

HOLIDAY SPRINGS VILLAGE CONDOMINIUM 4

MINUTES OF BOARD OF DIRECTORS MEETING, JANUARY 12, 2021

The January meeting of Holiday Springs Condo 4, held at the satellite pool at 3251 Holiday Springs Blvd, was called to order at 9:41 AM by President Alan Levine. Those in attendance were: President Alan Levine; Vice President Donna Richardson; Secretary/Treasurer Peter Lauro and Directors Helen Augustus and Donna Silva. Additionally, there were three unit owners present. A quorum was declared.

Minutes of the December, 2020 Board meeting were read and a motion to accept those minutes, as read, was made by Helen Augustus, seconded by Alan Levine and unanimously approved.

Treasurer's Report was given by Peter Lauro.

Screening Committee was re-organized. It now consists of Chairperson Donna Richardson, Alan Levine, Peter Lauro, Minnette Cummins, and Helen Augustus. It was decided that future screenings will be announced to committee members by email and those wishing to attend will reply.

Pool Committee was re-organized. Donna Silva and Peter Lauro will continue as its Condo-4 members. Peter Lauro will be chairman.

Amendments Committee was established with members Helen Augustus, Peter Lauro, Donna Richardson, Minnette Cummins, and Alan Levine.

Grievance Committee -- Because nobody expressed a desire either to establish or be on such a committee, one was not formed.

Screening Committee Report was given by Donna Richardson concerning an upcoming interview.

President's Report was given by Alan Levine. He pointed out that he has signed the contract with **Blue Stream Cable** and that the next phase of the **landscaping project** is due to start any day.

BOARD OF DIRECTOR MEETING MINUTES, JANUARY 12, 2021

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Reserve Study was discussed.

A **motion** was made by Peter Lauro to contact **Association Reserves** and tell them that as long as nothing has changed in the proposal they sent us dated 09/09/20, that we accept that proposal and to schedule our reserve study. The motion was seconded by Donna Richardson and was **passed** by a 3-2 roll-call vote. Those voting yes were: Alan Levine, Donna Richardson and Peter Lauro; those voting no were Helen Augustus and Donna Silva.

Security Deposits

It was decided that once a unit owner is eligible to receive a security deposit refund, he or she will be notified; given the proper form to submit; and instructed on how to go about getting back that refund.

Elevator Repairs

Alan Levine reported that due to the fact that the building-25 elevator floor-station call-buttons are intermittent and unresponsive to attempted repairs, **Motion Elevator** will be given the go-ahead to *replace* them in accordance with their \$980 proposal. There were no objections.

Carmen from Benchmark had nothing to add for a **management report** and unit owners were asked for their comments.

A **motion to adjourn** the meeting was made by Peter Lauro, seconded by Alan Levine, unanimously approved and at 11:19 President Levine adjourned the meeting.

Respectfully submitted by,

Peter Lauro
Secretary

HOLIDAY SPRINGS VILLAGE CONDOMINIUM 4
MINUTES OF BOARD OF DIRECTORS MEETING, FEBRUARY 9, 2021

The February meeting of Holiday Springs Condo 4, held at the satellite pool at 3251 Holiday Springs Blvd, was called to order at 11:04 AM by President Alan Levine. Those in attendance were: President Alan Levine; Vice President Donna Richardson; Secretary/Treasurer Peter Lauro and Directors Helen Augustus and Donna Silva plus four-unit owners present. No representative from Benchmark was present physically or by phone. A quorum was declared.

Minutes of the January, 2021 Board meeting were read and a motion to accept those minutes, with the correction of a typo on Helen Augustus' name, was made by Helen Augustus, seconded by Alan Levine and unanimously approved.

Treasurer's Report was given by Peter Lauro.

Presidents Report was given by Alan Levine and he mentioned that:

The contract with Blue Stream Cable was signed and that we were awaiting our first "door-fee" payment;

The next landscaping phase (rear of buildings) was complete and we are awaiting a proposal for the third phase (along the boulevard and at the pool); and he addressed elevator repairs, laundry room repairs and plumbing issues in Bldg 25.

Screening Committee report was given by Donna Richardson and she reported on the new owner in Bldg 26 unit 106.

Pool Committee chair person Peter Lauro said that members of the committee were wondering about the possibility of the satellite pool being heated and from the unofficial discussion, that won't be happening.

Amendments Committee chair person Donna Richardson said that no meetings or discussion were held on the matter.

Unfinished Business:

Reserve Study, backflow assembly and elevator inspections were again discussed and there was no new info on any of that at this time.

New Business:

Parking lot bumpers were discussed and a motion was made by Helen Augustus, seconded by Alan Levine, to go with Five Star Sealing and Paving provided they can do the job for \$3000.00 or less and in a reasonable amount of time. Motion was carried by a unanimous voice vote.

Water shut-off valves were discussed and we are looking for further information from the city of Margate

Property Management was discussed and with no rep present, a report could not be given.

A **motion to adjourn** the meeting was made by Peter Lauro, seconded by Alan Levine, unanimously approved and at 12:30 PM. President Levine adjourned the meeting.

Respectfully submitted by,

Peter Lauro,
Secretary

HOLIDAY SPRINGS VILLAGE CONDOMINIUM 4
MINUTES OF BOARD OF DIRECTORS MEETING, March 9, 2021

The March meeting of Holiday Springs Condo 4, held at the auxiliary room of the clubhouse was called to order at 9:46 AM by President Alan Levine. Those in attendance were: President Alan Levine; Vice President Donna Richardson; Secretary/Treasurer Peter Lauro; Directors Helen Augustus and Donna Silva; and two unit owners. No representative from Benchmark was present physically or by phone. A quorum was declared.

Minutes of the February, 2021 Board meeting were read and a motion to accept those minutes was made by Helen Augustus, seconded by Donna Richardson and unanimously approved.

Treasurer's Report: Was given by Peter Lauro.

Presidents Report: Was given by Alan Levine and he mentioned that: The "door-fee" check from Blue Stream Cable was received and deposited into the operating account; the reserve study contract with Association Reserves was signed and about to be scheduled; and except for a part that is on order, the elevator repairs on Bldg. 25 were just about complete;

Screening Committee: Report was given by Donna Richardson that Bldg 26 Unit 107 was screened and approved

Pool Committee: Nothing to report at this time.

Amendments Committee: Other than Minnette becoming chairperson, there is nothing to report at this time.

Unfinished Business:

Bumper paving - Five Star was not available and Smith's paving is scheduled for an estimate;

Backflow assembly - City of Margate mandated upgrades and Cape Back Flow was hired for the job;

Reserve study was discussed.

Property Management was again discussed and again, no decisions were made.

New Business:

Audits & Review – A motion was made by Helen Augustus and seconded by Peter Lauro to have a full audit. After discussion, the motion was voted on and disapproved by a four-to-one margin with Helen Augustus voting “For” and Alan Levine, Donna Richardson, Peter Lauro and Donna Silva voting “Against”.

Property Managers Report: No one from Benchmark was present and no report was given.

A **motion to adjourn** was made by Donna Richardson and seconded by Peter Lauro and at 10:53 the meeting was adjourned by President Alan Levine

Respectfully submitted by:

Peter Lauro,
Secretary

HOLIDAY SPRINGS VILLAGE CONDOMINIUM 4

MINUTES OF BOARD OF DIRECTORS MEETING, APRIL 13, 2021

The April meeting of Holiday Springs Condo 4, held at the auxiliary satellite pool was called to order at 9:39 AM by President Alan Levine. Those in attendance were: President Alan Levine; Vice President Donna Richardson; Secretary/Treasurer Peter Lauro; Directors Helen Augustus and Donna Silva; and two unit owners. Carmen Bengochea from Benchmark was present by way of speaker phone. A quorum was declared.

Minutes of the March, 2021 Board meeting were read and a motion to accept those minutes, with stated changes, was made by Donna Richardson, seconded by Alan Levine and unanimously approved.

Treasurer's Report: Was given by Peter Lauro.

Presidents Report: Was given by Alan Levine and he mentioned that:

- * **Back Flow** work was completed and approved by the city of Margate.
- * **Reserve Study** had taken place and the report is in the process of being prepared and will be sent to us upon completion.
- * **Paving Job** was given to Federal Maintenance and we were waiting to be scheduled.
- * **Elevator Inspections** were to be held by Gold Coast and Motion Elevator on 04/15.
- * **A/C Conduits** would cost \$699 - twice a year - to be cleaned by an A/C company and that he'd continue to do it in order to save the money.
- * **No Parking, Tow Away Zone** had been discussed with the president of Condo 6 and he said his unit owners and vendors would be advised.
- * **Canal Walls** behind Bldg 25 are in bad shape and need to be watched.

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Committee Reports:

Screening Committee: Report was given by Donna Richardson that Bldg 26 Unit 107 was screened and approved

Pool Committee: Nothing to report at this time.

Amendments Committee: Committee Chair, Minnette Cummins, offered input on how this should be handled but no meetings on the matter were scheduled.

Unfinished Business: None

New Business:

* **Pressure Cleaning** proposal from Diaz Meza Painting was presented at the fee of \$750.00. A **motion** to accept this bid was made by Peter Lauro, seconded by Donna Richardson and unanimously approved.

* **Irrigation Pump Slab** is in need of repair. We have one bid of \$1250 but will seek other bids.

* **Sprinklers** are not reaching all the grass and plant bed and will be brought to the landscapers attention.

Property Managers Report: None given.

Motion to adjourn was made by Peter Lauro and seconded by Donna Richardson and at 11:06 the meeting was adjourned by President Alan Levine

Respectfully submitted by:

Peter Lauro,

Secretary

**HOLIDAY SPRINGS VILLAGE CONDOMINIUM 4
MINUTES OF BOARD OF DIRECTORS MEETING, MAY 11, 2021**

The May meeting of Holiday Springs Condo 4, held in the meeting room of the main clubhouse, was called to order at 9:32 AM by President Alan Levine. Those in attendance were: President Alan Levine; Vice President Donna Richardson; Secretary/Treasurer Peter Lauro; director Donna Silva; and two unit owners. Not present was director Helen Augustus who was on vacation. Additionally, Carmen Bengochea from Benchmark was present by way of speaker phone. A quorum was declared.

Prior to any official business taking place, a presentation was given by guest speaker Scott Tartaglia from Consolidated Community Management pertaining to his company's capabilities.

Minutes of the April, 2021 Board meeting were read and a motion to accept those minutes, with stated changes, was made by Donna Richardson, seconded by Alan Levine, and unanimously approved.

Treasurer's Report: Was given by Peter Lauro.

Presidents Report: Was given by Alan Levine and he spoke about:

- * **The Irrigation-Pump** slab evaluation had been done by Alpha Foundation.
- * **Elevator Inspections** had been done by Gold Coast with no violations; 2021-2022 permits were received; the last of the elevator hall-station buttons (third floor of Bldg 25) were replaced.
- * **Swimming Pool** main pump motor was replaced; as a result of a collector-tank stuck-open float valve, we will see a spike in the May water bill. Additionally, the underwater pool light timer switch needs replacing.
- * **Parking Lot Bumpers** - The reserved spaces were cleaned, painted white, and re-stenciled by Federal Maintenance.
- * **January Fire Inspection** report (with violations) had been received on April 19, indicating two additional exit lights need replacing.
- * **Pressure Cleaning of Building Exteriors**, which has been assigned to Diaz-Meza, will commence as soon as they finish their current job.
- * **Department of Health Swimming Pool Inspection Report** stated that the main drain will expire on June 17, 2021.
- * **Sewer Blockage Bldg 26/#106**: K60 snake found nothing. Inspection camera revealed a collapsed pipe under the slab acting as a second P trap. Attorney Edith Conway of Katzman Chandler contacted to determine liability.

Committee Reports:

- * **Screening Committee**: Donna Richardson stated that Bldg 26 #104 was screened and approved.
- * **Pool Committee**: Other than already mentioned pool matters, nothing to report at this time.
- * **Amendments Committee**: Other than needing to make decisions on prior recommendations, nothing new was discussed.

Unfinished Business:

- * **Irrigation Pump Slab** - A motion was made by Donna Richardson to hire Alpha Foundations to do the job at a fee of \$2106.94, was seconded by Alan Levine, and approved by all.
- * **Weed and pest control** bid was given by Bell Pest Control for six services per year at \$450.00 each service. We are awaiting word as to if that includes spraying the pavers at the pool.
- * **Reserve Study Report** results were received and will require lots of attention and dissecting.

New Business:

- * **Tree Trimming** - After a complaint by a unit owner about the trees hitting a bedroom window, along with the approaching hurricane season, we are looking at bids on the matter.

Managers Report: None given.

Motion to adjourn: was made by Donna Richardson and seconded by Alan Levine, and at 11:12 the meeting was adjourned by President Alan Levine.

Respectfully submitted by:

Peter Lauro,
Secretary

HOLIDAY SPRINGS VILLAGE CONDOMINIUM 4 MINUTES OF BOARD OF DIRECTORS MEETING, JUNE 8, 2021

The June meeting of Holiday Springs Condo 4, held in the meeting room of the main clubhouse, was called to order at 9:36 AM by President Alan Levine. Those in attendance were: President Alan Levine; Vice President Donna Richardson; Secretary/Treasurer Peter Lauro; directors Donna Silva and Helen Augustus; and two unit owners. No representatives from Benchmark Property Management were present - physically or by phone. A quorum was declared.

Prior to any official business taking place, a presentation was given by guest speaker Steven J. Weil from Royale Management Services pertaining to his company's capabilities.

Minutes of the May 2021 Board meeting were read and a motion to accept those minutes, as read, was made by Donna Richardson, seconded by Alan Levine, and unanimously approved.

Treasurer's Report: Was given by Peter Lauro.

Presidents Report: Was given by Alan Levine and he spoke about:

- * **CenterState Bank** - merging with South State
- * **New Neighbor** - Bldg 26, Unit 104
- * **Fein Unit** - Bldg 26, Unit 301 was sold at auction
- * **Irrigation Pump Slab** - Work was completed by Alpha Foundations.
- * **Pressure Cleaning of Building Exteriors** - Lower sections of backs of Bldgs 25 and 26 have been cleaned by Diaz-Meza Painting.
- * **Pool Timer Light and Drain Gate** were both replaced/repared by Crystal Pools.
- * **Exit Lights**, Two were replaced by Alan Levine
- * **Washing Machine** second floor, Bldg 26 washing machine (closest to the window) was repaired by Mesman Appliance.
- * **Broken Laundry Room Window**: Bldg 26, fourth floor still not fixed.
- * **Recreation**: The Library is now open: When renovations of the locker rooms are complete, the gym will reopen; new A/C units have been purchased for the card room.

Committee Reports:

- * **Screening Committee**::Unit 306, Bldg 25 is scheduled for screening on 6/11/21
- * **Pool Committee**: Smoking violations were addressed and are being handled by committee chair, Peter Lauro
- * **Amendments Committee**: No updates at this time.

Unfinished Business:

- * **Weed and pest control**: - A motion was made by Donna Richardson and seconded by Alan Levine to accept the proposal from Bell Pest & Weed Co to service our grounds. A vote was held and was unanimously rejected. Matter is now closed.
- * **Tree Service**: A bid by Yellowstone Landscaping was discussed and it was agreed that their bid of \$4500.00 was high and we are now seeking other bids.

New Business:

- * **Under Slab Plumbing Issue**: happening in unit 106 of Bldg 26 was discussed.
- * **Fico and Minimum Income for New Residents/Owners**: was discussed and a motion was made by Alan Levine, and seconded by Peter Lauro, to change the minimum FICO score on our application forms to **675**. The motion was passed by a four to one margin with Alan Levine, Donna Richardson, Peter Lauro and Donna Silva being in favor and Helen Augustus being against.
- * **Reserve Account**: After a discussion as to where the \$19,200 BlueStream door-fee money should be placed, a motion was made by Peter Lauro, and seconded by Alan Levine, that two-thirds (\$12,800) be placed into the Roof Reserve Fund and one-third (\$6,400) be placed into the Elevator Reserve Fund. A vote was held and was unanimously passed.
- * **Correspondence**: A letter of complaint with respect to general landscaping, janitorial services, and condition of the canal that borders our property had been submitted by the owner of Unit 108 in Bldg 26.
- * **Managers Report**: no one present, no report.
- * **Motion to adjourn**: was made by Donna Richardson and seconded by Alan Levine, and at 12:19 p.m. the meeting was adjourned by President Alan Levine.

Respectfully submitted by:

Peter Lauro, Secretary

Holiday Springs Village Condominium 4
minutes of special board of directors meeting

Jul 12, 2021

On Monday, July 12, 2021, at 10:00 AM, in the meeting room of the main clubhouse, a meeting was held with representatives from Benchmark Property Management and the Condo 4 Board of Directors.

Those present from Condo 4 included President Alan Levine, Vice President Donna Richardson, Sec/Treas Peter Lauro, officers Helen Augustus and Donna Silva, and one unit owner.

Those present from Benchmark were Head Manager Jean Notto and Administrator Sharon Sugarman.

During an extensive conversation in which the board members pointed out many discrepancies with the service we were receiving from the company, Benchmark's representative agreed that the board's complaints were valid and assured us that that going forward, the necessary changes would be made.

Respectfully submitted by:

Peter Lauro

Secretary/Treasurer

HOLIDAY SPRINGS VILLAGE CONDOMINIUM 4 MINUTES OF BOARD OF DIRECTORS MEETING, JULY 13, 2021

The July meeting of Holiday Springs Condo 4, held in the meeting room of the main clubhouse, was called to order at 9:38 AM by President Alan Levine. Those in attendance were: President Alan Levine; Vice President Donna Richardson; Secretary/Treasurer Peter Lauro; directors Donna Silva and Helen Augustus; and one unit owner. Also in attendance was Benchmark property manager, Carmen Bengochea,. A quorum was declared.

Minutes of the June 2021 Board meeting were read and a motion to accept those minutes, as read, was made by Donna Richardson, seconded by Alan Levine, and unanimously approved.

Treasurer's Report: Was given by Peter Lauro. In that report it was pointed out by Peter that our bank was allowing funds to be transferred from account to account with only one authorization. As a security measure, that has now been changed to having two authorizations be necessary,

Presidents Report: Was given by Alan Levine and he spoke about:

- **New Neighbor** – in Fein unit (26/301) being Sonia Rojas, not Pedro Murcia as previously mentioned.
- **Repairs/Replacements:** were made by Alan to" the shower head outside the ladies room by the pool (damaged in storm); Batteries in Bldg 25 elevator recall; fluorescent tube in Bldg 26 elevator cab; fluorescent fixture in front of mailboxes at Bldg 26 ((loose and hanging from wind).
- **Supplies:** Deodorizer blacks for the garbage rooms and paper towels for the laundry and rest rooms were ordered.
- **Unit Damage:** Damage caused by water that leaked from Refrigerator from Bldg 25/202 into Bldg 25/102 is amicably being handled by unit owners. Carmen from Benchmark will follow up so that the association is aware that this did get done. Additionally, Bldg 26/208 had A/c Condensate overflow into the apartment.
- **Broken Laundry Room Window:** Bldg 26, fourth-floor was partially repaired by All Pro Painting, but a needed part is still backordered. Additionally, a screen from the fourth-floor laundry room in Bldg 25 need replacing.
- **Insurance Policy:** is due to expire on Jul 31 and we should expect approximately a 20% increase

* **Recreation:** Guest cards have been eliminated and each unit is allowed six guests (kept track of by the guard) at no charge; Locker room renovations are still not complete; Repairs to the auditorium roof and replacing two of it's AC units will commence at the end of the hurricane season; The 2022 budget meeting is being held on July 14th and as a result of insurance increases, a\$2.00 per month, per unit should be anticipated.

Committee Reports:

- **Screening Committee:** Marta Pellegrin (25/306) was approved by Alan & Minnette.
- **Pool Committee:** See above for shower repair
- **Amendments Committee:** No updates at this time.

Unfinished Business:

* **Tree Service:** A motion was made by Peter Lauro, and seconded by Donna Richardson, to accept the \$3000 bid made by Birch Tree Trimming and to request they start ASAP. Motion was unanimously approved.

New Business:

* **Under Slab Plumbing Issue:** A motion was made by Helen Augustus, and seconded by Donna Richardson, to hire Shawn & Sons Plumbing to supply and install two new toilets and to do any necessary underground repairs relating to this problem in Bldg 26 unit 106. Motion was unanimously approved.

* **Janitorial services:** Due to poor service and lack of respect from the company's owner, a motion was made by Alan Levine, and seconded by Donna Richardson, to seek bids from other services with the intention of replacing PJS. Motion was unanimously approved.

* **Waste Management Price Increase:** Carmen is going to contact W/M to negotiate a better deal; Pete is going to call Republic to negotiate a better deal; and Sharon at Benchmark was able to get us off of auto pay.

- **Locking Laundry Rooms:** was discussed and it was decided that as of now, this will not be necessary
- **Lawyers (when to get involved):** Alan Levine stated that as president, he should have the authority to contact the lawyers on matters he deems necessary. No one disagreed but it was suggested by Peter Lauro that he consider at least discussing it with him (treasurer) or Donna Richardson (V.P.) before doing so. The idea is that a discussion may deem it unnecessary to do so, therefore saving money. Peter also pointed out that for our lawyers to simply read an email costs approximately \$32.00.
- **Property Management:** After respectfully telling Carmen Bengochea that she could now be dismissed from the meeting, a discussion was held on the topic of property management. Before holding a vote as to decide if we want to change property managers - and if yes, to which company - a discussion was held about the previous days special meeting with representatives from Benchmark. During that discussion, all five board members offered praise for the way those representatives handled the many problems we had with their company and gave us believable reassurances that they would be correct and stopped. A motion was then made by Alan Levine, and seconded by Peter Lauro, to keep Benchmark on as long as these issues do not occur. The motion was unanimously approved.

* **Motion to adjourn:** was made by Peter Lauro and seconded by Alan Levine, and at 12:32 the meeting was adjourned by President Alan Levine.

Respectfully submitted by: Peter Lauro, Secretary

HOLIDAY SPRINGS VILLAGE CONDOMINIUM No. 4
Amendments Committee Meeting – Monday, August 9, 2021

9:30 a.m. in Board Room of Clubhouse, 1331 Holiday Springs Blvd, Margate.

Notice of meeting had been posted on 8/5/2021.

Attendance: Minnette Cummins, Alan Levine, Donna Richardson, Donna Silva.

Proposed amendments to the Declaration of Condominiums and to the Bylaws were discussed, beginning with the draft from 2018.

The committee agreed to the following:

1. An amendment should be made stating that subsequent amendments to the Declaration or the Bylaws require a 50%+1 affirmative vote (33) of the entire membership (64). This is a relaxation of the current requirement.
2. A Kaufman Language amendment should be added to clarify that unit owners' acceptance of the documents will also apply as they may be amended from time to time.
3. The vote for these amendments should be included as business on this coming year's Annual Meeting agenda.

-Alan Levine

HOLIDAY SPRINGS VILLAGE CONDOMINIUM 4

MINUTES OF BOARD OF DIRECTORS MEETING,

Tuesday, August 10, 2021

The August meeting of Holiday Springs Condo 4, held in the meeting room of the main clubhouse, was called to order at 9:35 AM by President Alan Levine. Those in attendance were: President Alan Levine; Vice President Donna Richardson; Secretary/Treasurer Peter Lauro; director Donna Silva and five unit owners. Director Helen Augustus was on vacation. Also in attendance was Benchmark property manager Carmen Bengochea. A quorum was declared.

Minutes of the July 2021 Board meeting were read and a motion to accept those minutes, with noted corrections, was made by Donna Richardson, seconded by Alan Levine, and unanimously approved.

Treasurer's Report: Was given by Peter Lauro.

Presidents Report: Was given by Alan Levine and he spoke about:

- **Waste Management** – and reported that problems with billing proc were all worked out
- **Condensate Lines** – were cleaned by Alan.
- **Supplies:** Deodorizer blocks for the garbage rooms and paper towels for the laundry and rest rooms were ordered and delivered.
- **Elevator Phone** – Was upgraded by our Elevator phone company Kings 3.
- **Broken Laundry Room Window:** - Bldg 26, fourth-floor was partially repaired by All Pro Painting, but a needed part is still backordered. Additionally, a screen from the fourth-floor laundry room in Bldg 25 needs replacing and All Pro Painting may be able to get one free.

Committee Reports:

- **Screening Committee** – Donna Richardson reported that Bldg 26 Unit 303 was approved and that Bldg 26 Unit 301 was scheduled to be screened.
- **Pool Committee** – Peter Lauro reported that unit owners of Cond 6 were making too many complaints to him every time he goes to the pool and he instructed them to follow protocol by voicing their complaints to their board and then their board would contact us. He further explained that he emailed their board about this and they agreed that that's how it should be done.
- **Amendments Committee:** Alan Levine reported that the committee met on Monday, August 9, 2021 and adopted a plan that will be addressed further in the unfinished business section of this meeting.

Unfinished Business:

- **Tree Service:** Berch Tree Trimming has been given the job but because of vehicle and Covid problems, they are behind schedule.
- **Janitorial Service** – A proposal was submitted by Kramer Property Management that needed to be revised with certain changes and better explanation of services. Alan will resubmit it to Benchmark and they will have Kramer prepare a new proposal.
- **Declaration of Condominium and Bylaws Amendments** – In accordance with what the amendments committee recommended, Alan Levine made a **motion** to amend the declaration of condominiums and the bylaws to state “That in order to ratify any amendment, it must be approved by 50% plus 1 (equaling 33) of all the membership units.” **Motion** was seconded by Peter Lauro and unanimously approved. In conjunction with this, another **motion** was made by Alan Levine to amend the declaration of condominiums and the bylaws to include the Kaufman Language. Motion was seconded by Peter Lauro and was unanimously approved.

New Business:

- * **Landscaping:** - After discussing the next phase of the landscaping project, the board decided to table this matter.
- * **Insurance:** Addressing an unproven complaint from a unit owner that the association did not solicit other prices in order to possibly secure a better deal on our policy, Alan Levine proceeded to lay this complaint to rest by reading off substantially higher proposals we received from approximately six other companies.
- * **Property Management:** - A discussion was held on what has and has not improved since our meeting with representatives from Benchmark.

Motion to adjourn: was made by Peter Lauro and seconded by Alan Levine, and at 12:28 the meeting was adjourned by President Alan Levine.

Respectfully submitted by:

Peter Lauro, Secretary

HOLIDAY SPRINGS VILLAGE CONDOMINIUM 4
MINUTES OF BOARD OF DIRECTORS MEETING,
Tuesday, September 14, 2021

The September meeting of Holiday Springs Condo 4, held in the meeting room of the main clubhouse, was called to order at 9:40 AM by President Alan Levine. Those in attendance were: President Alan Levine; Secretary/Treasurer Peter Lauro; Director Helen Augustus and one unit owner. Injured Vice President Donna Richardson participated via conference call; Director Donna Silva was on vacation; and no one from Benchmark Property Management covered for vacationing Property Manager, Carmen Bengochea. A quorum was declared.

Minutes of the August 2021 Board meeting were read by Secretary Peter Lauro and a motion to accept those minutes, with one correction, was made by Alan Levine, seconded by Helen Augustus, and unanimously approved.

Treasurer's Report: Was given by Treasurer Peter Lauro and results of the meeting with Benchmark's Sharon Sugarman, concerning changes to the monthly financial statements, were explained

Presidents Report: Was given by Alan Levine and he spoke about:

- **Plumbing Project in 26-106** – being completed by Shawn & Sons.
- **Inspection Report** – on replacement costs being received from Prestar.
- **Annual Fire Alarm Test** – that were held by Pye-Barker on Sept 3rd.
- **Electrical Projects** – that he repaired with the replacement of bulbs, 2 sockets and an exit light fixture (25-201).
- **Kings III** – elevator phone service provider having upgrading our elevator phones

Committee Reports:

- **Screening Committee** – Donna Richardson reported that Bldg 26 Unit 301 was approved and that Bldg 26 Unit 201 has not yet verified income and that Benchmark was asked to contact the applicant
- **Pool Committee** – Peter Lauro reported that unit crack in pool floor surface had been satisfactorily completed and a recessed ceiling light fixture that was dangling by the wires was repaired by Alan Levine

Unfinished Business:

- **Tree Trimming:** Berch Tree Service is now ready to do the work requested but scheduling has been put on hold..
- **Janitorial Service** – For the second time, a proposal was submitted by Kramer Property Management that needed to be revised with certain changes and better explanation of services. Alan will resubmit it to Benchmark and they will have Kramer prepare a new proposal.

New Business:

* **Paying for Unit 26-106 Plumbing repairs:** - After discussing the ideas of taking a loan or opening a line of credit, Peter Lauro made a **motion** stating that “Due to an emergency repair totaling over \$20,000, the \$19,200 received from Blue Stream Cable Company that was deposited into the Reserve Fund now be transferred to the Operating Account. Doing so will possibly eliminate a special assessment, taking out a loan or huge increases in next years budget”. The motion was seconded by Alan Levine and after a discussion a vote was held. Voting yes were Alan Levine, Peter Lauro, Helen Augustus and Donna Richardson with unanimous approval of the directors in attendance.

A second **motion** was made by Peter Lauro stating that “The letter being sent to unit owners requesting their vote to transfer the money from the reserve fund to the operating account be a separate entity and that a special unit owners meeting be called for at 9:30 AM on October 12, 2021, to count the votes”. The motion was seconded by Alan Levine and after a discussion a vote was held. Voting yes were Alan Levine, Peter Lauro, Helen Augustus and Donna Richardson with unanimous approval of the directors in attendance

* **Elevator Codes:** Alan advised the board that by December of 2023, our elevators will need to have Door Lock Monitoring devices installed.

Also elevator related, it was suggested by King III that we upgrade our elevator phones to include the First Net Emergency Network. In order to tell Kings III that the board was against this suggestion, Alan Levine **motioned** that “We have Kings III upgrade the phones to the First Net Emergency Network” and the motion was seconded by Donna Richardson. After a discussion a vote was held. Voting no were Alan Levine, Peter Lauro, Helen Augustus and Donna Richardson with unanimous rejection of the directors in attendance

***Insurance Agent Commissions** – tabled.

Adjournment – meeting was adjourned by Alan Levine at 12:12

Respectfully submitted by:

Peter Lauro, Secretary

HOLIDAY SPRINGS VILLAGE CONDOMINIUM 4

MINUTES OF BOARD OF DIRECTORS

SPECIAL MEETING

Tuesday, September 28, 2021

A **SPECIAL MEETING** of Holiday Springs Condo 4, that was held in the meeting room of the main clubhouse, was called to order at 9:31 AM by President Alan Levine. Those in attendance were: President Alan Levine; Vice President Donna Richardson; Secretary/Treasurer Peter Lauro, and director Helen Augustus. Absent was director Donna Silva who was ill. Also in attendance were three unit owners and two representatives from CCM Management Company: Scott Tartaglia and Russell Huzior.

With this being a special meeting, there were no minutes read, reports given and the agenda items were immediately addressed.

- **Property Management**: A **motion** was made by Donna Richardson, and seconded by Helen Augustus, to have Consolidated Community Management (CCM) become the property management company for Holiday Springs Village Condominium 4. A vote was held and the motion was unanimously approved.
- **Bank Line Of Credit For Loan**: President Alan Levine announced that the bank had approved the association's application for a line of credit. A **motion** was then made by Alan Levine, and seconded by Peter Lauro, to accept the \$50,000.00 credit line from South State Bank and a vote was taken. Voting yes were Alan Levine and Peter Lauro. Voting no were Donna Richardson and Helen Augustus. With a 2-2 tie, the motion was not approved.
- **Edith Conway correspondence with Ms. Eisner**: Ms. Eisner is now demanding the association reimburse her displacement and legal fees totaling \$6,636.70. The board will ask Edith Conway to negotiate for a lower settlement.
- **Janitorial Service**: A **motion** was made by Donna Richardson, and seconded by Peter Lauro, to terminate the contract with PJS Cleaning Service and to accept the offer from Kramer Property Management to service buildings 25 & 26 twice a week and to service the pool area three times a week. A vote was held and the motion was unanimously approved.
- **Budget**: A draft of the 2022 budget was completed.
- **Adjournment**: The meeting was adjourned by President Alan Levine at 12:25.

Respectfully submitted by:

Peter Lauro, Secretary

**HOLIDAY SPRINGS VILLAGE CONDOMINIUM 4
MINUTES OF THE SPECIAL UNIT OWNERS MEETING
Tuesday, October 12, 2021**

A special meeting of Holiday Springs Condo 4 unit owners, held in the banquet room of the main clubhouse, was called to order at 9:39 AM by President Alan Levine.

Notice of this meeting had been sent to all unit owners by Benchmark Property Management on September 27, 2021.

The agenda was solely the **Reserve Vote Transfer 2021.**

Attendance

With 10 unit owners present and 39 represented by proxy, a quorum was declared.

A VOTE was held to transfer \$12,800 from the Roof Reserve and \$6,400 from the Elevator Reserve to the Operating Account for alternate use (plumbing repair).

Result:

Yes: 41 (6 in person, 35 by proxy)

No: 7 (3 in person, 4 by proxy)

Abstain: 1 (in person)

Total vote count: 41 YES; 7 NO; 1 ABSTAIN;

The Reserve Transfer 2021 was APPROVED.

Adjournment: Meeting was adjourned at 10:32 by President Alan Levine.

Respectfully submitted by:

Peter Lauro, Secretary

HOLIDAY SPRINGS VILLAGE CONDOMINIUM 4 #

MINUTES OF BOARD OF DIRECTORS MEETING,

Tuesday, October 12, 2021

The October meeting of Holiday Springs Condo 4, held in the banquet room of the main clubhouse, was called to order at 10:45 AM by President Alan Levine. Those in attendance were: President Alan Levine; Vice President Donna Richardson; Secretary/Treasurer Peter Lauro; Director Helen Augustus; and four unit owners. Director Donna Silva was absent and no one from Benchmark Property Management was present. A quorum was declared.

Minutes of the September 14 Board meeting and the September 28 Board of Directors Special Meeting were both read by Secretary Peter Lauro and a motion to accept those minutes, with two corrections, was made by Alan Levine, seconded by Helen Augustus, and unanimously approved.

Treasurer's Report: Was given by Treasurer Peter Lauro

Presidents Report: Was given by Alan Levine and he spoke about:

- **Contract with Consolidated Community Management** - who will be our new property management company effective November 1, 2021 was signed.
- **Contract with Kramer Property Management** – who will be our new janitorial service company effective November 1, 2021 was signed
- **Broken # on building address** – was repaired by Alan..
- **Waste Management Over Flow Charges** – Because of these charges, trash pickup days were changed to Monday and Friday which will hopefully offset the problem.
- **Tree Trimming** – The project, which was put on temporary hold, needs to be scheduled ASAP because of unit owners' complaints.

Committee Reports:

- **Screening Committee** – Donna Richardson reported that Bldg 26 Unit 201 was approved.
- **Pool Committee** – Nothing to report.

Unfinished Business: Nothing to report

HOLIDAY SPRINGS VILLAGE CONDOMINIUM 4 #
MINUTES OF BOARD OF DIRECTORS MEETING,
Tuesday, October 12, 2021
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New Business:

- **Actions required by vote result of Unit Owner's Meeting:** - Because of the approval of the unit owners to allow the transfer of funds, no action was necessary.
- **Possible Budget Draft Adjustments:** Because of the approval of the unit owners to allow the transfer of funds, no action was necessary
- **Transition From Benchmark to Consolidated Community Management:** Transition is now taking place with representatives from both companies working together and being overseen by President Alan Levine and Secretary/Treasurer Peter Lauro.
- **Adjournment:** Meeting was adjourned at 11:42 by President Alan Levine.

Respectfully submitted by:

Peter Lauro, Secretary

Holiday Springs Village Condominium 4
Board of Directors Budget Meeting Minutes
Tuesday, November 9, 2021

- **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 9, 2021. 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 25th. The meeting convened at 9:31 a.m. with President Alan Levine presiding.
- **Roll call** was taken and the following were present: President Alan Levine, Vice President Donna Richardson, Secretary/Treasurer Peter Lauro, and Helen Augustus. Absent was Donna Silva. A quorum was declared.
 - Also in attendance were CCM Property Manager LynnEllen Huff and six (6) additional unit owners.
- **Budget:**
 - The proposed budget for 2022 was explained by Peter Lauro and Alan Levine. Unit owners' questions were answered and comments entertained.
 - **Motion** was made by Peter Lauro (seconded by Alan Levine) to adopt the proposed budget as presented. After further discussion, motion was carried a by 3:1 roll-call vote.
 - Yea: Peter Lauro, Helen Augustus, Alan Levine
 - Nay: Donna Richardson
- Meeting was **adjourned** by Alan Levine at 10:18 a.m. Regular monthly meeting to follow.

Respectfully submitted,

Peter Lauro, secretary

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

Operating Budget
January 1, 2022 through December 31, 2022

INCOME						2021		2022	
3020-000	Maintenance Assessments					\$	309,430	\$	313,896
3050-000	Laundry Fees					\$	6,700	\$	6,700
3055-003	Reimbursements from Condo #6					\$	7,700		
TOTAL INCOME						\$	323,830	\$	320,596
EXPENSES									
G/L #	ADMINISTRATIVE								
5310-000	Management Fee					\$	11,352	\$	10,200
5336-000	Fees To Division					\$	256	\$	256
5335-000	Licenses, Fees & Permits					\$	500	\$	500
5330-000	Insurance Package & Finance Charges	(includes Condo-6 re-imbursements)				\$	58,500	\$	68,000
5315-000	Office Expense					\$	1,000	\$	1,000
5321-000	Legal Fees					\$	3,000	\$	4,500
5320-000	Accounting					\$	2,000	\$	2,200
5325-003	Rec. Center Expense					\$	46,176	\$	47,724
UTILITIES									
5210-000	Electric	(includes Condo-6 re-imbursements)				\$	5,300	\$	4,200
5240-000	Trash Removal					\$	7,100	\$	8,000
5220-000	Water/Sewer/Canals	(includes Condo-6 re-imbursements)				\$	44,000	\$	44,000
5250-000	Cable T.V.					\$	34,262	\$	35,370
5230-000	Elevator Telephone					\$	1,300	\$	1,300
BUILDINGS AND GROUNDS									
5020-000	Lawn Maintenance Contract					\$	10,800	\$	10,800
5021-000	Landscaping					\$	8,000	\$	2,000
5133-000	Fire Equipment					\$	1,000	\$	1,000
5024-000	Pest Control (interior and perimeter)					\$	3,100	\$	3,100
5060-000	Pool Maintenance Contract	(includes Condo-6 re-imbursements)				\$	5,280	\$	1,600
5060-001	Pool Janitorial Contract	(includes Condo-6 re-imbursements)						\$	1,400
5061-000	Satellite Pool Repairs	(includes Condo-6 re-imbursements)				\$	1,200	\$	1,000
5122-000	Elevator Maintenance Contract & Repairs					\$	4,000	\$	4,500
5022-000	Tree Trimming					\$	3,000	\$	4,000
5051-000	Irrigation Repairs					\$	900	\$	900
5140-000	Janitorial Service (Bldgs 25 & 26)					\$	10,800	\$	8,000
5100-000	Repairs & Maintenance					\$	15,000	\$	15,000
SUBTOTAL						\$	277,826	\$	280,550
PLUS RESERVES						\$	46,004	\$	40,046
TOTAL EXPENSES						\$	323,830	\$	320,596

RESERVE FUND SUMMARY									
1	2	3	4	5	6	7	8	9	10
Item	Estimated cost of replacement	Opening Balance 01/01/21	Added in 2021	Expended in 2021	Estimated Closing Balance 12/31/21	Balance to Fully Fund	Initial life in years	Remaining life in years	2022 Annual Contribution
Roof	\$ 220,000	\$ 68,113	\$ 22,219		\$ 90,332	\$ 129,668	30	6	\$ 21,611
Mansard	\$ 82,500	\$ 24,987	\$ 3,552	\$ -	\$ 28,539	\$ 53,961	40	14	\$ 3,854
Painting	\$ 49,000	\$ 39,040	\$ 3,462	\$ -	\$ 42,502	\$ 6,498	9	6	\$ 1,083
Paving	\$ 60,000	\$ 15,757	\$ 4,895	\$ -	\$ 20,652	\$ 39,348	20	9	\$ 4,372
Elevators	\$ 110,000	\$ 58,404	\$ 10,236	\$ -	\$ 68,640	\$ 41,360	25	5	\$ 8,272
Laundry Room & Equip.	\$ 10,400	\$ 4,498	\$ 1,632	\$ -	\$ 6,130	\$ 4,270	12	5	\$ 854
Totals	\$ 531,900	\$ 210,799	\$ 45,996	\$ -	\$ 256,795	\$ 275,105	N/A	N/A	\$ 40,046

The 2021 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	\$354
40	2 Bedroom - 2 Bath	0.1688864	\$442

Amounts have been rounded to the nearest whole dollar

HOLIDAY SPRINGS VILLAGE CONDOMINIUM 4 #
MINUTES OF BOARD OF DIRECTORS MEETING,
Tuesday, November 9, 2021

The November meeting of Holiday Springs Condo 4, held in the banquet room of the main clubhouse, was called to order at 10:21 AM by President Alan Levine. Those in attendance were: President Alan Levine; Vice President Donna Richardson; Secretary/Treasurer Peter Lauro; Director Helen Augustus; six unit owners; and CCM Property Manager, LynnEllen Huff. Director Donna Silva was absent

- **Minutes** of the October 14 Board meeting were read by Secretary Peter Lauro and a motion to accept those minutes was made by Donna Richardson, seconded by Alan Levine, and unanimously approved.
- **Treasurer's Report:** Was given by Treasurer Peter Lauro
- **Presidents Report:** Was given by Alan Levine and he spoke about:
 - **Water Heater Leak in B-25 / A-201 going into B-25 / A-101** – and stated that the situation was worked out between the two unit owners.
 - **Elevator Permits** – Benchmark did not provide us with the new inspection reports
 - **Deodorizer Blocks** – were purchased for dumpster areas.
 - **Lighting:** – Replacement of bad bulbs.
- **Committee Reports:**
 - **Screening Committee** – Donna Richardson reported that B-25 / A-402 and B-25 / A-408 were approved.
 - **Pool Committee** – Backflow leak was reported
- **Unfinished Business:**
 - A letter was received from our attorney about the unit owner in B-26 / A-106 wanting additional money for expenses incurred from underground leak

HOLIDAY SPRINGS VILLAGE CONDOMINIUM 4 #
MINUTES OF BOARD OF DIRECTORS MEETING,
Tuesday, November 9, 2021
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➤ **New Business:**

- **Raising Laundry fees:** A motion was made by Peter Lauro to increase the washer and dryer fees from \$1.00 to \$1.25. The motion was seconded by Alan Levine and approved by a 3-1 vote with Peter Lauro, Alan Levine & Helen Augustus for and Donna Richardson against.
- **Vendors:** Peter Lauro spoke about a portfolio of information he is gathering on many vendors he is meeting at HOA Seminars and consideration will be given to doing some comparison shopping for the services we currently use.

- **Adjournment:** Motion to adjourn was made by Donna Richardson and seconded by Alan Levine, who then adjourned the meeting at 11:28 AM

Respectfully submitted by:

Peter Lauro, Secretary

Holiday Springs Village Condominium, Inc. No. 4
Annual Unit Owners Meeting – Tuesday, December 14, 2021

- Holiday Springs Village Condominium No. 4 assembled for its Annual Meeting at the clubhouse in Margate, Florida, on December 14, 2021 at 9:47 a.m. with President Alan Levine presiding.
- Notices of this meeting had been sent to unit owners by First Class USPS mail on October 13th and November 30th along with proxy instructions.
- **Attendance** – Thirty (30) units (twelve [12] in person and eighteen [18] by proxy) were represented.
 - A quorum was *not* attained.
 - There was no business requiring action on the agenda for the Annual Meeting.
- **Adjournment** – The business segment of this assembly was adjourned by Alan Levine at 9:48 a.m.

Election of Directors

- Ballots had been in the custody of Consolidated Community Management.
 - Ballots were tabulated by Property Manager LynnEllen Huff and Unit Owner Donna Richardson. (None of the non-candidate unit owners present at this assembly were willing to serve on this committee.)
 - Eight (8) candidates ran for seven (7) positions. Thirty-three (33) ballots had been cast. Results were:
 - Donna Silva 27 (elected)
 - Helen Augustus 25 (elected)
 - Alan Levine 22 (elected)
 - Minnette Cummins 17 (elected)
 - Marie Mugnano 17 (elected)
 - Peter Lauro 16 (3-way tie)
 - Gilda Gramola 16 (3-way tie)
 - Jennifer Zelenka 16 (3-way tie)
 - A runoff election will be held on January 11, 2022. CCM will mail out ballots.
- **Final Adjournment** at 10:38 a.m.

HOLIDAY SPRINGS VILLAGE CONDOMINIUM No. 4 MINUTES OF SPECIAL BOARD OF DIRECTORS MEETING

Tuesday, December 14, 2021

A **SPECIAL MEETING** of the Holiday Springs Village Condominium No. 4 Board of Directors was held in the clubhouse on December 14, 2021, and called to order at 10:40 A.M. by President Alan Levine.

➤ **Attendance:**

- Directors Alan Levine, Helen Augustus, Donna Silva, Marie Mugnano, and Minnette Cummins. A quorum was declared.
- Also in attendance were Property Manager LynnEllen Huff and seven (7) additional unit owners.

➤ The possible giving of **Holiday Gifts** was discussed.

- By a 4:1 show-of-hands affirmative vote, it was agreed to give Waste Management driver Charles Robinson \$25 and his assistant \$25.
- By a 3:2 show-of-hands affirmative vote, it was agreed to give clubhouse security guard Glenn Savery \$25.

➤ **Motion to Adjourn** was made by Minnette Cummins (seconded by Donna Silva). Meeting adjourned at 10:48 A.M.

Respectfully submitted,