

# CYPRESS LAKES HOMEOWNER'S ASSOCIATION, INC.

## BOARD MEETING

**JULY 29, 2025**

7:00 PM

800 West Ave Suite C-1, Miami Beach, FL 33139 & Via Ring Central

<https://v.ringcentral.com/join/204441279?pw=3c7c301612626517c96cbe2d50023189> Meeting ID:  
204441279 Password: xC5iP7ALPM or dial: +1 (650) 4191505 United States (San Mateo, CA)  
Access Code / Meeting ID: 092271313 Dial-in password: 9829732269

### CALL TO ORDER

The meeting was called to order by Olivia Niedzialek, President at 7:00PM.

### CERTIFICATION OF QUORUM

Scott Musil, Secretary called rolled as follows:

Kate Burtsev, Treasurer-present  
Tulio Escobar, Director-present  
Michael Lica, Director-present  
Andrew Marin, Vice President-present  
Olivia Niedzialek, President-present  
Scott Musil, Secretary-present

Quorum was established.

There were 11 homeowners in attendance.

Mauro Villalobos, CAM was in attendance for Trident Management.

### PROOF OF NOTICE

Notice of the meeting was sent to homeowners that had opted in on receiving emails July 25, 2025 by Trident Management and notices with the agenda were posted at both the Coral Springs Drive and Atlantic Blvd. exits by Mike Lica at 5:30 PM.

### BOARD RULES

Olivia Niedzialek stated the rules for this meeting.

### APPROVAL OF PREVIOUS MINUTES June 24, 2025

A discussion about the minutes took place regarding the AI generated transcript and them not being validated with the recording.

Olivia Niedzialek asked Scott Musil if the transcript that was generated by a third party that he also listened to the recording to make sure that the recording and the minutes were the same. Scott Musil said he was not going to waste an hour or two listening to the recording if he had a transcript. Mike Lica stated that he needed to compare it because you could not rely on AI generated minutes.

Olivia Niedzialek motioned to approve the minutes. Mike Lica seconded the motion.

Tulio Escobar-yes  
Kate Burtsev- yes  
Scott Musil-yes  
Andrew Marin-silent  
Mike Lica-silent  
Olivia Niedzialek-silent

The motion failed.

#### TREASURER'S REPORT

Kate Burtsev, Treasure advised that she was a CPA, but does not provide any CPA services for the Association. Kate Burtsev reported that Trident Management inaccurately double billed homeowners. The reversal of the \$238.00 assessment charge was removed because the due date was incorrect and the due date was July 1.

Audits were discussed and the State requires that revenue of less than \$150,000.00 annually is not required by law to get a third-party audit.

Olivia Niedzialek listed the issues that she found with accounts as follows:

Homeowners had old \$25.00 late charges still showing.

Some homeowners had a January 2026 assessment.

Some did not have a January 2025 assessment.

Prior homeowners that had sold were still being charged and were in a collection status. New homeowners were being billed an ownership transfer assessment from \$306.15- \$618.45.

Not all homeowners were being charged the April 1 amount of \$236.08. The issues were not anything straight across the board. Many different issues in multiple areas.

Per the board attorney Jane Bolin, it is the board's responsibility to ensure the billing is correct on all accounts.

Kate Burtsev said it was the Secretary's responsibility to ensure the account names are correct. Olivia Niedzialek asked how the Secretary would know when a home sells because there is no official paperwork required although our documents state that homeowners are to notify the Secretary.

Another discussion regarding an account that was charged \$24.99 late fee and they had a \$179.00 credit on a closing.

Kate Burtsev advised if anyone wanted information that they could contact Trident Management and they have ten or fifteen days to respond.

Mauro Villalobos advised that it was a records request; not their account balances.

Olivia Niedzialek stated that our By-Laws state that the Treasure shall call for an annual audit of the books of the Association to be made at each fiscal year. To-date, Olivia Niedzialek could not find where an independent audit has been completed for several years.

Kate Burtsev provided the following information:

Operating bank balances as of July 28, has \$47,685.00.

The reserve account is \$28,820.00.

Collections total: \$11, 563.00.

Demand letters resumed in May this year, but something happened and Mauro Villalobos was asked to clarify.

Olivia Niedzialek said there were two reasons the collections were halted.

Homeowner balances had discrepancies.

Nina, with Trident, advised that the letters needed something stated to satisfy Florida Statute, and board attorney Jane Bolin was working on it.

Kate Burtsev stated homeowners that didn't pay their balance by July would see an interest rate of 18% annually or 1.5% per month. There may also be some immaterial adjustments due to timing of the interest application.

#### ANNUAL MEETING

Trident Management mailed out Annual Meeting notices with the election packet. It was determined that the mailings were not consistent, and homeowners had been double mailed. Olivia Niedzialek spoke with twelve random homeowners about the mail outs. Olivia Niedzialek stated that she noticed that we had been invoiced incorrectly and brought it to Mauro Villalobos' attention. Mauro Villalobos stated they were looking into the error. The mailings were done by a third-party company.

A board discussion was held regarding the information sheet for each candidate. Since the mail outs were not consistent, Olivia Niedzialek motioned to waive the requirement for the 8 ½ by 11 detailing personal information of their background, education, and qualifications.

Mike Lica seconded the motion.

Andrew Marin-aye

Mike Lica-aye

Tulio Escobar-aye

Scott Musil-aye

Kate Burtsev-aye

The motion passed.

Olivia Niedzialek said she had called Mauro with Trident to discuss the electronic voting and that they were to have quotes from companies that offer the service. She stated that the board needed to do the following.

The board needed to see what the resolution center is like, ensure the electronic voting consent form is mailed out and completed by homeowners and returned. A date and time to open the voting and date and time for closing the voting is established by the board and a parameter is set to allow only six candidates to be chosen per ballot. A discussion was held about the time needed to vote on a vendor and the time to mail out the second notice for the election/Annual meeting. Mauro Villalobos said there should be enough time to complete the necessary items.

Scott Musil motioned to allow the electronic voting without the need for the consent form.

Mauro Villalobos advised that the board attorney needed to review this request.

Andrew Marin seconded the motion.

Olivia Niedzialek advised that it could cause the election to be called into question and that the form was a state requirement.

Scott Musil retracted the motion since board members thought it was a state law.

Only one person has sent in their electronic to vote form, therefore it may not be feasible for the Association to pay for the electronic voting system.

On the mail outs, 25 were collection letter notices and Olivia Niedzialek asked Mauro Villalobos if they were Friendly reminders or Second Notice. Mauro Villalobos said he would need to ask specifically which letter it was. It was a PSI letter.

Olivia Niedzialek asked Mauro Villalobos if the Voting Consent Form would be included in the second mail outs because it is referenced in the second mailing. Mauro Villalobos said he would have to ask the companies how they were going to handle that.

Mike Lica requested the Consent to Electronic Voting form to be uploaded to the portal for homeowners to have access to it. Mauro Villalobos said it could be a possibility and he would discuss it with operations and see if it can be done.

Olivia Niedzialek suggested the following items to be changed on the second mail outs and asked if board members had reviewed it for accuracy. No board member had reviewed the documents.

Change to six board members  
Remove all of Sally's email address and her name.  
To add the date and time of the online voting.

#### CITY VIOLATIONS

Olivia Niedzialek reported both the wall and the mulch were noted by the City of Coral Springs as being completed on July 28, 2025.

The mulch was figured at 50 yards and was based on what prior board members had purchased. That amount does not cover what the City of Coral Springs requires. To mulch our property to satisfy Coral Springs code it takes 75 yards total. We need to budget for this every year. The amount needed every year will vary depending on how our landscape service blows it around. We were advised if we mulched every eight months we would not need as much.

#### ELECTRICAL BOXES AND SITE LIGHTS

Olivia Niedzialek referenced an email sent out Monday at 2:31 PM by Sedlock Electrical and

what needed to be done regarding the site lights and electrical. Due to the amount of the bid, we need to get multiple bids for these items.

Sedlock Electrical Services bid is estimated at \$12,827.00.

Landscaping will have to be removed to complete the electrical and site lights.

#### MANAGEMENT COMPANY PROPOSALS

Kate Burtsev and Andrew Marin generated a list of proposals for management companies. Olivia Niedzialek asked board members what proposals they wanted to discuss.

Andrew Marin asked to table the discussion until all board members had a chance to review all the proposals.

Scott Musil seconded.

Kate Burtsev requested a proposal from Trident for this year. Mauro Villalobos stated it would be the same terms. Olivia Niedzialek said it would also include the increase per the contract. Kate Burtsev said it was a 6% increase.

Kate Burtsev asked Mauro Villalobos if there was a set limit on the hours he spent on our community.

Mauro Villalobos reviewed and could not find any set time.

One monthly walk-through per month for our Association.

Kate Burtsev asked Trident to get us in compliance with the HB 1203 bill for the website and portal seven-year requirements document retention policy.

Trident said it was from the turnover from the last management company.

Olivia Niedzialek clarified that it was the actual board minutes. Trident was given board minutes in the past but previous CAMs failed to upload them to our portal. Thankfully it was only copies and perhaps resending them again.

#### UPDATE BANK OF AMERICA ACCOUNT

Olivia Niedzialek stated that the Bank of America accounts need to be updated to reflect new board members. Adding additional board members to access the monthly statement is needed to aid in the monthly reports.

Larry Niedzialek will be removed off the signature card.

Scott Musil and Olivia Niedzialek will be added to the signature card only and Mike Lica will remain on the signature card.

The Bank of America account is an old account. The Board only moved \$10,000.00 out of the operating account to Citizens.

The Reserve account at Bank of America is still intact no funds were moved from that account. Tulio Escobar and Andrew Marin will be added to the accounts to receive the information only. This needs to be sent to the management company monthly for them to complete our month-end reports.

#### STRUCTURAL ENGINEER

CALC Engineering proposal for \$1500.00

MULER Engineering proposal \$2750.00 just for the investigation fee.

Construction documentation is \$3800.00

Bidding fee is \$3500.00 Construction  
Administration fee is hourly.

The Board requested Trident to get another bid.

Scott Musil asked if we were to knock out the part of the walls that are damaged and replace it with something else that would be a violation.

Olivia Niedzialek said there are other options to fixing the damage by putting aluminum fencing and then adding plants in front of that and possibly just adding a living fence in that area without a fence. Once the engineer comes back with their professional opinion on how to fix the wall then we would decide on how to proceed.

#### DISCUSSION FOR ENFORCEMENT AND RESTRICTIONS

Andrew Marin said since the Resolution to Republish the Restrictions was passed at the prior meeting that he was absent from without the edits that he had requested and we voted on, now according to the document effective immediately we have to enforce.

Olivia Niedzialek said that it was in emails and a discussion with Jane Bolin at her office that we don't have the rules and guidelines laid out to enforce so it can not happen immediately.

Andrew Marin stated that we were not to enforce until the committee has made their recommendations. We are a small community and we do not need a long list of rules and regulations. As an HOA we need to maintain our common areas, be responsible for our finances, and lower our annual dues to something that we had in previous years. We should not be going around looking for violations.

Scott Musil reiterated that the CC&R committee needs to be done before we start enforcing. We need to amend before we start to enforce.

Homeowner Samanth Uribe interrupted the board discussion stating that she had volunteered to head the CC&R committee and she needed the list of names that had signed up to volunteer for the committee. Ms. Uribe requested guidelines.

Olivia Niedzialek said that the seven people who had signed up were omitted from the previous minutes and provided the following names:

Einat Steinberg  
Oscar Mederos  
Aracelis Cohen  
Liz Dase  
Lisa Levine  
Samanth Uribe  
Andres Jordan

Samantha Uribe and Andres Jordan agreed to be point-of-contact.

Olivia Niedzialek explained that the board needs a list of rules and guidelines that fit in with the declarations also known as the CC&Rs.

Andrew Marin said that is not what they signed up for only to re-write the CC&Rs for it to be voted on. Scott Musil agreed.

Scott Musil said it was for the amendment of the rules of the Declarations.

Andrew Marin motioned that the board will not enforce any rules from the Declarations until the committee has completed their work, submitted it to the board, and we put it in place.

Scott Musil seconded the motion.

Mauro Villalobos advised it would have to be reviewed by the attorney before the board could change. Olivia Niedzialek agreed.

Scott Musil said it did not. The board can do as it chooses while Olivia Niedzialek was stating that Jane Bolin had to approve our changes.

A homeowner, Bruce Goodman, interrupted and requested that Mauro Villalobos not interrupt the board and let them conduct their business.

Scott Musil said he didn't need to talk to Jane Bolin to do that.

Andrew Marin again motioned not to enforce the restrictions, the Declarations, until the CC&R committee had completed their work, submitted it to the board, and we acted on it.

Second by Scott Musil.

Olivia Niedzialek stated the committee submitted their suggestions to the board, the board cannot approve it, Jane Bolin has to review it, write-up the legal for it. Once a resolution is written and we are okay with it then we pass it. We give legal notice to all homeowners prior to enforcement.

Kate Burtsev said we did not need a resolution for rules.

Olivia Niedzialek stated they were not talking about rules and guidelines, they were talking about amending it.

Andrew Marin stated that Jane Bolin stated the example: if we don't want to make people take out their wooden fences, we are able to pass a motion to say we are not going to enforce the restriction on the wooden fences. Our 1981 rules are outdated for our community.

Tulio Escobar said in doing this we cannot enforce people who are late on their fees for the Association. Now that we have re-established we can take action on the dues and take legal action. We are limiting ourselves to collecting the money that he is seeing that is not paying.

Andrew Marin stated that the resolution on interest and late payments so it doesn't supersede that. This is only to do with violations.

Tulio Escobar said he had Andrew Marin's vote if that is the case.

Kate Burtsev voted yes.

Motion failed.

#### COMMITTEE GUIDELINES FOR THE RULES AND GUIDELINS AND CC&R COMMITTEE

Olivia Niedzialek stated there were two different issues here. The State required all HOAs to

have their rules and guidelines available on line by October 1, 2024. We do not have those rules in place. Jane Bolin has advised that document we cannot get rid of. If it is a city rule and our rule we cannot get rid of it.

Scott Musil disagreed and stated we could do whatever we wanted to do.

Olivia Niedzialek stated we have to have an adequate provision for landscaping which includes the trees and the shrubs. We need to state the types, how many, and their locations for each lot.

Mail boxes have been previously used as an example. The type, location, and style must be approved by the Association prior to installation. It appears the board would have to approve a new mailbox. Olivia Niedzialek stated she read what the Postmaster General's approval was on HOA mailboxes that are listed on the government website for HOAs. Her question would be if the board could just say any mailbox with the Postmaster's stamped approval can be used for our Association.

Andrew Marin suggested an amendment for the city and the Postmaster to regulate the mailbox. The Association should not be an authority on what people do to their homes. Coral Springs should be the authority to give out violations that are not up to standard.

Scott Musil suggested not to delete the rule but we would follow Coral Springs city code.

Tulio Escobar stated he was at the meeting when we were told the City of Coral Springs has the colors for painting the house. The board has to approve that color and he is fixing to paint his house. The board has to approve colors.

Olivia Niedzialek stated that Jane Bolin has advised the board that if it is a city rule and our rule, the board has to enforce it, we cannot count on the city.

Scott Musil said that we were going to make an amendment that we don't have to.

Olivia Niedzialek restated the committee's guidelines as follows:

The committee needs to submit their recommendations to the board on the items in our declarations and we will take them to Jane Bolin.

Olivia Niedzialek suggested they could submit those items at the next board meeting.

The committee meeting would be through Ring Central. Mauro Villalobos would create a notice and send out a notice for all homeowners to join. Board members can attend, but are not required.

Olivia Niedzialek asked about the posting and agenda that should be posted at both entrances. Mauro Villalobos stated he would do it.

Andrew Marin stated that anything that the committee passes on or doesn't state is passed on to the city requirements.

#### HOMEOWNER'S COMMENTS

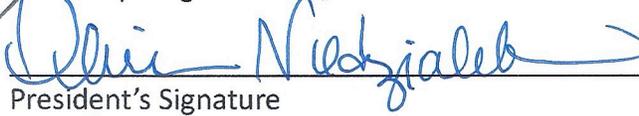
Olivia Niedzialek stated that she would supply the items that the State has changed in the portal for everyone to see.

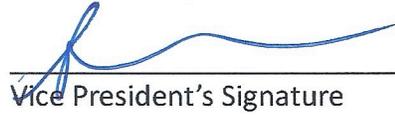
Bruce Goodman asked for all invoices to be available in the portal and he would like to review the invoices from the attorney. Andrew Marin stated that the invoices were not itemized. Olivia Niedzialek stated that they were all itemized. Bruce Goodman also requested all of Jane Bolin's emails and separated her invoices out from the rest and just published them from Mauro Villalobos.

Olivia Niedzialek motioned to adjourn the meeting.  
Scott Musil seconded.  
The meeting adjourned at 10:05 P.M.

Linda Pugliese, Secretary for Cypress Lakes Homeowners' Association, INC.

  
Secretary's Signature \_\_\_\_\_ Date 11/15/2025

  
President's Signature \_\_\_\_\_ Date Nov. 12, 2025

  
Vice President's Signature \_\_\_\_\_ Date 01/15/2025

\_\_\_\_\_  
Treasurer's Signature \_\_\_\_\_ Date \_\_\_\_\_

  
Director's Signature \_\_\_\_\_ Date Nov 15 2025

\_\_\_\_\_  
Director' Signature \_\_\_\_\_ Date \_\_\_\_\_