

Holiday Springs Village Condominium #4
Board of Directors Meeting Minutes – Tuesday, January 08, 2019

- **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 08, 2019. The meeting convened at 10:00 AM with President Donna Richardson presiding.
- **Roll Call:** The following officers were present: President Donna Richardson; Vice President Helen Augustus; Secretary Peter Lauro; and Treasure Alan Levine. Board members present were: John Jablonski; Brian Cocker; and Donna Silva. Also in attendance were twelve additional residents/unit owners. With Carmen Bengochea out with an illness, there were no Benchmark Property Management representatives present.
- **Minutes #1:** The minutes of the December 11, 2018 Annual Unit Owner's Meeting were read and after it was pointed out that an e was left off of George Monteil's name, a motion to accept the minutes was made by Alan Levine, seconded by Helen Augustus and carried by a unanimous voice vote.
- **Minutes #2:** The minutes of the December 11, 2018 Board of Directors Meeting were read and a motion to accept the minutes was made by Alan Levine, seconded by John Jablonski and carried by a unanimous voice vote.
- **Treasure's Report:** Was read by Alan Levine and it was determined by Alan himself that there were discrepancies on the 12/31/2018 Budget Comparison Income Statement in the areas concerning Insurance, Pest Control and Pool Maintenance & Repairs section. Alan said he'd look into these discrepancies and give a full report at the February Board Meeting.
- **Correspondence:** None.
- **Unfinished Business:**
 1. **Re-Stenciling of Parking Lot Bumpers:** Although it was the only estimate produced, Donna Richardson suggested that we award the contract to Five Star Sealing and Paving. She assured us that she has another much higher estimate from another company and will furnish a copy of that bid. Based on this information, a motion was made by Peter Lauro and seconded by Donna Silva to go ahead with Donna Richardson's suggestion and award Five Star Sealing and Paving the \$1,245.00 job. The motion was passed by a six to one vote.
 2. **Building 25 Back Lighting:** Donna Richardson explained that although lights have been installed, there are still issues that need to be addressed and are being worked on
 3. **Pool Repair:** Donna Richardson pointed out that a "surge pump pipe" needs to be replaced at a cost of \$475 and the board unanimously approved repairing it.
 4. **Committee Reports:** The pool committee pointed out violations by residents concerning leaving garbage around and using the pool illegally after hours. After several ideas and suggestions were tossed around by the board and the unit owners present, no solution was accomplished.

- **New Business:**


1. Discussion about the poor job the cleaning service is doing led to a decision to renegotiate our contract with them and specifically detailing what their duties entail.
2. Helen Augustus volunteered to be added to the Screening Committee consisting of Donna Richardson and Alan Levine.
3. It was determined that we will seek the help of our attorney in dealing with the illegal motorcycle in the parking lot of Building 25. The owner of the unit was spoken to and given a more than reasonable amount of time to comply with the rules and has not.
4. It was decided that stickers will be placed on illegally parked cars and that if they are not moved within 48 hours, Donna Richardson, Alan Levine, Peter Lauro, Helen Augustus and John Jablonski have the authority – if necessary - to have these vehicles legally towed away at the owner's expense.
5. The still not functional irrigation system was addressed and Donna Richardson instructed Alan Levine to set a meeting with the companies involved to demand that this system be immediately and properly fixed.
6. A motion was made by Peter Lauro and seconded by Donna Silva that no more gifts can be given to any individuals, vendors or service people – at the cost of unit owners – without approval from the board. The motion was unanimously passed.

- **Adjournment:** At 11:48 AM, Donna Silva made a motion to adjourn, it was seconded by Peter Lauro and unanimously approved.

Respectfully Submitted:



Peter Lauro
Secretary

APPROVED
WITH SPELLING
CORRECTIONS
02/12/19


Holiday Springs Village Condominium #4

Board of Directors Meeting Minutes – Tuesday, February 12, 2019

- 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 08, 2019. The meeting convened at 10:05 AM with President Donna Richardson presiding.
- Roll Call: The following officers were present: President Donna Richardson; Secretary Peter Lauro; and Treasure Alan Levine. Board members present were: John Jablonski. Those missing included: Vice President Helen Augustus; and board members Brian Cocker and Donna Silva. Also present were Donna Bengochea from Benchmark and seven unit owner/residents. A quorum was declared.
- Minutes: The minutes of the January 08, 2019 Annual Unit Owner's Meeting were read and after a few spelling errors were noted, a motion to accept the minutes was made by Alan Levine, seconded by Peter Lauro and carried by a unanimous voice vote.
- Treasure's Report: Was read by Alan Levine and the discrepancies from the 12/31/2018 Budget Comparison Income Statement in the areas concerning Insurance, Pest Control and Pool Maintenance & Repairs section - that Alan said he'd look into and give a full report at the February Board Meeting - were never looked into. Alan once again stated that he'd try to have an answer by the March meeting. Alan also suggested that we look into putting a portion of the reserve fund into a CD yielding better interest than our bank account. Peter Lauro volunteered to get info from Synchrony Bank – a bank with very good interest rates.
- Correspondence: None.
- Unfinished Business:
 1. Re-Stenciling of Parking Lot Bumpers: Five Star Sealing and Paving, who we have given the job to, advised us that before they re-stencil the parking bumpers that we need to get them pressure cleaned. Donna Richardson is looking into getting that done and scheduling it to coincide with the re-stenciling project.
 2. Westworth Electric: Another month has gone by and our sprinkler pump is still not operating. Tired of the obvious run around we are getting from them, Dona Richardson will be contacting Adrian Electric to see how much it will cost and how quickly they can get the job done if we turn it over to them.
 3. Coastline Maintenance: After a long discussion about the various ways of fixing the "dumpster runaway barrier" a motion was made by Peter Lauro and seconded by John Jablonski to accept coastlines recommendation and bid and the motion was unanimously approved.
 4. Janitorial Service: After much discussion on the matter, it has been decided that we will be switching companies. In addition to getting one more proposal, we will be asking Prime Janitorial Services to update to bid they gave us.
 5. Guest Parking Placards: John Jablonski made a motion, seconded by Peter Lauro to implement a process to have mirror hanging placards printed in order to identify authorized over-night non-resident parking when unit owners have extended visitors.
 6. Committee Reports: None.


Holiday Springs Village Condominium #4
Board of Directors Special Meeting Minutes – Monday, February 25, 2019

- **Call to Order:** A special meeting of the Holiday Springs Village Condominium #4 Board of Directors was held in the clubhouse in Margate on February 25, 2019. The meeting convened at 10:05 AM with President Donna Richardson presiding.
- **Roll Call:** The following officers were present: President Donna Richardson; Secretary Peter Lauro; Board members present were: John Jablonski, Brian Coker and Donna Silva. Those missing were Vice President Helen Augustus. Also present were Carmen Bengochea from Benchmark and five unit owner/residents. A quorum was declared.
- **Agenda Item:** With this being a special meeting to address the filling of the treasurer position vacated by Alan Levine the board got directly to it. President Donna Richardson moved to appoint Minnette Cummins for the position with John Jablonski seconding and after Minnette accepted the appointment offer a vote was held. With Donna Richardson, John Jablonski and Brian Coker voting in favor and Peter Lauro and Donna Silva voting against, by a majority vote of three to two, Minnette Cummins was appointed treasure by President Donna Richardson.
- **Adjournment:** At 10:10 Peter Lauro motioned to adjourn the meeting and after being seconded by Donna Richardson and unanimously being approved, the meeting was adjourned by Donna.

Submitted by:



Peter Lauro,
Secretary

UDADIM 04/324
APPROVED
WITH WORD CHANGES
3/12/19


Holiday Springs Village Condominium #4
Board of Directors Meeting Minutes – Tuesday, March 12, 2019

- **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 12, 2019. The meeting convened at 10:00 AM with President Donna Richardson presiding.
- **Roll Call:** The following officers were present: President Donna Richardson; Secretary Peter Lauro; and Treasure Minnette Cummins. Board members present were: John Jablonski, Donna Silva and Brian Cocker. Those missing included: Vice President Helen Augustus. Also present were Carmen Bengochea from Benchmark and six unit owner/residents. A quorum was declared.
- **Minutes:** The minutes of the February 12, 2019 Annual Unit Owner's Meeting were read and after a few spelling errors were noted, a motion to accept the minutes was made by Donna R and a vote was taken. By a majority 4-2 vote, the minutes were accepted. Those in approval were: Peter Lauro, Brian Cocker, Donna Silva and John Jablonski and those against were Donna Richardson and Minnette Cummins.
Additionally, the minutes of the February 25 BOD Special Meeting were read and after word changes were noted, a motion by Donna Richardson was made to accept the minutes. It was seconded by Minnette Cummins and unanimously approved.
- **Treasure's Report:** Since there was a transition with the treasurer position, and the office was vacant for a few weeks, a scaled down treasurer's report was read by new treasurer Minnette Cummins. Motion to accept the report was made by John Jablonski, seconded by Peter Lauro and unanimously approved.
- **Correspondence:** Alan Levin's resignation letter was read followed by Secretary Peter Lauro's acceptance letter..
- **Unfinished Business:**
 1. **Diamond Brite Maintenance:** After discussing their quote of \$4750 to restripe the parking spaces and no parking zones; pressure clean and stencil all cement car stops; paint the yellow guest spots and speed bumps; and install a new NO PARKING ANYTIME sign by the pool area; a motion to accept the bid was made by John Jablonski and seconded by Donna Silva. The motion was unanimously passed and the job will be given to Diamond Brite Maintenance.
 2. **Janitorial Service:** A motion made by Minette and seconded by Donna R to give to give Global Maintenance a 30 day termination of business notice at the end of March was unanimously approved. A second motion made by Peter L and seconded by John J. to accept a bid from Diamond Brite Maintenance – once the \$1000 monthly fees are broken down to separate line items for pool and building areas. That motion was unanimously approved and effective May1, Diamond Brite will take over the maintenance duties.
 3. **Washing Machines:** Minnette Cummins made a motion to replace the broken washing machine on the fourth floor in Bldg 26 and it was seconded by Donna Silva and Unanimously approved. The cost will be approximately \$1200 and the washing fees will remain at \$1.00

4. **Irrigation Committee:** After seeing a proposal from Adrian Electric of \$9744.63 to finally complete the irrigation system repairs, the board was in favor of going forward with the project, A motion by Peter L that was seconded by Minnette, was unanimously approved.
 5. **Committee Reports:** The pool committee reported that Cond 6 people are revolting against and refusing to follow pool rules. Locks have been cut and signs advising of pool hours have been torn down. Because of this lack of cooperation, a motion was made by John J. and seconded by Minnette to have our lawyers mediate the situation. Donna R will be contacting our lawyer to request a meeting be set up with both associations at the lawyer's office. Hopefully, once the rules are made perfectly clear and both condos understand them, this situation will be rectified.
- **New Business:** In order to eliminate the bickering and finger pointing about how petty cash is spent, Minnette is working on a project with the bank where officers of the board will each receive a "business type" credit card and no more cash will be changing hands. Transactions on these cards will be tracked and those making the purchases will be noted on the account. It's still a work in progress. On top of that, the \$300 petty cash Minnette's in possession of will be returned to the association by \$200 going back into the account and \$100 going into the Laundry Fund.
 - **Adjournment:** At 12:30, Minnette motioned to adjourn the meeting, it was seconded by John and unanimously approved.
- Respectfully Submitted:

Peter Lauro



Secretary

HOLIDAY SPRINGS VILLAGE CONDOMINIUM 4

BOARD OF DIRECTORS MEETING MINUTES TUESDAY, APRIL 9, 2019

Call to Order – The regular meeting of the Holiday Springs Village Condominium No.4 was held in the clubhouse in Margate, FL. on April 9, 2019. President Donna Richardson called the meeting to order at 10:06am. Roll Call was taken and all board members were present. Carmen Bengochea, Property Mgr. was excused. Three unit owner were present. A quorum was declared.

Peter Lauro's letter of resignation as Secretary was read. Peter will remain on the Board as a Director. President Donna Richardson moved to appoint Minnette Cummins as Secretary. There were no objections; the motion carried by unanimous vote.

Minutes of the March meeting were read. Peter Lauro moved the minutes be accepted, John Jablonski seconded. Motion carried by unanimous vote. Minnette Cummins read Treasurer's Report. The Reserve Account at AmTrust bank has been closed. A new Reserve Money Market account was opened at CenterState Bank with Annual Percentage Yield of 1.50%.

Pool Committee and board members along with three representatives from Condo 6 met with our attorney, Leigh Katzman, to establish rules acceptable to both Condo 6 and 4. New pool deck hours are: Gate will be locked at 9pm during Spring and Summer months. Gate will be locked at 8pm during Fall and Winter months. Letter with Pool Rules should be mailed to all unit owners. Letter should include the consequences of lack of cooperation by unit owners. President Donna Richardson announced the irrigation project has been completed, a termination letter was sent to Global Services, a new washer was installed in Building 26 4th floor laundry room, Helen Augustus suggested that a Service Contract be purchased. No action was taken. Board members will be provided with the Diamond Brite janitorial proposal and any proposals received in future.

Minnette Cummins announced that board members upon request, will receive the following monthly financial reports: Income/Expense Budget/Actual With Notes, Budget Comparison Income Statement, Balance Sheet and General Ledger and Bank Statements. Non-board members must perform a records request. Minnette will schedule a meeting at Benchmark for a presentation of the Avid software and an overview of the monthly financial report. All board members are available Mon. 4/22 and Tues. 4/23.

All board members volunteered to go door-to-door to remind unit owners of the need to vacate the parking lot for the stenciling and stripping. Pete Lauro will print notices to be taped to unit owners' door if there is no answer.

Unit Owners remarks were heard.

Meeting Adjourned at 12:10pm

APPROVED May 14, 2019



BOARD OF DIRECTORS MINUTES MAY 14, 2019

The Holiday Springs Village Condo 4 Board meeting was called to order on May 14, 2019 at 10:05 am, President Donna Richardson, presiding. Board members Helen Augustus, Brian Cocker, Minnette Cummins, Peter Lauro, Donna Richardson and Donna Silva present. John Jablonski was absent. Property Managers, Carmen Bengochea and Dan Sugarman were present along with 3 unit owners. A quorum was established.

Minutes of the April meeting were read and unanimously approved. Treasurer's report was read. Peter Lauro voiced question regarding interest credited to the Reserve Account recently opened at CenterState Bank.

Donna Silva was appointed with unanimous board approval to serve on the Screening Committee. Donna Richardson reported applications for two units, Bldg 25/107 and Bldg 26/303 were approved.

Correspondence was read from unit owner, Marie Mugnano requesting a forensic audit of the association's financials for the past 3 years and a notice from Waste Management regarding the contamination of the recycle bin and the resulting additional charge of \$220.

Dan Sugarman outlined the process and expense of a forensic audit. Peter Lauro motioned that Mr. Nathan McKenzie from the McKenzie Forensic Group be invited to speak at the June meeting. Minnette Cummins suggested that the specifications of a forensic audit should be first determined by the Board and then request bids. Mr. Lauro withdrew his motion. Dan Sugarman proposed a meeting at Benchmark on Tuesday, May 28 at 2:30pm to review the Avid System and financials. All board members agreed to attend.

Moved by Helen Augustus, 2nd by Peter Lauro and unanimously approved that a letter to all unit owners regarding the use/misuse of the recycle bin. The letter will be prepared by Benchmark subject to approval. A violation letter will be sent to unit owner Bldg 25 unit 308 regarding needed repairs to damage from Hurricane Irma.

The janitorial proposal from Prime was unanimously approved. The monthly cost is \$900 for both buildings and \$200 for the pool area. Supplies (soap, deodorizer blocks, trash bags, etc.) will be provided by Prime and billed separately.

No proposals have been received for the landscaping. The parking lot project has been completed.

Berch Tree Trimming will be on property May 23, 2019 to prepare estimate. Peter Lauro will write an article for the next issue of Villager stressing the importance of preparing for a hurricane.

Moved by Helen Augustus, 2nd by Brian Cocker to forego board meetings in July and August. Motion passed with one vote against by Peter Lauro.

Meeting adjourned at 11:58^{AM}pm.

Minnette Cummins, Secy.

BOARD OF DIRECTORS MINUTES JUNE 11, 2019

The Holiday Springs Village Condominium 4 Board of Directors meeting was called to order at 10:00AM on June 11, 2019, by President Donna Richardson. All Directors were present along with Carmen Bengochea, Property Manager and five unit owners.

Minutes of May meeting were read and a correction to the adjournment time to AM was noted.

Donna Silva moved to accept corrected minutes. Vote was unanimous in favor.

Minnette Cummins read the Treasurer's Report.

Minnette Cummins made motion, 2nd by Donna Silva to participate in the Avid System. Donna Richardson will be "approver only". Minnette Cummins and Peter Lauro will be "approvers/signers."

John Jablonski will be an alternate "approver/signer. Helen Augustus and Donna Silva will be "viewers only". Motion passed unanimously.

Motion made by John Jablonski and 2nd by Peter Lauro to accept the Recreation Center proposed budget for 2020. Condo 4 will pay \$3848.00 monthly beginning September 1, 2019.

The Board was unanimous in its decision to NOT allow Condo 1 & 2 to use our pool during the time the Recreation Center pool is closed for repairs.

A letter from Peter Lauro was received, expressing his concern regarding two unassigned parking spaces created during the parking lot re-stripping. The situation will be addressed.

The City of Margate "Permission to Enter" agreement was unanimously approved. This will grant the city permission to contract for removal of debris from our property, if needed after a hurricane. They will not enter individual units.

The vote was unanimous to accept Birch Tree Trim contract to trim our trees for \$3000.00. A notice to unit owners will be given when we get the date.

J&J Landscaping submitted proposal for landscaping. Carmen will get more proposals. The project will begin in the Fall.

Proposals for a forensic audit will be sought. Unit owners expressed dissatisfaction with the way monthly maintenance payments are being credited.

Meeting was adjourned at 12:05PM.

Minnette Cummins, Secretary

BOARD OF DIRECTORS MINUTES SEPTEMBER 10, 2019

The Holiday Springs Village Condominium 4 Board of Directors meeting was called to order at 10:04 AM on September 10, 2019, by President Donna Richardson. All directors were present with the exception of John Jablonski. Also present were Property Manager, Carmen Bengochea, and 5 unit owners.

The President chose to suspend the rules and allow unit owner Frank Cavarra to bring a security issue to the attention of the Board. Gas was stolen from his car while he was out of town. The crime was discovered by his son who was checking his unit. A police report was filed. Discussion regarding security on our property followed. Alan Levine announced that the Recreation Board was looking into security cameras and thought by other associations joining in, the cost could be reduced. Larry Fama would like to call a meeting with all associations being represented to present the idea. Motion to send a representative to the meeting was made by Peter Lauro. Motion was unanimously approved.

There were no corrections or additions to the minutes as read. Peter Lauro made motion to approve. Vote was unanimous. Minnette Cummins read the Treasurer's report.

Brian Cocker reported pool service performance is satisfactory. Volunteers from both Condo 4 and Condo 6 moved pool furniture in anticipation of Hurricane Dorian. Peter Lauro will express our appreciation in his next article in the Villager.

Alan Levine reported the Recreation Center's renewal of 5 year contract with Campbell Management. There will be a 2.5% increase each year.

Donna Richardson reported a screening interview was conducted with the buyers of unit 304 Bldg. 25. They were assigned parking space 36.

Figures for the roof replacement and elevator replacement segments of the reserve budget are needed before the proposed budget can be completed.

Peter Lauro moved to discontinue pursuit of a forensic audit. Vote was unanimous in favor.

J&J Lawn Service landscaping proposal was considered. He will be asked to resubmit a proposal that is smaller in scope.

Donna Richardson and Peter Lauro will survey the parking spaces. Discrepancies will be corrected.

Waste Management gave us pricing for changes in our contract. It would cost more to eliminate the recycle bin and increase the trash pickup to 3 days per week than what we currently pay in surcharges for contamination of the recycle bin. There will be no change to our contract. Donna Richardson reported the burned out bulbs on the walkway were replaced. Walkway light fixtures will be cleaned. Walkway washing was postponed due to Hurricane Dorian. Carmen Bengochea commented on the workflow in AVID. Unit Owners comments were heard. Meeting was adjourned at 12:10PM.

Minnette Cummins, Secretary

BOARD OF DIRECTORS MINUTES OCTOBER 8, 2019

The Holiday Springs Village Condominium 4 Board of Directors meeting was called to order at 10:00 am on October 8, 2019 by President Donna Richardson. All Directors were present along with Property Manager, Carmen Bengochea.

Minutes of the September Board meeting were read. An addition to the minutes was made by Peter Lauro. The minutes were unanimously accepted as corrected. The Treasurer's Report was read by Minnette Cummins.

Minnette Cummins moved to accept the revised J&J Lawn proposal for Phase 1 landscaping. Seconded by Peter Lauro and unanimously approved. The cost is \$5000. A deposit of \$2500 will be made to begin the work in late October or early November.

Donna Richardson reported Coastline installed a new bulb in light post closest to pool and cleaned the globes. Prime washed the catwalks. J&J sprayed the weeds in the pool deck with RoundUp and will continue to spray as needed. Fire alarm inspection was scheduled. Recycle Bin will be unlocked on Tuesdays (collection day).

No security meeting with the Recreation Board was scheduled. The Board will investigate possible security coverage for our property.

Minnette Cummins reviewed the legal status of the following delinquent units. 25/304 Sold. Account Current and File Closed; 25/202 Account Current, File Closed. 26/106 Guardian Ad Litem has been appointed; awaiting foreclosure sale date; 26/301 Foreclosure Sale September 17th. Due to "safe harbor" we will lose. 26/304 in Collection. 26/407 is For Sale.

The Board will meet with Carmen Bengochea on October 15th at 9:30am to prepare the 2020 Budget.

Helen Augustus recommended the dryer vents be cleaned.

Donna Richardson announced important dates: Budget Approval Meeting on November 12th and the Annual Meeting on December 10th.

Meeting adjourned at 11:59 pm.

Minnette Cummins, Secretary

HOLIDAY SPRINGS VILLAGE CONDOMINIUM 4

BOARD OF DIRECTORS MINUTES NOVEMBER 12, 2019

Present: Helen Augustus, Brian Cocker, Minnette Cummins, Peter Lauro, Donna Richardson, Donna Silva. Absent John Jablonski. Also present Property Manager, Carmen Bengochea and four unit owners. A quorum was declared.

The Holiday Springs Village Condominium 4 Board of Directors meeting was called to order at 10:01am by President Donna Richardson.

Minutes of the October Board meeting were read. Motion to accept made by Peter Lauro, seconded by Donna Silva and unanimously approved. In response to Peter Lauro's question regarding the landscaping, Donna Richardson stated J & J had started the landscaping project however; John was ill and will resume work as soon as he has recovered.

The Treasurer's report was read by Minnette Cummins. It was noted that the October deposit to the Reserve Account was made on September 30, 2019. Therefore, it shows on the previous month's bank statement not the statement ending October 31, 2019.

Treasurer, Minnette Cummins stated that the Board had several workshops with Property Manager, Carmen Bengochea to prepare the 2020 budget and that the unit owners had been properly noticed of the budget approval meeting by mail.

Minnette Cummins made the motion to approve the 2020 Budget as presented. Peter Lauro seconded the motion. The proposed 2020 Budget was unanimously approved.

Unit Owners comments were heard.

Donna Richardson announced that Benchmark President, Bill Sugarman passed away Sunday, November 10th.

The meeting was adjourned at 10:19 AM.

Minnette Cummins, Secretary

INCOME		2019	2020
3020-000	Maintenance Assessments	\$ 297,252	\$ 300,939
3050-000	Laundry Fees	\$ 7,000	\$ 7,000
3055-003	Reimbursements from Condo #6	\$ 5,000	\$ 7,700
TOTAL INCOME		\$ 309,252	\$ 315,639
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	\$ 48,000	\$ 48,000
5315-000	Office Expense	\$ 1,400	\$ 1,400
5321-000	Legal Fees	\$ 5,000	\$ 4,000
5320-000	Accounting	\$ 2,500	\$ 2,300
5325-003	Rec. Center Expense	\$ 45,408	\$ 46,176
UTILITIES			
5210-000	Electric	\$ 6,800	\$ 6,200
5240-000	Trash Removal	\$ 7,200	\$ 6,800
5220-000	Water/Sewer/Canals	\$ 42,000	\$ 40,000
5250-000	Cable T.V.	\$ 32,400	\$ 33,265
5230-000	Elevator Telephone	\$ 1,200	\$ 1,200
BUILDINGS AND GROUNDS			
5020-000	Lawn Maintenance Contract	\$ 10,800	\$ 10,800
5021-000	Landscaping	\$ 10,000	\$ 8,000
5133-000	Fire Equipment	\$ 1,200	\$ 900
5024-000	Pest Control (interior and perimeter)	\$ 3,100	\$ 3,100
5060-000	Pool Maintenance Contract (Shared with condo 6)	\$ 2,880	\$ 5,450
5061-000	Satellite Pool Repairs (Shared with condo 6)	\$ 500	\$ 1,700
5120-000	Elevator Maintenance Contract & Repairs	\$ 4,000	\$ 4,000
5022-000	Tree Trimming	\$ 2,800	\$ 3,000
5051-000	Irrigation Repairs	\$ 1,500	\$ 750
5140-000	Janitorial Service	\$ 11,000	\$ 10,800
5100-000	Repairs & Maintenance (general)	\$ 22,500	\$ 20,000
SUBTOTAL		\$ 273,912	\$ 269,565
PLUS RESERVES		\$ 35,340	\$ 46,074
TOTAL EXPENSES		\$ 309,252	\$ 315,639

RESERVE FUND SUMMARY									
1	2	3	4	5	6	7	8	9	10
Item	Estimated cost of replacement	Opening Balance 01/01/19	Added in 2019	Expended in 2019	Estimated Closing Balance 12/31/19	Balance to Fully Fund	Initial life in years	Remaining life in years	2020 Annual Contribution
Roof	\$ 200,000	\$ 27,994	\$ 15,250	\$ -	\$ 43,244	\$ 156,756	30	7	\$ 22,394
Mansard	\$ 75,000	\$ 17,843	\$ 3,573	\$ -	\$ 21,416	\$ 53,584	30	15	\$ 3,572
Painting	\$ 60,000	\$ 32,779	\$ 2,778	\$ -	\$ 35,557	\$ 24,443	9	7	\$ 3,492
Paving	\$ 60,000	\$ 8,501	\$ 2,341	\$ -	\$ 10,842	\$ 49,159	15	10	\$ 4,916
Elevators	\$ 100,000	\$ 37,601	\$ 10,400	\$ -	\$ 48,001	\$ 51,999	25	5	\$ 10,400
Laundry Room & Equip.	\$ 16,000	\$ 7,016	\$ 998	\$ 2,415	\$ 5,599	\$ 10,401	12	8	\$ 1,300
Totals	\$ 511,000	\$ 131,733	\$ 35,340	\$ 2,415	\$ 164,658	\$ 346,342	N/A	N/A	\$ 46,074

The 2020 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	\$339
40	2 Bedroom - 2 Bath	0.1688864	\$424

Amounts have been rounded to the nearest whole dollar

HOLIDAY SPRINGS VILLAGE CONDOMINIUM 4

MINUTES OF ANNUAL MEETING

December 10,2019

3131 HOLIDAY SPRINGS BLVD.

MARGATE, FLORIDA 33063

PRESENT WERE THE FOLLOWING ELEVEN UNIT OWNERS: HELEN AUGUSTUS, CHARLES AYALA, SAM CORDELLO, MINNETTE CUMMINS, JOHN JABLONSKI, PETER LAURO, ALAN LEVINE, GEORGE MONTEIL , SHARLITA RAMIEREZ, DONNA RICHARDSON, AND DONNA SILVA. THERE WERE ELEVEN UNIT OWNERS PRESENT BY PROXY. ALSO PRESENT WERE CARMEN BENGOCHEA AND DAN SUGARMAN FROM BENCHMARK MANAGEMENT. A QUORUM WAS NOT ESTABLISHED.

PRESIDENT, DONNA RICHARDSON TURNED THE MEETING OVER TO DAN SUGARMAN TO CONDUCT THE ELECTION OF THE BOARD OF DIRECTORS FOR THE NEXT YEAR.

A QUORUM IS NOT REQUIRED TO HOLD AN ELECTION OF DIRECTORS. THERE WERE SEVEN OPEN POSITIONS ON THE BOARD AND THE FOLLOWING SEVEN MEMBERS ON THE SLATE:

HELEN AUGUSTUS, MINNETTE CUMMINS, JOHN JABLONSKI, PETER LAURO, ALAN LEVINE, DONNA RICHARDSON AND DONNA SILVA.

THE 2020 BOARD OF DIRECTORS WAS CHOSEN BY ACCLAMATION.

MINNETTE CUMMINS

SECRETARY/TREASURER

Holiday Springs Village Condominium 4
Board of Directors Meeting Minutes — Tuesday, December 10, 2019

- **Call to Order:** The organizational meeting of the Holiday Springs Village Condominium #4 Board of Directors was held in the clubhouse in Margate on December 10, 2019. Its purpose was to elect the officers. The meeting convened at 10:10 a.m. with President Donna Richardson presiding.
- **Roll call** was taken and the following Directors were present: Helen Augustus, Minnette Cummins 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, as well as four (4) non-director unit owners..
- **Minutes**
 - Motion was made by Minnette Cummins (seconded by Helen Augustus) to forgo the reading of November's minutes. Motion was carried by unanimous voice vote.
- **Reorganization/Election of Officers**
 - Donna Richardson turned the chair over to Dan Sugarman to conduct the election process.
 - Donna Richardson nominated Alan Levine for **president**. He accepted. There were no additional nominations. **Alan Levine** is elected **president**.
 - Minnette Cummins nominated John Jablonski for vice president. He accepted. Donna Silva nominated Peter Lauro. He accepted. There were no additional nominations. **John Jablonski** won the election by majority show-of-hands vote (4:3) and is elected **vice president**.
 - Alan Levine nominated Minnette Cummins for **secretary**. She accepted. Donna Silva nominated Peter Lauro. He accepted. There were no additional nominations. **Minnette Cummins** won the election by majority show-of-hands vote (4:3) and **continues as secretary**.
 - Alan Levine nominated Minnette Cummins for **treasurer**. She accepted. Donna Silva nominated Peter Lauro. He accepted. There were no additional nominations. **Minnette Cummins** won the election by majority show-of-hands vote (4:3) and **continues as treasurer**.
- **Signatories**
 - Motion was made by Minnette Cummins (seconded by Peter Lauro) to approve President Alan M. Levine and Treasurer Minnette Cummins as primary signatories on all association accounts, and that Vice President John Jablonski and director Peter Lauro remain as alternate signatories. Motion was carried by 6:1 voice vote (dissenting vote by Donna Silva).
- **Avid System**
 - Motion was made by Donna Richardson that Treasurer Minnette Cummins and President Alan M. Levine be approvers in the Avid System. Motion was carried by 5:2 voice vote (dissenting votes by Peter Lauro and Donna Silva).
 - Motion was made by Alan Levine that all directors be given viewing ("voyeur") authority in Avid. Motion was carried by unanimous voice vote.


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Board of Directors Meeting Minutes — Tuesday, December 10, 2019

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- Benchmark Property Manager Carmen Bengochea was instructed to follow through with the completion of Avid paperwork, as well as the Report of Annual Meeting, which will be filed with the State of Florida.
- **Next Board of Directors Meeting**
 - The Board agreed to meet on Monday, December 23rd at 10:00 a.m. in the boardroom to review current business and plan for the coming year.
- **Motion to Adjourn** was made by Minnette Cummins (seconded by John Jablonski). Motion was carried by unanimous voice vote. Meeting adjourned at 11:06 a.m.

Respectfully submitted,


Minnette Cummins,
Secretary

Approved
12/23/2019


HOLIDAY SPRINGS VILLAGE CONDOMINIUM 4

MINUTES OF DECEMBER 23rd, 2019 BOARD MEETING

Directors present were Alan Levine, Minnette Cummins, John Jablonski, Peter Lauro, Donna Richardson and Donna Silva. Helen Augustus was absent. Property Manager, Carmen Bengochea was present. No unit owners were in attendance. A quorum was declared.

The Holiday Springs Village Condominium 4 Board of Directors meeting at 3131 Holiday Springs Blvd. was called to order at 10:01 AM by President Alan Levine.

Alan Levine reviewed the rules of conduct for the Board meetings.

MINUTES: Minnette Cummins read minutes of the November Board meeting which were unanimously approved and the minutes of the December Organizational Meeting which were unanimously approved as corrected.

TREASURER'S REPORT: Minnette read the Treasurer's Report and gave a legal update. She motioned to refer Unit 407 Bldg. 26 to attorney for collection. Motion 2nd by Donna Richardson and unanimously approved.

POOL COMMITTEE: Donna Silva will continue to serve on the committee. Alan will ask Brian Cocker if he wants to remain on the committee.

SCREENING COMMITTEE: The President will lead the screening interview with no more than 2 Directors present. Interviews are not to be conducted by only one person. All Directors will serve on the Screening Committee. The Treasurer will review all screening packages for financial eligibility. It was agreed that the screening package requirements should be reviewed with Benchmark. Alan will send a copy to Board members.

All Directors agreed that forming a Grievance Committee was not necessary at this time.

PARKING LOT: Alan Levine and Peter Lauro will review and reconcile the parking lot map.

LANDSCAPING: Minnette Cummins motioned to pay J&J Landscaping Phase 1 balance of \$2500. Seconded by Peter Lauro. Donna Richardson voted against. All others were in favor.

HOLIDAY CASH GIFTS: Motion made by Minnette Cummins, 2nd by Peter Lauro to give cash gifts totaling \$155 from Petty Cash to mailman(\$50), Waste Mgmt. Driver (\$50), Waste Mgmt. Driver's Assistant (\$25) and Security Desk (\$30). Vote was unanimous by show of hands.

ANNUAL REPORT: Peter Lauro motioned to contract CPA, Lane Genet to prepare 2019 Annual Report and file tax reports. 2nd by Donna Richardson. All voted in favor. The level of reporting will be determined later. His fee schedule will be requested.

ELEVATOR REPAIRS: A proposal to replace all elevator call buttons in Bldg 26 was received from Motion Elevator. Only the 2nd and 4th floors are experiencing problems.

Alan Levine reported that Pye Barker inspected the fire alarms and recommended an upgrade of the fire alarm panel.

PEST CONTROL; Forever Gone will continue as scheduled. Board members will volunteer to accompany technicians on a rotating schedule.

POOL SECURITY: Board members will lock and unlock the gate on a rotating schedule. John Jablonski suggested an alternated method of securing the pool gate; possibly a self-locking code system. An assessment by a security contractor and consultation with Condo 6 is needed.

Next Board Meeting is January 14th, 2020.

Motion to adjourn made by Peter Lauro, 2nd by Donna Silva. All in favor. Meeting adjourned at 1:06 PM.

Minnette Cummins

Secretary