

Jupiter Plantation HOA
Board of Directors Meeting Minutes
September 27, 2016

Meeting convened at 5 PM.

Directors present: Hart, Darrow, Reynolds, Starratt and Kuhn

Minutes of the August 16, 2016 meeting were approved with no change.

Officer's reports

Angie Hart offered a list of projects which had been achieved since the beginning of the year. She noted as follows:

- 1) New management and accounting has been in place since April 1.
- 2) We have maintenance man on staff. His hours presently are Monday 10 – 4, Tuesday off, Wednesday through Friday 4 – 6. These times are fluid it may be adjusted.
- 3) We have a new computer, lockbox, accounting and collection procedures plus a new FOB control system in the office.
- 4) The golf cart has been refurbished with new tires, brakes, overhaul and a new charger in the maintenance shed.
- 5) ADT has been dismissed. They simply were unable to perform their contracts to install security monitoring equipment. CCTV has been retained and is in the process of installing cameras. The cameras at the pool, dock, RV area and west entry are installed and work beautifully. The east entry will be completed after Comcast provides the necessary hookups for monitoring. Additional view will be of the guest parking lot.
- 6) ALLPaving will be attending to a punch list to complete their project anticipated to be this Friday.
- 7) Building 57 sidewalk has been repaired at no expense to the Association.
- 8) Buildings 4 & 5 drainage in the parking areas has been improved and we believe we have solved the problem of the washout into the Palm Beach County drainage canal.
- 9) We have been installing LED in our area lighting and have mapped the lighting system to better enable us to respond to outages. The tall area lights will not be refitted with LED because the test light ended up being way too bright for the area and the expense of retrofit was way too much. We continue to seek a proper solution.
- 10) Power washing of sidewalks will be done on a continuing basis.
- 11) We have a new landscape company, BrightView, which was required after our previous landscape company suddenly abandoned their contract. We have a new baiting system to control the water rats. We are working through the process of tree pruning, again with a new company.
- 12) The maintenance shop is being cleaned up after too many years of accumulation. We now can see the supplies and tools such that they can be better utilized.

- 13) Docks have been stained and the lighting and plumbing has been largely replaced and upgraded.
- 14) The breach in the seawall at the end of the drainage ditch on the east side the property has been repaired, at no cost to the Association, by Palm Beach County, who will continue to maintain that structure. Trees along the seawall were removed.
- 15) Sinkhole by building 45 and has been repaired .
- 16) Pool equipment has been largely refurbished, and we enter this winter season with everything in first-class order. A great deal of new pool furniture has been added to better accommodate the large number of residents who use this facility.
- 17) Plumbing repairs at the pool area and pavilion have been done.
- 18) We have added doggie bag distribution stations and plead with all dog owners to use them.
- 19) Comcast is now slated to begin the construction of the new fiber-optic cable on October 1st. They have already drop-shipped cable and other items that will be needed for this project.
- 20) Comcast says they will have to rewire all the units. This will require that someone be present in the unit while they are doing the work, so it is incumbent upon all of us to help our neighbors in this regard. If someone cannot be present due to work or some other pressing engagement, we should be willing to step in to permit the work to continue even while the owner is not present. The Association will do the best we can to notify persons of scheduling etc. as Comcast provides us with that information.
- 21) Installing numbers on all four sides of each building continues. Our maintenance man will be doing that work after he does his normal daily chores.
- 22) We look to install step stones and walkways where necessary to enable residents to move from their parking spaces to their units were no walkway is presently available.
- 23) We will be installing the round traffic buttons and/or triangles where needed in order to keep traffic on the roadway and off the landscaped areas.
- 24) Drain clean outs will have the caps replaced where they been broken.
- 25) We have turned attention to developing solutions to move the storm water discharge from our roofs to areas which are not puddling on sidewalks etc.
- 26) The chain-link fences which mark our east and west property boundaries have not been maintained in years. They are not in a very usable condition presently. We looked into the expense to restore them to their original condition and discovered a host of problems to do that work, not the least of which is the very great expense. Additionally, we would have to get permissions from our neighbors in those areas to trespass on their land to gain access for our work and to be able to remove a very large amount of uncontrolled landscape growth.
- 27) We are aware of the need to replace our gang mailboxes. They are unsightly and many are not waterproof. The US Post Office assures us this is entirely our expense to do, and again, the expense is quite troublesome.
- 28) We have added some lighting to some areas where there had been none before and which we believed were too dark, thus compromising safety and security.

- 29) Landscape replacement and upgrades continue. In addition, we must ensure that we have a reliable water source such that our irrigation system is not shut down as it was for a time this summer. Toward this end, we will be drilling a new four-inch well to replenish the water reservoir. Before we can do this however, we must properly abandon the four existing wells which have not been utilized since 2004. This is a condition required by SFWMD before they will issue the permit for the new well. We have engaged the services of Hydrodynamics PSI, a local company with over 50 years' experience, to be our contractor on this project.
- 30) Tennis court refurbishment has begun. The project involves installing new court surfaces, windscreens and repair of the cyclone fence. A FOB-activated lock is now required for access to the courts. All landscaping has been removed and new will be installed as part of this project. Two permanent benches will be available for seating in that area. We will also have bicycle park wheel stands available.
- 31) All of the pump houses are now equipped with code required disconnect equipment to enable us easily to shut off any equipment which is having difficulty. While we were installing the disconnects, we discovered the following: the circuit breakers were not the proper size for the loads, some with fuses being improperly sized; the wiring was not adequate for the amperage, and the conduits were not properly connected. Be assured that only licensed electricians will ever have their hands on any electric installation or repairs in this community again. The pump houses themselves must be replaced and improved to permit decent working conditions when repairs are needed.
- 32) Pool area and pavilion maintenance continues as we attend to the lighting, plumbing, painting etc...
- 33) We have been actively pursuing our parking sticker program. We feel it is extremely important these days to know exactly what vehicles belong in the property for our own security. Residents have been very cooperative in requesting proper stickers and guests passes. This effort will continue.
- 34) We are also pursuing a notification and follow-up program to ensure that owners are maintaining and cleaning their mansard roofs as is required in Article VI of our governing documents. As this is a unit owner responsibility, we have sent courtesy first letters and then demand second letters to owners where mansards need immediate cleaning.
- 35) We are looking at the signage in the community with an eye to upgrading some, relocating others.

Angie then pointed out that your Board of Directors has been working very, very hard to upgrade deficiencies as discovered on the property, repair broken or failing items, installing safety and security devices to protect property and residents at all times. The funds for much of this work has been available due to the delay in the installation by Comcast. Were that money not available, many items noted above could never have been done and those that could not wait would have been funded by a special assessment on all members. With this in mind, please be patient as we work to correct the deficiencies as may exist, and be kind and understanding that the Board and management is working to keep Jupiter Plantation a premier address and living experience in North County.

Loretta Darrow said on-going expenses are tracking to the operating budget. Collections are being conducted according to our collection procedures and as required in the governing documents. At our Board meeting in October, we will visit the Proposed 2017 Annual Budget. The budget will be adopted at the November meeting.

Gary Reynolds said we are exploring what must be done to dredge our docking area and access to the river channels. The retention ponds have been chemically treated to manage the weed and grass incursion. This method is closely controlled by DEP, EPA, and SFWMD etc. so no harm may come to the environment, persons or pets. We are looking into grass-eating carp as well. We need to rebuild the three pump houses.

Dawn Starratt - walked the property with BrightView and compiled an extensive list of deficiencies which included areas to re-sod, ornamental shrubbery to replace trees to maintain etc. She said the magnolia tree by building 34 was not dead, and we believe we can restore it to proper health. There have been several areas along the perimeter particularly on the west side which had been neglected for a long time but which to have now either been completely cleaned up or are in the process. The Board then reviewed the language in Exhibit A, of Article VI of the Declaration of Covenants and Restrictions wherein paragraph H states in pertinent part: "1) owner may landscape the area immediately adjacent to courtyard fences. Landscape plantings that are drought resistant and appropriate to the area and of an appropriate size when fully grown must be used in must be easily maintained by the Association landscapers and placed in a manner so as not to interfere with lawn maintenance. No plants of extensive root systems may be installed. " And again in paragraph 2), "No planting may be done by any owner on common areas beyond the area immediately next to their courtyard fence." It was pointed out that the ambiguity in the language has caused some problems. The term 'area immediately adjacent' and 'common areas beyond the areas immediately next to their courtyard fence' are troublesome in that the breadth of interpretation can vary tremendously. This creates a problem for the Board as it tries to enforce landscape planning area criteria or maintenance on areas which have not been properly maintained.

Dawn said they discovered an Areca palm which was infested with gamaderma. This is an extremely virile disease which can spread easily and destroy great areas of vegetation. It must be removed immediately. Additionally, it was discovered that we have Norfolk Island Pines growing on the property both in common areas and on private property this species has been declared 'prohibited' in the Town of Jupiter code. It is viewed as being intrusive into water/sewer lines exhibits expansive growth habits and/or the lack of ability withstand hurricane force winds. The Board agreed that these four trees must be removed, and Eric was instructed to contact the owner of the two Norfolk pines which are currently situated inside the

unit boundary at unit 44. The Board declared these four trees to be safety hazards which should be removed at Association expense.

The Board agreed that we need to follow a simple pattern as we replace and reinstall plant material in the common elements. In the first instance water retention area must be fully restored then the irrigation system must be fully operational. When we're satisfied with that we can go ahead with restarting and replanting of ornamentals etc.

Motion by Gary Reynolds that any owner who wants to replace or install new plant materials anywhere on the property must submit a request to the Board of Directors and cannot proceed until approval is granted by the board. All directors vote aye

Old business

- 1) Motion by Gary Reynolds to retain Hydrodynamics PSI to properly abandon the existing wells, obtain new well permit from SFWMD, coordinate drilling of a new four-inch well and complete the work per their proposal. All directors vote aye.
- 2) Repair sidewalks –It was noted that several residents had reported tripping and falling on sidewalks in the community. There is no question this is a dangerous condition and must be addressed immediately. Motion by Dawn Starratt to hire Florida sidewalk solutions to grind down the dangerous areas per their proposal. All directors vote aye.
- 3) Building roof drains – Dispersal of storm water from the roofs needs to be addressed in several areas. Water must be diverted away from the buildings and patio areas as well as from sidewalks. The Board instructed Gary Reynolds along with Eric Peterson to discover where the trouble areas exist and to present viable solution as soon as possible.

New business

Owner fines – mansard cleaning - After inspection of the property, a list of mansards which needed to be cleaned was given to the Association manager for action. Eric Peterson wrote letters specifically to 46 owners requesting mansard cleaning and giving a 30 day notice to correct. These letters were sent on or about June 24 instant. On or about July 26 a follow-up letter was sent to 33 owners as a second notice to correct and pointing out that should no action be taken as a result of this letter a unit owner could be fined \$100. As of this date the following mansards have not been maintained according to the requirements in the Declaration, Article VI (d)1. Therefore, the Board recommends that \$100 fine be levied against the following unit owners and that Eric Peterson be directed to send the requisite notice of the Board recommendation and of

the owners' privilege of appearing before a Fine Hearing Committee. The unit numbers are: 3C, 4A, 11A, 15B, 18D, 19B, 21A, 24C, 27C, 27D, 33D, 35B, 37B, 40A, 43D, 54D, 57A, and 57D.

Meeting adjourned at 6:45 PM

Eric G Peterson, recorder