number of unit owners are either not at home or refuse treatment when Forever Gone makes their scheduled visits, a policy to bill unit owners for additional visits was recommended by Minnette Cummins. There was no objection.
- **Motion to Adjourn** was made by Donna Silva (seconded by Donna Richardson). Motion was carried by unanimous voice vote. Meeting was adjourned at 12:15 p.m.

Respectfully submitted,



Alan Levine, secretary

**Holiday Springs Village Condominium 4**  
**Board of Directors Meeting Minutes — Tuesday, July 10, 2018**

- **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 10, 2018. The meeting convened at 10:01 a.m. with President Minnette Cummins presiding.
- **Roll call** was taken and the following directors were present: President Minnette Cummins, Vice President Donna Richardson, Secretary/Treasurer Alan Levine, Marie Mugnano, and Donna Silva. Absent was Brian Cocker. A quorum was declared.
  - Also present were Benchmark Property Manager Carmen Bengochea and five (5) additional unit owners.
- **Treasurer's Report** was presented by Alan Levine.
- **Minutes** of the June 12 meeting were read aloud by Secretary Alan Levine. **Motion** was made by Minnette Cummins (seconded by Donna Richardson) to accept the minutes as written. Motion was carried by unanimous voice vote.
- **Correspondence**
  - We had received a letter dated June 17 from Gilda Gramola resigning from the Board of Directors effective immediately.
  - We had received a letter dated June 18 from unit-owner Peter Lauro requesting to be added to the Board of Directors.
    - **Motion** was made by Minnette Cummins (seconded by Alan Levine) to fill the vacated Gilda Gramola position with Peter Lauro. Motion was carried by unanimous voice vote.
- **Unfinished Business**
  - **Red Rhino Pool Repairs:** Minnette Cummins gave an update.
  - **Irrigation/Pump House:** Electrical permit received; work is awaiting inspection prior to FP&L reconnection.
  - **Laundry Room Windows Installation** did not pass inspection.
  - **Parking Lot Sealcoating/PDC Paving Conditioner** has been placed on hold.
  - **Amending Governing Documents:** A meeting will be set up with Attorney Mary Ann Chandler.
- **New Business**
  - **Driveway Repairs** were discussed.
  - **Budget Workshop** will be held at Benchmark on August 27.
- **Motion to Adjourn** was made by Minnette Cummins (seconded by Donna Richardson). Motion was carried by unanimous voice vote. Meeting was adjourned at 11:24 a.m.

Respectfully submitted,



Alan Levine, secretary

**Holiday Springs Village Condominium 4**  
**Board of Directors Meeting Minutes – Tuesday, August 14, 2018**

- **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 14, 2018. The meeting convened at 10:00 a.m. with President Minnette Cummins presiding.
- **Roll call** was taken and the following directors were present: President Minnette Cummins, Vice President Donna Richardson, Secretary/Treasurer Alan Levine, Marie Mugnano, and Peter Lauro. Absent were Brian Cocker (excused) and Donna Silva. A quorum was declared.
  - Also present were Benchmark Property Manager Carmen Bengochea and six (6) additional unit owners.
- **Minutes** of the July 10 meeting were read aloud by Secretary Alan Levine. **Motion** was made by Minnette Cummins (seconded by Donna Richardson) to accept the minutes as written. Motion was carried by unanimous voice vote.
- **Treasurer's Report** was presented by Alan Levine.
- **Correspondence** – none.
- **Unfinished Business**
  - **Amending Governing Documents** – There was discussion about how many unit-owners votes should be required to make amendments and material alterations.
- **New Business**
  - **Correct Ramp Drainage**
    - **Motion** was made by Alan Levine (seconded by Peter Lauro) to repair the ramp at the east end of building 26 and dig a dry well for drainage. After discussion, motion failed by voice vote.
- **Meeting Adjourned** at 11:34 a.m.

Respectfully submitted,



Alan Levine, secretary

**Holiday Springs Village Condominium 4**  
**Board of Directors Meeting Minutes – Tuesday, September 18, 2018**

- **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 18, 2018. The meeting convened at 10:00 a.m. with President Minnette Cummins presiding.
- **Roll call** was taken and the following directors were present: President Minnette Cummins, Vice President Donna Richardson, Secretary/Treasurer Alan Levine, Brian Cocker, Marie Mugnano, and Donna Silva. Absent was Peter Lauro (excused). A quorum was declared.
  - Also present were four (4) additional unit owners.
  - Benchmark Property Manager Carmen Bengochea was excused.
- **Minutes** of the August 14 meeting were read aloud by Secretary Alan Levine. **Motion** was made by Minnette Cummins (seconded by Donna Richardson) to accept the minutes as written. Motion was carried by unanimous voice vote.
- **Treasurer's Report** was presented by Alan Levine.
- **Correspondence** – none.
- **Committee Reports** – none.
- **Unfinished Business**
  - **Swimming Pool Leak Repairs**
    - Red Rhino began work yesterday and is expected to finish tomorrow. The pool had to be completely drained.
    - **Motion** was made by Minnette Cummins (seconded by Alan Levine) that upon completion by Red Rhino, Crystal Pool perform an acid wash for \$650. After discussion, motion was carried by unanimous voice vote.
  - **Irrigation System**
    - We had received a proposal from Evergreen Tech Irrigation. We are awaiting an additional bid from at least one other company.
  - **Ramp Drainage Problem (building 26)**
    - A representative from Five Star Sealing and Paving had evaluated the problem and recommended a solution that can be performed by our landscaping company. He also submitted a proposal of what *his* company can do if the landscaping project is inadequate.
    - Minnette Cummins is negotiating with J&J Landscaping with respect to the above.
  - **Amending the Governing Documents and Painting Reserve Surplus**
    - Mary Ann Chandler of Katzman Chandler had drafted two amendments and proxy information, copies of which were distributed to the directors for evaluation.
- **New Business** – none.
- **Motion to Adjourn** was made by Donna Richardson (seconded by Alan Levine). Motion was carried by unanimous voice vote. Meeting adjourned at 11:18 a.m.

Respectfully submitted,



Alan Levine, secretary

## **Holiday Springs Village Condominium 4**

### **Board of Directors Meeting Minutes – Tuesday, October 9, 2018**

- **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 9, 2018. The meeting convened at 10:01 a.m. with President Minnette Cummins presiding.
- **Roll Call** was taken and the following directors were present: President Minnette Cummins, Vice President Donna Richardson, Secretary/Treasurer Alan Levine, Brian Cocker, Marie Mugnano, Donna Silva, and Peter Lauro. A quorum was declared.
  - Also present were Benchmark Property Manager Carmen Bengochea and three (3) additional unit owners.
- **Minutes** of the September 18 meeting were read aloud by Secretary Alan Levine. A modification was made to the attendance roll-call entry. **Motion** was made by Minnette Cummins (seconded by Donna Richardson) to accept the minutes as corrected. Motion was carried by unanimous voice vote.
- **Treasurer's Report** was presented by Alan Levine.
- **Screening Committee Report** was presented by Donna Richardson. New unit owners had moved into 25-206.
- **Unfinished Business**
  - **Swimming Pool Leak Repairs**
    - Minnette Cummins reported that Red Rhino had completed repairs, an acid wash was done, and that the City of Margate will give us a sewage credit toward the refilling-of-pool water bill.
    - Minnette Cummins reported that we are awaiting a bid from Tropical Pressure Cleaning.
  - **Amendments to Governing Documents** – The tentative package of the first round of amendments, as drafted by attorney Mary Ann Chandler, was discussed.
    - Article VII of the Declaration of Condominiums describes the method of amending the Declaration of Condominiums.
      - The proposal calls for a 75% affirmative vote of the voting members.
      - (The *current* requirement is for a 75% affirmative vote of all units.)
    - Article X of the By-Laws describes the method of amending the By-Laws.
      - The proposal calls for a 50%+1 affirmative vote of the voting members if the board of directors had approved unanimously.
      - (The *current* requirement is for a 50%+1 affirmative vote of all units.)
      - The proposal calls for a 75% affirmative vote of the voting members if the board of directors had *not* approved unanimously.
      - (The *current* requirement is for a 75% affirmative vote of all units.)
    - **Motion** was made by Donna Silva (seconded by Peter Lauro) that in order to change the By-Laws, a simple majority of the membership be required [33]. After discussion, motion was carried by unanimous roll-call vote.
  - **Irrigation System**
    - We had received a proposal from Hoover Pumping Systems. We are awaiting a proposal from Adrian Landscaping Services.

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**Holiday Springs Village Condominium 4**  
**Board of Directors Meeting Minutes – Tuesday, October 9, 2018**

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- **Ramp Drainage Problem (building 26)**
  - Minnette Cummins reported that she is negotiating with J&J Lawn Service to dig a French drain.
  - **Motion** was made by Peter Lauro (seconded by Alan Levine) that we accept the proposal from Five Star Sealing & Paving to cut back the adjacent island and modify the sidewalk for \$2,985. After discussion, motion was carried by unanimous voice vote.
- **New Business**
  - **Trash Chute** – Building 26 fourth-floor chute door does not close. Southern Chute will be called to make repair.
- **Meeting Adjourned** at 11:19 a.m.

Respectfully submitted,



Alan Levine, secretary

**Holiday Springs Village Condominium 4**  
**Board of Directors Meeting Minutes – Tuesday, October 25, 2018**

- **Call to Order:** A special meeting of the Holiday Springs Village Condominium #4 Board of Directors was held in the clubhouse in Margate on October 25, 2018. The purpose of this meeting was to decide on an irrigation contractor. The meeting convened at 10:00 a.m. with President Minnette Cummins presiding.
- **Attendance**
  - Present were Minnette Cummins, Donna Richardson, Alan Levine, Brian Cocker, Marie Mugnano, and Donna Silva. Absent was Peter Lauro. A quorum was declared.
- **Irrigation**
  - Four (4) proposals had been received from Adrian Landscaping, Evergreen Tech Irrigation and Landscaping, Gold Coast Sprinkler Repairs, and Hoover Pumping Systems. Copies had been distributed to all directors.
  - Motion was made by Alan Levine to accept the proposal from Adrian Landscaping. After comparison and discussion, motion was carried by unanimous show-of-hands vote.
- **Adjournment** at 10:15 a.m.

Respectfully submitted,

Alan Levine, secretary

**Holiday Springs Village Condominium 4**  
**Board of Directors Meeting Minutes – Tuesday, November 13, 2018**

- **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 13, 2018. Notice of this meeting, in addition to a copy of the proposed budget, had been mailed to each unit owner via First Class Mail on October 25<sup>th</sup>. 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, Brian Cocker, Peter Lauro, Marie Mugnano, and Donna Silva. A quorum was declared.
  - Also in attendance were Benchmark Property Manager Carmen Bengochea and seven (7) additional unit owners.
- **Minutes:**
  - Minutes of the October 9<sup>th</sup> regular board meeting were read aloud by Secretary Alan Levine. **Motion** was made by Minnette Cummins (seconded by Donna Richardson) to accept them as read. Motion was carried by majority voice vote.
  - Minutes of the October 25<sup>th</sup> special board meeting were read aloud by Secretary Alan Levine. **Motion** was made by Minnette Cummins (seconded by Donna Richardson) to accept them as read. Motion was carried by unanimous voice vote.
- **Treasurer's Report** was presented by Alan Levine.
- **President's Report** was presented by Minnette Cummins.
  - Pool will be closed late afternoon on November 26<sup>th</sup> so that Diamond Brite can pressure clean pavers on November 27<sup>th</sup> and seal on November 28<sup>th</sup>.
  - Notice of the annual meeting will go out this week.
  - Irrigation project will be commencing next week with the installation of the new pump.
- **Budget:**
  - The proposed budget for 2019 was explained by Minnette Cummins and Alan Levine. Unit owners' questions were answered and comments entertained.
  - Motion was made by Alan Levine (seconded by Donna Richardson) to adopt the proposed budget as presented. After further discussion, motion was carried by unanimous voice vote.
- **Unit Owners' Comments** were heard.
- **Motion to adjourn** was made by Donna Richardson (seconded by Peter Lauro). Meeting was adjourned at 11:16 a.m.

Respectfully submitted,



Alan Levine, secretary



# HOLIDAY SPRINGS CONDOMINIUM 4 ASSOCIATION, INC.

**Adopted**

Operating Budget  
January 1, 2019 through December 31, 2019

INCOME		2018	2019
3020-000	Maintenance Assessments	\$ 297,068	\$ 297,252
3050-000	Laundry Fees	\$ 6,000	\$ 7,000
3055-003	Reimbursements from Condo #6	\$ -	\$ 5,000
<b>TOTAL INCOME</b>		<b>\$ 303,068</b>	<b>\$ 309,252</b>
EXPENSES			
G/L #	ADMINISTRATIVE		
5310-000	Management Fee	\$ 10,968	\$ 10,968
5336-000	Fees To Division	\$ 256	\$ 256
5335-000	Licenses, Fees & Permits	\$ 500	\$ 500
5330-000	Insurance Package & Finance Charges	\$ 46,000	\$ 48,000
5315-000	Office Expense	\$ 1,400	\$ 1,400
5321-000	Legal Fees	\$ 3,000	\$ 5,000
5320-000	Accounting	\$ 2,500	\$ 2,500
5325-003	Rec. Center Expense	\$ 45,408	\$ 45,408
UTILITIES			
5210-000	Electric	\$ 6,500	\$ 6,800
5240-000	Trash Removal	\$ 6,000	\$ 7,200
5220-000	Water/Sewer/Canals	\$ 43,000	\$ 42,000
5250-000	Cable T.V.	\$ 31,300	\$ 32,400
5230-000	Elevator Telephone	\$ 2,300	\$ 1,200
BUILDINGS AND GROUNDS			
5020-000	Lawn Maintenance Contract	\$ 10,800	\$ 10,800
5021-000	Landscaping	\$ 5,700	\$ 10,000
5133-000	Fire Equipment	\$ 800	\$ 1,200
5024-000	Pest Control (interior and perimeter)	\$ 3,000	\$ 3,100
5060-000	Pool Maintenance Contract (Shared with condo 6)	\$ 1,680	\$ 2,880
5061-000	Satellite Pool Repairs (Shared with condo 6)	\$ 500	\$ 500
5120-000	Elevator Maintenance Contract & Repairs	\$ 3,360	\$ 4,000
5022-000	Tree Trimming	\$ 3,500	\$ 2,800
5051-000	Irrigation Repairs	\$ 1,000	\$ 1,500
5140-000	Janitorial Service	\$ 11,000	\$ 11,000
5100-000	Repairs & Maintenance (general)	\$ 22,500	\$ 22,500
<b>SUBTOTAL</b>		<b>\$ 262,972</b>	<b>\$ 273,912</b>
<b>PLUS RESERVES</b>		<b>\$ 40,096</b>	<b>\$ 35,340</b>
<b>TOTAL EXPENSES</b>		<b>\$ 303,068</b>	<b>\$ 309,252</b>

## RESERVE FUND SUMMARY

1	2	3	4	5	6	7	8	9	10
Item	Estimated cost of replacement	Opening Balance 01/01/18	Added in 2018	Expended in 2018	Estimated Closing Balance 12/31/18	Balance to Fully Fund	Initial life in years	Remaining life in years	2019 Annual Contribution
Roof	\$ 150,000	\$ 14,121	\$ 13,881	\$ -	\$ 28,002	\$ 121,998	30	8	\$ 15,250
Mansard	\$ 75,000	\$ 14,266	\$ 3,572	\$ -	\$ 17,838	\$ 57,162	30	16	\$ 3,573
Painting	\$ 55,000	\$ 21,887	\$ 10,889	\$ -	\$ 32,776	\$ 22,224	9	8	\$ 2,778
Paving	\$ 60,000	\$ 6,160	\$ 2,341	\$ -	\$ 8,501	\$ 51,499	25	22	\$ 2,341
Elevators	\$ 100,000	\$ 27,184	\$ 10,415	\$ -	\$ 37,599	\$ 62,401	25	6	\$ 10,400
Laundry Room & Equip.	\$ 16,000	\$ 6,020	\$ 998	\$ -	\$ 7,018	\$ 8,982	12	9	\$ 998
<b>Totals</b>	<b>\$ 456,000</b>	<b>\$ 89,638</b>	<b>\$ 42,096</b>	<b>\$ -</b>	<b>\$ 131,734</b>	<b>\$ 324,266</b>	<b>N/A</b>	<b>N/A</b>	<b>\$ 35,340</b>

The 2019 Annual Assessment is 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

*Amounts have been rounded to the nearest whole dollar*

**Holiday Springs Village Condominium, Inc. No. 4**  
**Annual Unit Owners Meeting – Tuesday, December 11, 2018**

- Holiday Springs Village Condominium #4 assembled for its annual meeting at the clubhouse in Margate, Florida, on December 11, 2018 at 10:00 a.m. with President Minnette Cummins presiding.
- Notices of this meeting had been sent to unit owners by First Class USPS mail on October 10<sup>th</sup> and November 14<sup>th</sup> along with proxy instructions.
- The chair was turned over to Dan Sugarman of Benchmark Property Management for attendance tabulation. Thirty-seven (37) units were represented, sixteen (16) in person and twenty-one by proxy. A quorum was declared.
- **Call to Order** – Motion was made by Peter Lauro (seconded by Donna Richardson) to officially call the meeting to order. Meeting called to order at 10:26 a.m.
- **Minutes** – Motion was made by Minnette Cummins to waive the reading of the minutes of the last Unit Owners' Meeting, which had taken place on December 10<sup>th</sup>, 2013.
- **Election of Directors**
  - Elections were conducted by Benchmark officer Dan Sugarman assisted by Property Manager Carmen Bengochea and unit owners Hollie Sturges (25-408) and George Montiel (26-204).
  - Ten (10) candidates ran for seven (7) positions. Forty-one (41) ballots were cast. Results were:
    - John Jablonski\* - 36;
    - Brian Cocker\* - 34;
    - Mitchell Fine - 35;
    - Peter Lauro\* - 26;
    - Alan Levine\* - 25;
    - Donna Richardson\* - 24;
    - Minnette Cummins - 21;
    - Donna Silva\* - 21;
    - Helen Augustus\* - 21;
    - Marie Mugnano - 19.

\*(elected)
  - Minnette Cummins and Mitchell Fein then withdrew from the election.
- **Motion to Adjourn** was made by Hollie Sturges (seconded by George Montiel). Meeting adjourned at 11:00 a.m.

Respectfully submitted,

Alan Levine  
secretary

**Holiday Springs Village Condominium 4**  
**Board of Directors Meeting Minutes – Tuesday, December 11, 2018**

- **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 11, 2018. The meeting convened at 11:04 a.m. with Vice President Donna Richardson presiding.
- **Roll call** was taken and the following Directors were present: Helen Augustus, Brian Cocker, John Jablonski, Peter Lauro, Alan Levine, Donna Richardson, and Donna Silva. A quorum was declared.
  - Also present were Benchmark Property Managers Dan Sugarman and Carmen Bengochea.
- **Minutes**
  - Minutes of the November 13<sup>th</sup> budget meeting were read aloud by Secretary Alan Levine.
  - **Motion** was made by Peter Lauro (seconded by Helen Augustus) to **accept** the minutes as written. Motion was carried by unanimous voice vote.
- **Treasurer's Report** was presented by Alan Levine
- **Reorganization/Election of Officers**
  - Donna Richardson turned the chair over to Dan Sugarman to conduct elections.
  - Alan Levine nominated Donna Richardson for **president**. She accepted. There were no additional nominations. **Donna Richardson** is elected **president**.
  - Donna Silva nominated Helen Augustus for vice president. She accepted. There were no additional nominations. **Helen Augustus** is elected **vice president**.
  - John Jablonski nominated Alan Levine for **treasurer**. He accepted. Helen Augustus nominated John Jablonski for treasurer. He declined. Peter Lauro nominated Donna Silva for treasurer. She accepted. **Alan Levine** won the election by majority show-of-hands vote (4:3) and **continues as treasurer**.
  - Donna Silva nominated Peter Lauro for **secretary**. He accepted. There were no additional nominations. **Peter Lauro** is elected **secretary**.
  - Dan Sugarman turned the chair back over to Donna Richardson.
- **Signatories**
  - Motion was made by Donna Richardson (seconded by Donna Silva) that the bank signatories be Alan M. Levine, Peter Lauro, and John Jablonski. Motion was carried by unanimous voice vote.
- **Swimming Pool Committee** representatives of Condo 4 will be Brian Cocker and Donna Silva.
- **Motion to Adjourn** was made by Alan Levine (seconded by Helen Augustus). Meeting adjourned at 11:36 a.m.

Respectfully submitted,



Alan Levine