

The Ridge at the Bluffs Homeowners Association, Inc.

Board of Directors Meeting Minutes

June 21, 2017 – 6:30 p.m.

Location: 215 Cape Pointe Circle, Jupiter, FL 33477

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

Call to Order: President, Mary Jo Petterson called the meeting to order at 6:35 p.m.

Mary Jo Petterson made a motion to add Brenda Kerle as a new board member. Motion seconded by Nicole Crain. All members in favor the motion passed. Brenda Kerle was welcomed and joined the meeting as a board member.

Mark Deluccia made a motion to accept the meeting meetings from May 21, 2017. David Uhlfelder noted one correction on item #9 to add the word “additional” amount of \$500.00. The motion was seconded by Nicole Crain which carried unanimously. The minutes were corrected to reflect the change.

Mary Jo Petterson asked if there were any additions or changes to the agenda. David Uhlfelder requested the following items be added to the agenda:

1. Vote on meeting schedule and reason for meeting:

David Uhlfelder made a motion requiring the board have a monthly meeting unless a major disaster prohibits from meeting. The motion was seconded by Nicole Crain. Mark Deluccia voted no. Mary Jo Petterson voted no. Brenda Kerle voted yes. Motion passed.

2. Robert Rules of Order – How the meeting Agenda is proposed and adopted. – There was a discussion but no motion was made.
3. Secretary would like permission to index previous motions made in the past in order to have a comprehensive list of what was discussed in the past. – Was not discussed at this meeting.

Manager’s Report: Lisa Sullivan gave the Manager’s Report: Overview

- Tree trimming completed, new plants installed on common ground at along Bluffs Blvd. Summer flowers are planted. New plants installed around pool. Sea grapes along US1 will be trimmed in stages due to cost is higher than budgeted amount.
- Water fountain at pool replaced, new pressure cleaner has been purchased. Bathroom doors sanded and painted. Screens in lakes have been cleaned. All work orders up to date.
- Rick’s Painting & Pressure cleaning have begun to paint the office, metal fence around the pool and wall around the pool.
- Waiting on bids to repair the gazebo. Hope to have repaired over the summer.
- Have received 2 bids for painting the fences around the lakes, waiting on a third to present to the Board

Treasurer's Report – Nicole Crain reported on the financial statements for period ending May 31, 2017 stating the Association is within budget for the month. A new operating bank account will be opened in order to stay under the FDIC limit of \$250,000.00. Currently the bank accounts at CenterState Bank exceed the limit.

Committee Reports - Brenda Kerle & Caroline O'connor gave the ACC report. – 35 Applications, all standard requests.

New Business –

1. Resident request – 317 Ridge Road/319 Ridge Rd – Homeowner dispute – Letters were received from both residents regarding water damage done to 319 Ridge Rd. Ann Siegel from 317 was present and addressed the board. Ms. Siegel requested the board to arbitrate the dispute between owners. After discussion the board agreed this issue was not a matter for the board and not a situation where the board would act as an arbiter or involve the association's attorney. **Mark Deluccia made a motion recommending the homeowners seek legal counsel to resolve this dispute. Mary Jo Petterson seconded the motion with all members in favor motion passed unanimously.**
2. Attorney letter – 109 Sea Steppes – regarding an ACC application and installation of pavers. The board received a letter from Theodore Stevens who is an attorney representing the homeowner. Mr. Stevens was in attendance and addressed the board. It was determined the homeowners did not follow what was approved on the ACC application to install pavers. Our legal counsel was contacted and gave the board 2 options on how to proceed. The board chose option # 2 unanimously and advised the manager to have Becker & Poliakoff respond accordingly.
3. Replacement of mailbox keys – **Mary Jo Petterson made a motion to charge homeowners \$25.00 to replace lost mailbox keys. The motion was seconded by David Uhlfelder. With all members in favor the motion passed.**
4. Campbell Property Mgmt to handle AP Lock box and process monthly financials. **Mary Jo Petterson made a motion to allow the Jupiter office to process the monthly financials and to begin using the AP Lock box system. The motion was seconded by David Uhlfelder. With all members in favor the motion passed.**
5. Contracts for Management and Landscape – These contracts were given to the board for review and will be discussed at the July meeting.
6. Voting Amendment – **David Uhlfelder made a motion to finalize the election process amendment and investigate the voting online cost & procedures. Mary Jo Petterson seconded the motion. With all members in favor the motion passed.**

7. Mary Jo Petterson nominated the following homeowners to the Fair Hearing Committee and the Architectural Control Committee:

Betty Cabarle and Diane Goolsgasian - ACC

Bill Persons, Ralph Esposito & Sheila Grennan – Fair Hearing Committee

David Uhfelder made a motion to accept the nominations. The motion was seconded by Brenda Kerle. With all members in favor the motion passed.

Open Forum - All questions were addressed.

David Uhfelder left the meeting at 8:35. Mark Deluccia was accidentally disconnected from the meeting.

Mary Jo Petterson adjourned the meeting at 8:40.

Respectfully Submitted,

Lisa Sullivan, LCAM

For and on Behalf of the Board of Directors

APPROVED: July 19, 2017