

SIENA OAKS HOMEOWNERS ASSOCIATION

OCTOBER 12, 2011

CALL TO ORDER/DETERMINATION OF A QUORUM:

The Siena Oaks Board of Directors Meeting was called to order at 7:00PM by President David Blackburn. Other Directors in attendance were Vice President Carol Heuser, Secretary Marie Mauceri, Treasurer Ron Kirby and Director Lindsey Smith. Cherylynn Pannebecker of OPC Management was also present. Notice was posted in accordance with Florida Statutes.

APPROVAL OF SEPTEMBER 14, 2011 MEETING MINUTES:

Mr. Blackburn made a motion to approve the September 14, 2011 meeting minutes as submitted, seconded by Ms. Heuser and the motion passed unanimously.

HOMEOWNERS STATEMENTS & ISSUES

Lot 123 – Mrs. Pannebecker reported that she forwarded the letter from the owner’s attorney to Mark Freidman at Becker & Poliakoff for review and response. Mr. Freidman advised that the association will write the response letter according to his recommendations and stated that the neighbor has to provide access per the Siena Oaks documents. After discussion the Board agreed that the neighbor has to provide access and that the letter was approved to be mailed.

PRESIDENT’S REPORT:

Discussion of extra hours for Management: Mr. Blackburn stated that Mr. Smith requested an extra hour of time per week for the property manager to ride the community and provide inspections. Mrs. Mauceri stated that she did not feel this extra hour is necessary. After discussion a motion was made by Mrs. Mauceri to deny the request and seconded by Mr. Blackburn. The vote carried 4 to 1 with Mr. Smith opposing the motion.

TREASURER’S REPORT: Mrs. Pannebecker reported that the balances in the operating account and reserve account as of September 30, 2011 were \$136,963 and \$407,676 respectively. 42 owners had outstanding assessments and 18 accounts have been sent to the attorney for collections. Mrs. Pannebecker reported that the accounts receivable were \$116,304. A motion was made by Ms. Heuser to approve the treasurer’s report, seconded by Mr. Kirby and the motion passed unanimously.

Mrs. Pannebecker reported that the past due assessments for lot 168 and lot 99 has been sent to Sean Selk, PA for collection. Mr. Blackburn discussed sending the assessments for lots 64, 264 and 135 to the new attorney as well. After discussion a motion was made by Mr. Blackburn to forward the three assessments to Sean Selk and pull them from Becker & Poliakoff. The motion was seconded by Ms. Heuser and passed unanimously. The Board stated that once they see how the new collection law firm performs they will consider sending other files.

Mrs. Pannebecker reported that a request was made to Becker & Poliakoff to provide a manual update for the status on the collection lots. Upon receipt it will be forwarded to the Board. Mr. Blackburn summarized that Becker & Poliakoff’s collection website has been down for three months and it is difficult to obtain information. He also reported that the law firm has put a new attorney in charge of Siena Oaks collections which is the third attorney in the past few months.

MANAGER REPORT:

LED/CFL Bulbs - Mrs. Pannebecker stated that the first post light at the pool area had the new CFL bulb installed and the other bulb type is installed on the pole at lot 188. Mrs. Pannebecker requested that the Board review each bulb type and provide their choice to management. Once the Board chooses the bulb type, Mrs. Pannebecker will purchase and install them at the pool area and the post lights outside the clubhouse. These bulbs will not be installed at the front sign area per the Board.

MANAGER REPORT CONT'D:

Discussion of Fining for Trash & Parking Violations: Mrs. Pannebecker reported that Mark Freidman, the association's attorney, stated that the Board cannot "immediately" fine those owners who put their trash out too early and park in violation of the association's rules. Per the documents the association has to provide 14 days to allow the owner to appeal the fine to the Covenants Committee. The Board agreed that if violations are noted, Mrs. Pannebecker should be notified so a violation letter can be sent. If a violation continues, then the Board can vote to place a fine.

The board requested that a meeting be set up with the PBG Police who provide our extra duty patrols to discuss the ticketing issues for parking and speeding.

COMMITTEE REPORTS:

ACC -- Mrs. Vita addressed the following issues:

Tree Selection: Mrs. Vita reported that she held another meeting with Mr. Hendrickson at the City of Palm Beach Gardens. Mr. Hendrickson stated that the city's position on removing the large Oak trees is a "Yellow Tebeuia" with a 4" caliper would be required as a replacement in the patio side of the development.

Mrs. Vita stated that a letter will need to be sent to the owners of lot 104 stating the City's decision.

Mr. Blackburn stated that he will apply to the City for a set of development lot plans for the records and files.

LANDSCAPE: Mrs. Marchetto reported that all landscaping issues are fine and owners are complying. Mrs. Marchetto questioned if the association is responsible for replacing the mailbox plants on the estate side. Mr. Blackburn reported that the plants are the unit owner's responsibility.

COVENANTS: Mrs. Sadowski reported that this committee still needs volunteers. Mrs. Marchetto volunteered. After discussion a motion was made by Mr. Blackburn to appoint Mrs. Marchetto, seconded by Ms. Heuser and the motion passed unanimously. Mrs. Mauceri requested an updated copy of the violation log.

COMPLIANCE & WELCOME - Mrs. Rollo was not in attendance; however, Mrs. Pannebecker reported that the committee is following up on all new residents and that no hearings have been requested.

OLD BUSINESS: None.

NEW BUSINESS:

Insurance Renewal 2012: Mrs. Pannebecker presented the renewal proposal for the 2012 insurance policies. The premium cost is \$200 less than last year. After discussion a motion was made by Mrs. Mauceri to approve the 2012 insurance renewal as presented, seconded by Mr. Kirby and the motion passed unanimously.

Newsletter: Ms. Heuser presented the October newsletter and requested that the Board review it and provide any corrections so that we can send it out.

ADJOURNMENT

There being no further business to come before the Board, Ms. Heuser moved to adjourn the meeting at 8:15 pm, seconded by Mr. Smith and the motion passed unanimously.

Cherylynn Pannebecker
Recording Secretary

Marie Mauceri
Association Secretary