

VILLAGE OF DORAL LAKES HOA

10100 N.W. 51st Terrace Miami, Florida 33178

Office: 305.259.1461 Fax: 305.378.0259

Approved BOD Annual Meeting Minutes 02/18/2010

MANAGEMENT REPRESENTATIVE

Jorge Barriga and Camilo Bernal from Miami Management, Inc.

The scheduled and posted Annual Meeting for the Village of Doral Lakes HOA for **February 18, 2010** was held at Doral Park Clubhouse. The meeting was called to order at **19:30** by Barriga.

CALL TO ORDER and ESTABLISHMENT OF A QUORUM

Being that there was not a quórum present either in person or by Proxy, and given that only seven candidate forms were received, there was no election for the Board of Directors. The seven candidates will occupy the five openings on the Board of Directors.

Norm Parsons	Director
Mary Aderholdt	Director
Bruce D'Amico	Director
Manuella Guardia	Director
Isabel Linares	Director
Yvette Pons	Director
May Garcia-Clissent	Director

REVIEW OF MINUTES

- Review of 2009 Annual Meeting minutes was completed in March 2009.

COMMITTEE REPORT

- None

ADJOURNMENT

- At 19:31 Pons made a motion to adjourn the meeting. Clissent seconded, all in favor and the motion carried.

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Approved Organizational Meeting Minutes 02/18/2010

CALL TO ORDER and ESTABLISHMENT OF A QUORUM

○ Board Members Present

Norm Parsons	Director
Bruce D'Amico	Director
Isabel Linares	Director
Yvette Pons	Director
May Garcia-Clissent	Director

○ Board Members Absent

Mary Aderholdt	Director
Manuella Guardia	Director

MANAGEMENT REPRESENTATIVE

Jorge Barriga, and Camilo Bernal from Miami Management, Inc.

The scheduled and posted meeting for the Village of Doral Lakes HOA for **February 18, 2010** was held at Doral Park Clubhouse. The meeting was called to order at **19:31** by Parsons with a quorum and discussion started.

APPOINTMENT OF OFFICERS

- Motion to appoint a President for the Board of Directors. Garcia-Clissent made a motion to appoint Parsons as President for the Board of Directors. Linares seconded, Parsons accepted the appointment, all in favor and the motion carried.
- Motion to appoint a Treasurer for the Board of Directors. Parsons made a motion to appoint Aderholdt as Treasurer for the Board of Directors. Pons seconded, Aderholdt accepted the appointment, all in favor and the motion carried.
- Motion to appoint a Secretary for the Board of Directors. Parsons made a motion to appoint D'Amico as Secretary for the Board of Directors. Pons seconded, D'Amico accepted the appointment, all in favor and the motion carried.

ADJOURNMENT

- At 19:35 D'Amico a motion to adjourn the meeting. Linares seconded, all in favor and the motion carried.

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Approved Board of Directors Meeting Minutes 02/18/2010

CALL TO ORDER and ESTABLISHMENT OF A QUORUM

o Board Members Present

Norm Parsons President
Bruce D'Amico Secretary
Isabel Linares Director
Yvette Pons Director
May Garcia-Clissent Director

o Board Members Absent

Mary Aderholdt Treasurer
Manuella Guardia Director

MANAGEMENT REPRESENTATIVE

Jorge Barriga, and Camilo Bernal from Miami Management, Inc.

The scheduled and posted meeting for the Village of Doral Lakes HOA for **February 18, 2010** was held at Doral Park Clubhouse. The meeting was called to order at **19:40** by Parsons with a quorum and discussion started.

TREASURER'S REPORT

- o Total Cash Operating Account \$ 147,569.75 (*Adjusted balance as of 01/31/2010*)
- o Accrued expenses \$ 6,183.40 (*As of 01/31/2010*)
- o Total Income Year to Date \$ 35,225.38 (*As of 01/31/2010*)
- o Total Expenses Year to Date \$ 26,178.06 (*As of 01/31/2010*)
- o Net Income Year to Date \$ **9,047.32** (*As of 01/31/2010*)
- o Assessments Paid in Advance \$ 12,879.10 (*As of 01/31/2010*)
- o Actual Reserve Fund YTD \$ 244,115.65 (*As of 01/31/2010*)

Collection Summary:

DELINQUENT ACCOUNTS REPORT AS OF DECEMBER 31st, 2009:

Report Total: \$90,077.00

Actual No. of Seriously Delinquent Accounts: (18)

ITEMS PROPOSED FOR A VOTE BY THE BOARD

- o Motion to approve the minutes from the January 21, 2010 Board of Directors Meeting. D'Amico made a motion to waive the reading of the minutes and approve the minutes as presented. Pons seconded, all in favor and the motion carried.

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- Motion to purchase refrigerator magnets and distribute them to all homeowners and residents

➤ Minute Man Press \$ 160.00 (200 magnets 3x4)



Garcia-Clissent made a motion to approve the purchase of 200 magnets at a cost of \$160.00 and the mailing of these magnets to all homeowners. The magnets are to be white background, colored logo, black text except for the web-sites that will be in blue. Pons seconded, all in favor and the motion carried.

- Motion to clean and paint all fire hydrants, fire hydrant cement pads, mailbox cement pads, and straighten sign posts throughout the community.

➤ Karibe Construction, Inc \$ 1,174.86
➤ P&R Professional Services \$ 2,890.00
➤ Raserca, LLC \$ 825.00

Linares made a motion to approve Pons to perform the cleaning and painting of all fire hydrants, fire hydrant cement pads, mailbox cement pads, and straighten sign posts throughout the community at a cost not to exceed \$825.00. Pons seconded. After discussion the motion was tabled. All vendors will re-submit their proposals with specifications on the paint products and colors that will be used.

- Motion to replace the insert for the community letter board with 290 letter set.

➤ Designext Vehicle Wraps & Signs \$ 0.00 Pending receipt of proposal
➤ Professional Maintenance Services \$ 0.00 Pending receipt of proposal

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- Sign-A-Rama \$ 3,938.00 New letter boards and letters
- Sign-A-Rama \$ 850.00 Insert and letters

Discussion presented a new option to relocate the existing one-sided board to the area by the pool so that all in-coming traffic could read the board. The Management company will look into this option and get a proposal.

- Motion to replace the two community entrance signs with

High Density Polyurethane

- Designext Vehicle Wraps & Signs \$ 5,751.25
- Professional Maintenance Services \$ 0.00 Pending receipt of proposal
- Sign-A-Rama \$ 5,940.00 New letter boards and letters

PVC

- Designext Vehicle Wraps & Signs \$ 5,095.00
- Professional Maintenance Services \$ 0.00 Pending receipt of proposal
- Sign-A-Rama \$ 5,380.00

Wood (same as existing)

- Designext Vehicle Wraps & Signs \$ 9,737.00
- Professional Maintenance Services \$ 0.00 Pending receipt of proposal
- Sign-A-Rama \$ 0.00 Pending receipt of proposal

Discussion was had in reference to the options for the entrance signs. The motion was tabled until some samples and the remaining proposals are received.

OLD BUSINESS

- None

NEW BUSINESS

- A copy of the Guardtech post orders is being submitted for board review and approval.
- Letter from Noel Feliciano, Police Officer in charge of Community Services is being submitted to the board for consideration of a crime watch program.

ADMINISTRATIVE SUMMARY

- Demand letters sent to accounts with late assessments
- Status report from the Associations attorney

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MAINTENANCE TO COMMON AREAS

Common Areas: Common areas found in normal conditions. Manager inspected the pools area and restrooms.

Old pool furniture that was placed inside the woman's restroom and the pool pump room have been removed

All old debris was removed from the maintenance room

Gates: Gates are all working at this time

Janitorial: Regular service has been performed by Jose

Landscaping: Regular service has been performed by Turf

Lighting: The spot light behind the pool cabana has been repaired

Mailboxes: Found in good condition

Signs: Signs throughout the community were found to be in overall good condition. Manager has received a proposal from P&R Services to refurbish the main entrance signs and

COMMITTEE UPDATES

Architectural Committee

- No Update

Communications

- Refrigerator magnets have been approved.

Finance

- No Update

Landscaping

- The ficus hedges throughout the community look poor. It is unknown how many will survive. Several options are being considered:
 - Removal of the dead hedges now
 - Cutting back the hedges and waiting to see how many survive
 - Removing all the hedges and repairing the fencing throughout the community
 - Replacing the hedges with other plant material

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- The canal bank is not being maintained to the degree the community would like. The Management company will schedule a meeting with Joe Kubit to prepare a plan to obtain the look the community is after.
- Suggestion to add a note on the next homeowner notice advising homeowners/residents to not plant anything in the common areas. For those homeowners living along the lake, please do not plant anything behind the fence along the canal and do not dispose of palm fronds or other debris by tossing it over the fence.

Legal Affairs & Doral Park

- Suggestion to include a note in the next mailing to homeowners/residents to remind them that they can not run a business from their homes.

Access Control

- A letter is being drafted to notify homeowners and residents on how to update their visitor information online
- Guardtech is to provide a list of commercial vehicles that are parked on the property over night
- Verify the sign by the gatehouse visitor entrance to determine if it says Drivers License required
- Request that Guardtech access control guards always ask for a drivers license when processing homeowners/residents through the visitors lane

OPEN FORUM

- Light post #13 is out

PENDING PROJECTS

- Repair/Replacement of the bulletin board at the main entrance
- Repair/Replacement of main entrance signs
- Replacement of warn community signage
- Replacement of light posts and lighting around the pool deck
- Repair/replacement of the fencing around the pool deck
- Repair of the pool decking
- Repair/Replacement of the pool furniture straps

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ADJOURNMENT

- At 20:36 D'Amico made a motion to adjourn the meeting. Linares seconded, all in favor and the motion carried.

APPROVED