

The Ridge at the Bluffs Homeowners Association, Inc.

Board of Directors Meeting Minutes

July 19, 2017 – 6:30 p.m.

Location: 215 Cape Pointe Circle, Jupiter, FL 33477

Determination of Quorum: Board members present in person were Mary Jo Petterson, David Uhlfelder, Nicole Crain and Brenda Kerle. Mark Deluccia was on facetime. Also present Lisa Sullivan, LCAM from Campbell Property Management and 11 homeowners were in attendance.

Call to Order: President, Mary Jo Petterson called the meeting to order at 6:30 p.m.

Mark Deluccia made a motion to accept the meeting meetings from June 21, 2017. The motion was seconded by Mary Jo Petterson which carried unanimously.

Manager's Report: Lisa Sullivan gave the Manager's Report:

- Qtrly fertilization completed.
- Sea Grapes on US1 to be trimmed in August
- Basketball court pressure cleaned & repainted
- Office building, Fence around Pool & wall around pool painted
- New surveillance cameras ordered
- Sidewalk cleaning set for first week in August

Treasurer's Report: Nicole Crain reported on the financial statements for period ending June 30, 2017. Report attached as Exhibit A.

Committee Reports: Lisa Sullivan gave the report for the ACC stating there were 20 request submitted from June 21st – July 19th. One paver application was disapproved. The homeowner installed pavers without approval and placed the pavers against the neighbor's house. All other applications were approved.

Old Business:

1. Quote to paint only the exterior metal fences around lakes: Three bids were submitted and reviewed. **Mark Deluccia made a motion to accept the bid from Rick's Painting and Pressure Cleaning for the exterior only. Homeowners could hire Rick's to paint the inside of the fence at their cost. Brenda Kerle seconded the motion and with all in favor the motion passed.**
2. Quote to install new sinks in restrooms – tabled
3. David Uhlfelder's request to catalog previous board motions: **David Uhlfelder made a motion the office provide a pdf copy of all minutes going back to when Campbell Property Management took over management. (Originally generated from a word document) so he can put motions made in one file which will be indexed for future use. Nicole Crain seconded the motion. Mark Deluccia and Brenda Kerle were in favor. Mary Jo Petterson abstained. The motion passed.**

4. **Contracts/Bids for Management: David Uhlfelder made a motion to put specs together and get three bids for management including a bid from Campbell Property Mgmt. Brenda Kerle seconded the motion. Mary Jo Petterson and Mark Deluccia voted no, Nicole Crain voted yes. The motion passed.** It was noted David and Brenda would handle obtaining the bids. All members agreed.
5. **Contracts/Bids for Landscape: Mark Deluccia made a motion to obtain 3 bids for the landscape contract including CPM. Nicole Crain seconded the motion. With all in favor the motion passed.** It was suggested Nicole Crain & Mary Jo Petterson work together to visit other associations and get recommendations and bids. All members agreed.

New Business:

1. President appointment of committee members: No members were appointed at this time.
2. Authorized contracts for Legal services: **Mary Jo Petterson made a motion in order to keep legal cost down the President and the Property Managers should be the direct contact for legal counsel. Mark Deluccia seconded the motion. David Uhlfelder voted no, Nicole Crain abstained and Brenda Kerle voted yes. Motion passed.**
3. Discussion/Clarification of Fla. Statue 720.303(2) – David Uhlfelder wanted to clarify that the Florida Statue states board members cannot vote by email. Everyone was in agreement.
4. Website administrator/David Uhlfelder: **David Uhlfelder made a motion to have the office staff upload the minutes to the website. Mark Deluccia seconded the motion and with all in favor the motion passed.**
5. (a) Amendment to Documents: **Mary Jo Petterson made a motion to accept the amendment to our documents as written by our legal counsel – Exhibit B attached. Mark Deluccia seconded the motion. David Uhlfelder voted no, all other members voted yes. Motion passed.**
(b) Approval of a special members meeting for amendment vote: **Nicole Crain made a motion to approve a special members meeting (date to be terminated). Mary Jo seconded the motion. David Uhlfelder abstained and with all other members in favor, the motion passed.**

Open Forum - All questions were addressed.

With no other business before the Board, Mary Jo Petterson adjourned the meeting at 8:25

Respectfully Submitted,

Lisa Sullivan, LCAM

For and on Behalf of the Board of Directors

APPROVED: August 23, 2017