

CYPRESS LAKES HOMEOWNERS' ASSOCIATION, INC

Board Meeting

P.O. Box 8295, Coral Springs, FL 33071

**MINUTES**

Emergency Board Meeting

VETERAN'S BUILDING

2503 CORAL SPRINGS DR.

CORAL SPRINGS, FL 33065

MAY 18, 2023 7:30 PM

Call to Order: Mike L.-President called the meeting to order at 7:38 PM

Proof of notice for this meeting was posted at Coral Springs Drive and Atlantic Blvd. on May 15, 2023 around 8:42 PM.

Attendance: The following Board Members were present:

Mike Lica-President

Bob Stawicki- Vice President

Larry Niedzialek- Secretary

Kate Burtsev-Treasurer

David Ray-Director

Also in attendance were 13 members.

Prior Minutes: The Secretary read the minutes for the Annual Membership Meeting held on April 25, 2023. Mike L motioned **(M1)** to approve. Bob S. 2<sup>nd</sup> motion. There were no correction suggestions. Motion passed by all in favor.

Mike L.- President notified the members that Central Properties Reality, Inc. Danette Thompson, handed the Secretary Larry Niedzialek a letter of resignation effective immediately shortly after the Annual Membership/Election Meeting had adjourned on April 25, 2023. The resignation letter advised that the records would be turned over to the new management company and the resignation was effective immediately.

The Board reached out to several companies and was advised by all that they could not take CLHOA personal property from a third party due to liability and chain of custody. Most required a 5-year Certified Audit before they would service the Association.

Mike L. informed the members that dues for July 1<sup>st</sup> of \$150.00 needed to be mailed to the P.O. Box 8295. The Board would waive the late charge of \$25.00 and asked the board to consider waiving the late fees for 30 to 60 days. The board had an open discussion. Larry motioned **(M2)** to waive the late fee for 60 days. Bob 2<sup>nd</sup> the motion. Motion passed unanimously.

Larry motioned **(M3)** for the Board to make signs and post at both entrances notifying the members of the dues with the P.O. Box address as a reminder until a property management

company could be hired for at least 30 days. Several members requested it be posted for 60 days. Larry motion (M4) for 60 days. Mike 2<sup>nd</sup>. Motioned passed unanimously.

Mike L.-President advised on April 26, 2023 Larry paid for the yearly rental of the P.O. Box for \$194.00 that was due. April 27, 2023. Mike and Larry both returned to the Post office the next day and Larry paid another \$35.00 charge for drilling and replacing with a new lock to get a set of keys.

David, Director- motioned (M4) to reimburse Larry back for both totaling \$229.00. Bob 2<sup>nd</sup> motion. Motion passed unanimously.

Mike, President- No checks numbers were recorded at that time because the Board needed to verify the check numbers.

Larry reminded Mike L. that he didn't receive reimbursement for the certification for the board members in January 2022. Mike asked Larry if he received reimbursement for the rentals for the meetings for 2022 and 23. Larry advised he did not. Dave motioned (M5) for Mike to be reimbursed and Larry to be reimbursed. Bob 2<sup>nd</sup> motion. Motion passed.

Mike advised that Larry had changed the Sunbiz to reflect Larry Niedzialek as Registered Agent by Emergency Resolution (ER) on April 29, 2023 until we could secure a new management company. The cost Larry incurred was \$70.00. On May 10, 2023 the Board signed another Emergency Resolution (ER) making Payton/Bolin the principal office and Custodian of records for Cypress Lakes Homeowners' Assoc., Inc. personal property until and audit is complete and a new management is hired. Larry's cost was \$70.00. Mike motioned (M6) to reimburse Larry for that fee. Kate 2<sup>nd</sup> the motion. Motion passed.

Mike President asked the former President Mike Simoniello if he could possibly answer some questions regarding the business for the HOA to help expedite the process of securing a new management company. When asked about a fidelity bond insurance on the common area to satisfy the requirements under Florida Statute 720.3033 (5), Mike S. advised he was not familiar with a fidelity bond. Larry-Secretary explained that it was to cover the people on the accounts if one of the officers ran off with the money. Mike S. said he did not know anything about that. Mike L.- President asked about the insurance on the HOA property -the wall, insurance would be on file. Mike S. didn't understand what a fidelity bond was and said that we didn't need to insure the wall, signs- anything and they never had a vote to waive any insurance.

Larry advised he received an application yesterday from Surety One and the application was sent in that morning. Larry motioned (M7) for a resolution for a Fidelity Bond to satisfy FL Statute 720 requirements regarding the fidelity bond and to insure the common area wall, signs, and lighting as soon as they could. Kate 2<sup>nd</sup> motion.

Mike L. President – polled the remaining board members.

Bob voted yes. Dave voted yes. Mike voted yes. Resolution to secure a fidelity bond for the Associations bank accounts and insurance on the common area property passed unanimously.

Larry motioned (M8) to add Vice President Bob Stawicki to both accounts by Resolution because it requires a 2-signature and if he or Mike was not available it could create an issue. Kate 2<sup>nd</sup> motion. Motion passed unanimously.

Mike FPL light bill was received on May 2, 2023. We have four meters on the common area grounds. The total was \$208.55 motion (M9) to pay those bills immediately. Kate 2<sup>nd</sup>. Motion passed unanimously.

Kate Treasurer- The Reserve account the Board needs clarity on how that account was established. Kate asked the former President Mike Simoniello if the account was a statutory or non-statutory. Mike S. didn't know the difference. Kate explained that from 2017-2022 the amounts were always \$1750.00 but it was not deposited

every year and asked what formula was used to arrive at that amount. Mike S. stated there were no rules to transfer it was just done.

Larry Secretary- asked Mike S. if he knew who was appointed President/Treasurer after he resigned. Mike S. did not know.

Larry advised he went to the City of Coral Springs permit department seeking the rules on landscaping and cutting the tree that had been voted to cut during the Annual Meeting in April. The permit department advised the Association had two permits that were never completed which included multiple inspections.

- 1) Permit # BP19-00154 Date 11/06/19 Contractor RPS Electric  
Replace 2 panels and add new circuits. Job value \$4,470.00
- 2) Permit # 94-2764E228 Sight Lights final inspection needed 2017.

Both permits needed to be inspected and closed before the City would issue any new permits and both needed to be done before we can move forward with securing insurance for the wall and signs and removal of the trees that have caused damage to multiple areas of the wall. Larry asked Mike S. if he knew where the permit cards were for the work that has been done in the Common areas. Mike S. said he did not.

Larry asked Mike S. if he knew who filed the report on SunBiz and how the payment was made. Mike S. said electronically by Danette.

Mike L. advise that all Board members have completed the Board Certification required by the State and motioned (M10) to reimburse David Ray back for the HOA Board Membership Certification which satisfies the requirements in FL Statute 720 of the Florida Statutes for \$49.00. Kate 2<sup>nd</sup>. Motion passed unanimously.

Kate asked Mike S. if he could explain how the HOA Operating account would have an overage of \$6,402.50 if we were a non-profit. Mike S. said it was people past due.

Kate Treasurer asked who handled Estoppels for the HOA while he was President/Treasurer and if he signed them. Mike S. said that Danette did them at no charge and he did not sign them.

Mike S. then advised that we would need a 5–7-year audit due to Danette Thompson being the only person having access to the accounts. No two-party authorization on any payments. Per Central Property Realty's 2019 automatic renewal agreement she only had deposit authorization.

The companies that we have inquired range from \$21,000.00 to \$25,000.00 per year. The management companies that we have reached out to advised we were not in compliance in many areas and bringing us up to Federal, State, and local compliance will require more personnel work hours. At this time the Board knows the Budget will need to be amended for 2023. Several had already advised it was not correct and a special assessment may be levied but we do not know any amounts at this time. Once the Board has all the information compiled regarding our Association this Board will make it available for everyone to see online. We all have the same vested interest and it is all of our money being spent. The Board's main focus at this time is to get right management company for our community and bringing the Association into compliance with all requirements under Fla. Statute 720 and Coral Springs City.

The Association needs to form an Architectural Committee for the Association and if anyone is interested, please advise on of the Board members.

Open Forum:

The floor was opened for questions from members and discussion about the signs being posted so long, the increase in our dues, and if we had to have a management company.

Mike L. President motioned (M11) to adjourn the meeting and requested a 2<sup>nd</sup>. Bob Vice President 2<sup>nd</sup> motion. Meeting adjourned at 8:46 PM.

Approval of Minutes:

Signed: Michael Lee 9/14, 2023  
President, Cypress Lakes Homeowners' Assoc., Inc.

Signed: Lois M. ... SEPT 14, 2023  
Secretary, Cypress Lakes Homeowners' Assoc., Inc.

CYPRESS LAKES HOMEOWNERS' ASSOC., INC.  
P.O. BOX 8295  
CORAL SPRINGS, FL 33075

**EMERGENCY BOARD MEETING  
AGENDA**

VETERAN'S BUILDING  
2503 Coral Springs, Dr  
Coral Springs, FL 33065  
MAY 18, 2023 7:30 TO 9:00 PM

- 1) MEETING CALLED TO ORDER
- 2) ROLL CALL
- 3) PROOF OF NOTICE
- 4) Reading and approval of unapproved minutes
- 5) New Business
  - A) Property Management Company
  - B) Change of principal address
  - C) June dues and late fees  
Mail Dues to : **Cypress Lakes Homeowners' Assoc., Inc**  
**P.O. Box 8295**  
**Coral Springs, FL 33075**  
Please include your mailing address, email address, and a contact number for our files. Also, advise if you are interested in being on a committee.
  - D) Insurance
  - E) Reserves
  - F) Budget
  - G) Organizing an Architectural Committee

\*FaceBook page by one of the homeowners is **Cypress Lakes Community of Coral Springs, FL**

## SIGN IN SHEET DATE : May 18, 2023

NAME	ADDRESS	EMAIL ADDRESS
Michael Simonetto	891 NW 10 9 Terrace	MARCOASTORA@Aol.com
Jeff Steimberg	1082 NW 110 Lane	H82L0050@gmail.com
Sonia Liedtke	1051 NW 110 Lane	Plainsonia@gmail.com
ARNOLD SIMONETTO	873 NW 110 <sup>th</sup>	acearn@aol.com
CAROL Smith	888 NW 110 Ln	CarolDallSmith@quest.com
Lisa Cuomo	11044 NW 84 <sup>th</sup> CT CS 21. 33071	CUOMOLISA@yahoo.com
Julie + Gary Sherman	933 NW 110 <sup>th</sup> Ave	Julie a Sherman@gmail.com
Ivan Robledo	10795 NW 10th PL.	ROBLEDOIVAN88@gmail.com
Darren Dase	10837 NW 95 <sup>th</sup> Manor	dasedn@gmail.com
Andres Jordan	839 NW 110 Lane	ayordanz@gmail.com
Luis Mateo	800 NW 110 Ln	LuisMateoR@Comcast.com
Elena Sierra	1042 NW 110 Lane	
Allyson Harbin	977 NW 109 <sup>th</sup> Terr.	alharbin1@BellSouth.net



# FACILITY SALES RECEIPT

**Receipt #** 1918855  
**Payment Date:** 05/13/2023  
**Household:** 21968  
**Hm Ph:** (954)341-9089

LAWRENCE NIEDZIALEK  
 1071 NW 110TH LANE  
 CORAL SPRINGS FL 33071

C.S. Gym  
 2501 Coral Springs Drive  
 Coral Springs FL 33065  
 Phone: (954)345-2200

## Reservation Details: **Veteran's Building, Veteran's Building**

**Address:** 2503 Coral Springs Drive, Coral Springs, FL, 33065  
**Reserv. Contact:** Lawrence Niedzialek  
**Phone Number:** (901)301-1257  
**Reserv. Number:** 116751  
**Status:** Firm  
**Purpose:** HOA meeting  
**Anticipated Count:** 40

<u>Date(s) And Times</u>	<u>New Fees</u>	<u>Total Fees</u>	<u>New Paid</u>	<u>Total Paid</u>	<u>Amount Due</u>
Thu 05/18/2023 7:30P to 9:30P	56.34	56.34	56.34	56.34	0.00

  

<u>Fee Description</u>	<u>Amount</u>	<u>Count</u>	<u>Discount</u>	<u>Sales Tax</u>	<u>Total Fee</u>
Veterans Meeting (2 per month/max 3 hrs)	42.60	1.00	0.00	0.00	42.60
Single Permit	13.74	1.00	0.00	0.00	13.74

Fee Details:

Facility Comments

\_\_\_\_\_ Alcohol is permitted if patron meets the following: -Must hire a Coral Springs Police Officer Detail; Amy Backer CSPD 954-346-1312 & attach the receipt to permit. -In addition to detail officer, the patron must purchase liability insurance for their event-1 million liability naming City as additional insured and certificate holder.

\_\_\_\_\_ Any vendors: catering, decorating, DJs (etc.) must provide insurance. Any equipment brought onto City property must be covered by liability insurance.

\_\_\_\_\_ Rentals may not be reserved past 10 PM Monday through Saturday, 9 PM on Sunday.

\_\_\_\_\_ Use of nails, pins, confetti, glitter and colored/powdery substances is not permitted.

\_\_\_\_\_ You must disclose if any guests attending your event will be requiring private security. This requires a separate permit and approval.

\_\_\_\_\_ Use painter's tape to place items on the wall if decorating.

\_\_\_\_\_ Refunds will not be issued. If the event is canceled, a credit will be issued for a future date.

\_\_\_\_\_ Security Damage and Trash deposit is \$500.00, at this time, we accept personal checks or money orders. The deposit will be returned after verification of the above-agreed items are met, the facility has been verified of no damage to the room, all trash has been cleared and the permittee remained within the designated time permitted.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_