

The Ridge at the Bluffs Homeowners Association, Inc.

Board of Directors Meeting Minutes

May 16, 2018 – 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 and Brenda Kerle. Nicole Crain and Mark Deluccia were on facetime. Also present Lisa Sullivan, LCAM from Campbell Property Management and 11 homeowners.

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

Nicole Crain made a motion to accept the Special Meeting minutes of April 18, 2018. Mark Deluccia second the motion which passed unanimously.

Mary Jo Petterson made a motion to accept the April 18, 2018 board meeting minutes with one spelling correction. Nicole Crain seconded the motion which passed unanimously.

Manager's Report: Lisa Sullivan gave the Manager's Report attached as Exhibit A

Treasurer's Report: Nicole Crain reported on the financial statement for the period ending April 30, 2018. No major expenditures. The Special Assessment notice for the replenishing of the reserve fund were sent out. The \$30.00 payment is due July 1, 2018.

Committee Reports: ACC: Diane Goolgasian gave the ACC monthly report. All standard requests. 32 applications approved and one modification. The ACC requested the Board allow the liaison to be able to participate and vote. After discussion of the topic no motions were made.

Document Committee: Larry Merwin reported the committee's objective will be to examine the current documents for errors, inconsistencies and possibly changes. They will report back to the board on an ongoing basis and a final report is projected for Mid-September 2018.

Old Business:

1. Update on Management & Landscape bids – Additional bids for management were sent out with a May 25th deadline. Dates were discussed for a workshop in early June for to go over both contracts. No motion made.
2. Change of Legal Counsel - No update
3. Screen/plastic cover for awning - No quotes have been obtained

New Business:

1. Wind Insurance Coverage - For the first time full wind coverage was made available to the Association. **Mark Deluccia made a motion to accept the Option (1) submitted by Insurance Office of America which includes Wind coverage. David Uhlfelder seconded the motion which passed unanimously.**

2. Pool Furniture - The manager reported the majority of lounge chairs were worn out and needed to be re-strapped and submitted an estimated cost for both replacement and re-strapping. **Nicole Crain made a motion to re-strap 34 loungers at a cost of \$75.00 each. Mark Deluccia seconded the motion which passed unanimously.**
3. Mail Box Replacements - **Mark Deluccia made a motion to accept the quote from US Mail Supply to purchase 3 16-door cluster boxes including the additional numbers needed to be replaced on existing boxes. Brenda Kerle seconded the motion which passed unanimously.**
4. Fining process - **David Uhlfelder made a motion to allow the manager, at her discretion, to assess the initial violation fine after 45 days of noncompliance for \$100 a day up to \$1,000.00. Nicole Crain seconded the motion which passed unanimously.**

Brenda Kerle made a motion for the manager to add a note in the collection letter to inform homeowners their pool fob will be disconnected once the account goes to the attorney. Mary Jo Petterson seconded the motion which passed unanimously.

Open Forum - All questions were addressed.

With no other business before the Board, Mary Jo Petterson adjourned the meeting at 8:10

Respectfully Submitted,

Lisa Sullivan, LCAM

For and on Behalf of the Board of Directors

APPROVED: June 18, 2018