

APPROVED BY THE BLMA BOARD OF DIRECTORS November 19, 2014

**BERKSHIRE LAKES MASTER ASSOCIATION
495 BELVILLE BOULEVARD
NAPLES, FL 34104**

**BOARD OF DIRECTORS MEETING
September 24, 2014**

The regular monthly meeting of the Board of Directors of the Berkshire Lakes Master Association was held on Wednesday, September 24, 2014 at the Berkshire Lakes Clubhouse. President Luparello called the meeting to order at 7:04 p.m.

The meeting commenced with the Pledge of Allegiance

ROLL CALL OF DIRECTORS:

| | |
|-----------------------------|-------------------------------------|
| Robert Luparello, President | Bob Pacquin, Director |
| Tony Maro, Vice President | Fred Rogers, Director |
| Orie LaCroix, Treasurer | Joe Schoenfelder, Director |
| Maureen Richards, Secretary | Allen Bouley CAM Ability Management |

A quorum was established with the roll call of the directors. All seven directors were present.

PROOF OF NOTICE OF MEETING:

It was established that the date, time, place, and nature of the meeting had been posted on the Association bulletin boards in compliance with the state statutes.

APPROVAL OF AGENDA:

A motion was made by Fred Rogers, seconded by Orie LaCroix to approve the meeting agenda. The motion was unanimously approved.

DISPOSAL OF MINUTES:

A motion was made by Fred Rogers, seconded by Orie LaCroix to approve the minutes of the August 27, 2014 meeting. The motion was unanimously approved.

PRESIDENTS REPORT:

President Robert Luparello reported the following:

- * Introduced Bob Pacquin who has accepted the position of Director replacing Ken Olsen. Bob's term expires in January 2016. Bob is currently the President of New Waterford.
- * The old clubhouse chairs have been donated to St. Matthews House.
- * Collier County has been repairing the sidewalks in the Berkshire Lake Complex.
- * The installation of the new sign at the entrance to the Master Association has been delayed.
- * A pool repair was made on the auto fill function.

- * As most are aware, Alexis is moving. She will be missed and we wish her well. Interviews for replacement will take place on Thursday at 2:30 and 3:30.
- * Horseshoe Lake – There have been two problems with the fountain at Horse Shoe Lake. Both have been fixed.
- * Foreclosure at Lambton Lane – unit is now vacant and some of the issues with appearance have been resolved.
- * BLMA has communicated with 2 owners who have not resolved outstanding issues. The owners have been notified that unless issues are resolved – they face fines as high as \$100.00 per day up to a maximum of \$5,000.
- * Clubhouse alarm system has been upgraded – the auto lock/auto open function is available.
- * Green Acres has offered a planting incentive in return for advanced payment for landscape maintenance. In return for a quarterly payment, they will provide \$400.00 in plants or trees per quarter. This would begin with the October quarterly payment.

TREASURERS REPORT – SEE DETAIL REPORT FOR JULY ON PAGE 5 AND AUGUST ON PAGE 6:

- *Budget has been completed. The dues will remain at \$240.00 per year. Printed copies will be forward to the board.
- * It was agreed that the Aged Owner report would be reviewed to insure the integrity of the data. It should be noted that a Warranty Deed is required for removal from that list.
- * A review is under way to determine the costs of minor tasks that being done by a variety of vendors. The review is being conducted by Bob, Allen, and Orie.
- * A motion to approve the treasurer’s report was made by Fred Rogers and seconded by Orie LaCroix. Motion passed unanimously.

MANAGERS REPORT:

- *Clubhouse renovation is 100% complete.
- *Clubhouse exterior – we are securing estimates for painting 3 side of clubhouse and drainage problems on front of building.
- *Coastline Concrete has been hired to repair fence tops along Radio Road
- *Compliance – there are 178 properties in the 2014 compliance violations log. Seven letters have been sent in this timeframe for: Property – 1, Lawn -2, Trucks – 2 and Mailbox -1.
- *Four (4) homeowners issues have been sent to the fine committee and 3 fines were imposed (2 at \$500.00 and 1 at \$50.00).
- *There have been 5 request approved by the ARB. They are Landscaping 1, Shutters 1, Paving 1 and Painting 2.

COMMITTEE REPORTS: NONE

MSTU:

*MSTU meetings are held on the second Monday of each month at the BLMA clubhouse at 3:00 p.m.

* Berkshire Commons Landscaping has been referred back to the County and no longer is the responsibility of the MSTU.

* Tree debris on the perimeter of Berkshire Lakes continues to be a problem for the contractor who mows this area.

* Issues still remain with the Asian Jasmine. This is a critical issue for the committee. This issue will be discussed at the October meeting.

* Radio Road landscaping is in good shape.

UNFINISHED BUSINESS: None

NEW BUSINESS:

*Legal Contract – All board members had received and been asked to review the proposed legal contract from GAD. A motion was made to table the discussion on the new contract with O’Connell. Motion was withdrawn. After much discussion, it was determine the action item will be to review the current contract with O’Connell and to determine what other options are available.

*Enforcement of Covenants – After a review of the Policies and Procedures regarding Enforcement of Covenants, it was determined that an administrative fee needed to be added to the procedure. A motion was made by Orié LA Croix and seconded by Tony Maro to add the following to the Policies and Procedures:

Whereas property maintenance is essential to the ambiance and value of the community, an owner’s (resident or mortgager) failure to maintain the exterior of a property the association can engage a licensed contractor to bring the property into compliance. The cost of this service plus a \$50.00 administrative fee will be billed to the property owner.

The motion was unanimously approved.

*New Owner Program – Joe Schoenfelder reviewed the new owner process. Board asked that the package be revised so that we provide information on where to get the covenants. Per instruction from attorneys, the Association should not distribute the covenants but can direct owner as to how to get the covenants online to insure they have the most up to date documents. It was also suggested that new renters be given a New Owner manual.

*Board of Directors Handbook – Upgraded Handbook was distributed to all of the Board Members. All agreed that Joe did an outstanding job in upgrading the book.

ADJOURNMENT:

Orie LaCroix made a motion to adjourn the meeting, seconded by Tony Maro. Motion was unanimously approved.

The next BLMA Board of Directors meeting is scheduled for October 15, 2014 at 7:00 p.m. at the Master Association Clubhouse.

Respectfully submitted,

Maureen Richards, Secretary
Berkshire Lakes Master Association

TREASURERS REPORT AS July 31, 2014

| | | |
|---------------------|----|--------------|
| Operating Cash | \$ | 294,719 |
| Reserves Cash | \$ | 592,228 |
| Accounts Receivable | \$ | 24,622 |
| Other Assets | \$ | <u>6,628</u> |
| Total Assets | \$ | 918,197 |

| | | |
|---------------------|----|---------|
| Current Liabilities | \$ | 205,925 |
|---------------------|----|---------|

YTD Income

| | | |
|----------|----|----------------|
| Actual | \$ | 332,885 |
| Budget | \$ | <u>325,362</u> |
| Variance | \$ | 7,523 |

YTD Expense

| | | |
|----------------------|-----------------------|-------------------|
| Actual | | |
| | Utilities | \$ 13,039 |
| | Clubhouse | \$ 23,295 |
| | Ground Maintenance | \$ 10,455 |
| | Landscaping | \$ 45,904 |
| | Pools | \$ 2,502 |
| | Lakes/Fountains | \$ 14,210 |
| | Administrative | \$ <u>104,735</u> |
| Total | | \$ 214,140 |
| | Reserve contributions | \$ <u>75,000</u> |
| Total all expenses | \$ | 289,140 |
| Budget | \$ | <u>294,964</u> |
| Variance | \$ | 5,824 |
| Current Year Surplus | \$ | 43,745 |

TREASURERS REPORT AS August 31, 2014

| | | |
|---------------------|----|--------------|
| Operating Cash | \$ | 261,290 |
| Reserves Cash | \$ | 592,228 |
| Accounts Receivable | \$ | 22,469 |
| Other Assets | \$ | <u>4,452</u> |
| Total Assets | \$ | 880,439 |

| | | |
|---------------------|----|---------|
| Current Liabilities | \$ | 165,340 |
|---------------------|----|---------|

YTD Income

| | | |
|----------|----|----------------|
| Actual | \$ | 371,178 |
| Budget | \$ | <u>361,128</u> |
| Variance | \$ | 10,050 |

YTD Expense

| | | |
|----------------------|-----------------------|-------------------|
| Actual | | |
| | Utilities | \$ 14,883 |
| | Clubhouse | \$ 25,784 |
| | Ground Maintenance | \$ 8,472 |
| | Landscaping | \$ 49,716 |
| | Pools | \$ 2,827 |
| | Lakes/Fountains | \$ 16,099 |
| | Administrative | \$ <u>131,825</u> |
| Total | | \$ 249,606 |
| | Reserve contributions | \$ <u>75,000</u> |
| Total all expenses | | \$ 324,606 |
| Budget | | \$ <u>319,804</u> |
| Variance | | \$ (4,802) |
| Current Year Surplus | | \$ 46,572 |