**The Landings Maintenance Association, Inc**

**Board of Directors Meeting**

January 24, 2017 6:30pm

Bonaventure Town Center Club

16690 Saddle Club Rd., Weston, Florida 33326

**MINUTES**

**Call to Order**

The Meeting was called to order at 6:35 PM by Debra Boles, President.

**Roll Call**

All Directors were present: Scott Rassler, Debra Boles, Andrew Newman, Andrew Medina, Bruce Gamache, Michael Bakalar and Ron Jacobowitz; thus representing a Quorum and allowing the Association to carry forward with the business of the meeting.

Also present was Larry Ellman of Pro Community Management.

**Proper Notice of Meeting**

Notice of the meeting was posted on the property at least 48 hours prior to the meeting as required by Florida Statute

**Approval of December 7, 2016 Board of Director’s Meeting**

A motion was made by Mr. Jacobowitz to accept the Minutes of the December 7, 2016 Board of Director’s Meeting as presented.

The motion was seconded by Mrs. Boles and it carried unanimously by all present.

**Review of Certain Items Within the Community**

* 395 Mallard Road Update

Mr. Bakalar updated the Board on the status of the short sale for 395 Mallard.

The next step is the internal inspection by the bank.

Closing could be within 45 days of the internal inspection.

Approximately $23,800 would be recouped upon Closing by the Association.

* Homeowner Receivables at Dec 31, 2016

Mr. Ellman updated the status of homeowner receivables for Q4 2016 fees.

The new policy to deactivate gate tags has been effective in collecting from late payers.

Mr. Ellman updated the Board on efforts to collect the amount due from 350 Mallard for sidewalk repairs made by the Association after damage to 2 sidewalk slabs during the installation of their in ground pool in 2016. He was directed to assess the owners for the amounts due and issue a 10 day demand letter. If the amounts due are not paid in full, gate tags will be deactivated and the account will be sent for collection by the outside attorney.

Mr. Gamache updated the Board on efforts to collect the amount due from Comcast related to 2016 sidewalk repairs. Mr. Ellman was directed to issue a notice of default to Comcast per the contract if the amount due was not promptly collected. Mr. Gamache agreed to make an additional call to collect the receivable.

* Holiday Lights 2017 Planning

After Board discussion about the 2016 holiday lighting issues, the Landscape and finance committees were tasked with determining the lighting plan and related costs using JM Holiday Lighting for the 2017 holiday lights and making a recommendation to the Board at the next Board meeting.

* Street Fund CD

The Board discussed the Funds in the Street Replacement Account and investing current cash balances (approximately $20,000) in a CD in accordance with the Long Term Plan.

A motion was made by Mr. Gamache to instruct Mr. Ellman to purchase a 2 year FDIC insured certificate of deposit from Everbank. The annual rate is approximately 1.50%.

 The motion was seconded by Mr. Newman and it carried unanimously by all present.

Mr. Gamache confirmed after the meeting that the Association Covenants, Section 11 Association Funds, state that funds may be invested in CD’s or other interest bearing accounts available at banks and insured by a U.S. government agency (i.e. FDIC). Insurance company investment products are not permitted.

* Guardhouse Projects

Sewer Line Repairs

Mr. Gamache updated the Board on the completion of the guardhouse sewer line repairs and the next steps required to obtain final permit approval.

Software, Computer Equipment and Cameras

The Board discussed the Gatehouse software upgrade (that would allow homeowners to input their vendor and visitor list from their home computer), need for a new computer and the replacement and installation of the guardhouse cameras.

A motion was made by Mr. Medina, seconded by Mr. Gamache and approved by all present, except Mr. Jacobowitz who abstained since he is a related party, to purchase the following based on proposals from Safe Technologies (the existing vendor):

 $1,537.00 New computer, install, reload software and reconfigure computer

 9,321.64 Upgraded Gatehouse Visitor Management System and training\*

 5,124.04 New HD commercial grade surveillance system

 $15,982.68

 \*Web access annual fees are $100 per month.

The approval for the Upgraded Gatehouse Visitor Management System is subject to receiving additional detailed information from Safe Technologies regarding installation (labor, equipment and training procedures/hours).

Existing video monitors may need to be replaced and upgraded.

The Board members recognize that Mr. Jacobowitz is a related party as owner of Safe Technologies. Mr. Jacobowitz abstained from voting on the motion to approve the Safe Technologies proposals. Other visitor management systems were reviewed, including Dwelling Live, Dynamic Integrated Security and ABDI. Additional camera/surveillance proposals were reviewed, including PrivVID Eye Security Solutions and Access Masters. The Board decision to approve the Safe Technologies proposals was based on: upgrading the existing and established Gatehouse software system rather than install a new system; reliable service and tech support; competitive pricing; and input from the property manager who has experience with various vendors.

* Cul De Sacs

The Board discussed the status of the cul de sac project and the estimate from Dynaserv to replace the bushes on the 8 cul de sacs that do not have grass. The Board concluded that these cul de sacs do not require immediate repairs.

5 cul de sacs were recently landscaped with grass (bushes were removed) and new landscape lighting in Mallard and Egret.

* Financials

Mr. Gamache reviewed the preliminary 2016 financial results including the landscaping related cost savings and the guardhouse sewer line repair project. An additional accrual will be recorded to include the remaining work to complete the guardhouse repairs and to reinstall the video monitors. Mr. Ellman will coordinate with the auditors to complete the year-end audit in a timely manner.

* Landscape/Facilities

Mr. Rassler asked that the Board look at alternatives to the current street lights (bulbs and globes) that would better direct the light down to the sidewalks. Mr. Jacobowitz indicated that replacing the light bulbs and globes for more than 100 street lights would be expensive. After discussion, the Board agreed to research light bulb alternatives that direct the light toward the sidewalk and perform a test.

**ADJOURNMENT:**

Mr. Bakalar moved to adjourn the meeting.

Mr. Gamache seconded the motion and it carried unanimously at 8:35 PM.