

CYPRESS LAKES HOMEOWNERS' ASSOCIATION, INC

BOARD MEETING

OCTOBER 14, 2025

7:00 PM

800 West Ave. Suite C-1, Miami Beach, FL 33139

& Via Ring Central

Please join using this link:

<https://v.ringcentral.com/join/146593635?pw=c6448ddffle22a102be0c66c72e>

Meeting ID: 146593635

Password: qMHrefMVZb

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 7:00 PM.

CERTIFICATION OF QUORUM

Olivia Niedzialek, President called roll as follows:

Kate Burtsev, Treasurer-Present

Tulio Escobar- Director- absent

Mike Lica, Director-Present

Andrew Marin, Vice President- Present

Olivia Niedzialek, President-Present

Quorum was established.

There were ten homeowners in attendance.

Mauro Vilalobos, CAM was in attendance for Trident Management.

PROOF OF NOTICE

Proof of notice for the board meeting was sent to all homeowners that have opted in for an email which included the agenda on Friday, October 10, 2025, by Mauro Villalobos with Trident Management. The agenda was also posted at both the Coral Springs Drive and Atlantic Blvd. entrances by Mike Lica on Saturday, October 11, 2025, at 6:44 PM.

SET RULES

Olivia Niedzialek set the rules for this meeting asking for cell phones to be placed on silent and other background noise to be silenced so board members can hear and not have any distractions.

Homeowner comments are always allowed at every board meeting at the end and was noted on this agenda as item number 16.

After receiving several phone calls regarding the meetings being too long and board members talking over each other, Olivia Niedzialek listened to the last meeting, made notes, and called Mauro Vilalobos regarding several questions.

Be advised when a board member speaks other board members may not be aware that others are talking because of the buffering. This is common among other boards. At that time Olivia Niedzialek put in place the following rules to help the board and the community with the flow of our board meetings going forward.

In the past, email requests were made to all board members to familiarize themselves with Robert's Rules of Order. Moving forward this board will conduct all meetings using Robert's Rules of Order.

The Chairperson is in charge of the meeting. When a motion is made, and followed by a second the Chairperson will then call for a discussion.

Any board member wishing to discuss must activate the "raise hand" button and will be prompted to speak by the Chairperson by calling their name. Each board member has two minutes for each agenda item. Once the board member speaks and they are finished, each member needs to state the word "end" to prompt the chairperson they have ended their statement and can move on to the next board member. Once all members have had their opportunity to speak, the chairperson will ask if the board is ready for the question.

If the motion was originally stated in a way that it could be a violation of statute or our own governing documents, the Chairperson may restate the question in a different way to ensure there may be no future legal challenge ensuring it conforms to legal standards.

When the Chairperson calls "all in favor" each board member wanting to vote "yes" may say "yes" or "aye" along with activating the "raise hand" button. Each board member's vote will be noted by the Secretary and the Chairperson. The Chairperson will then ask all board members to clear their hand button and ask "all opposed". Any board member wishing to vote no, say, "no" along with activating the raised hand button.

The Chairperson will ask the Secretary the final votes. The chairperson will advise if the motion passed or failed and re-state the motion.

APPOINTMENT OF SECRETARY

On September 30, 11:36 AM, all board members received an email from Scott Musil stating that the position that he signed up for was more than what he had expected and requested appointment of someone else for the position going forward. Olivia Niedzialek, President, read the email aloud.

Olivia Niedzialek then asked board members if anyone would take the Secretary's position and advised that the minutes for June 24, 2025, July 29, 2025, and September 11, 2025 are all pending and it would be the new Secretary's responsibility to complete those.

No board member stepped up.

Mike Lica nominated Linda Pugliese after she had offered to take the position.

Olivia Niedzialek requested to speak with Linda Pugliese to ensure that she understood that the minutes were due for several months and that she would be responsible for them. Linda Pugliese advised it would not be a problem.

A discussion about Scott Musil requesting to stay on the board as a director and a current director taking the position was suggested by Andrew Marin and Scott Musil. Andrew Marin then offered to do the minutes but would not assume the Secretary's position.

Andrew Marin then resigned from the board as Vice President and left the meeting. Kate Burtsev was also asked to take the Secretary's position and declined.

Mauro Villalobos advised the board that they needed a Secretary to conduct business. Olivia Niedzialek restated the motion to nominate and appoint Linda Pugliese to the Board of Directors and to fill the Secretary's position that was pending a second. Olivia Niedzialek seconded Mike Lica's motion for Linda Pugliese. The Board of Directors voted as follows:

Mike Lica- yes
Kate Burtsev-no
Olivia Niedzialek-yes

Motion passed.

At November 11, 2025 Board Meeting, a discussion was held about the minutes missing information regarding Scott Musil requesting to remain on the board as a director and someone else be appointed to the Secretary's position and noting that Mr. Musil quit online during the meeting and left. Olivia Niedzialek stated that copies of Scott Musil's emails regarding his request be attached to the minutes and all other written correspondence regarding his resignation be a part of these minutes.

Olivia Niedzialek also advised board members are required to take a certification class to satisfy Florida Statute 720.3033 which mandates that each director completes an educational curriculum from the department's approved provider within 90 days of being elected or appointed. Olivia Niedzialek advised the membership of anyone wishing to be on the Board of Directors and fill the Vice President's position please contact the board.

APPROVAL OF BOARD MINUTES

Minutes for June 24, 2025, July 29, 2025, and September 11, 2025 are all pending. Per the meeting with board attorney Jane Bolin, Mrs. Bolin advised that the AI generated transcripts do not stand on their own and you must listen to the recording to ensure that the minutes (transcript) generated is accurate. The transcripts are not legal and therefore can cause the minutes to be challenged. This could be a costly decision for the Association.

TREASURER REPORT

Kate Burtsev, Treasurer provided the following amounts for the Association. The operating account as of last Friday, October 10th balance was \$42,129.00. The Reserve balance is \$29,116.00. Account Receivable balance is \$6435.00. Thirteen homeowners are in arrears.

Olivia Niedzialek requested that the Treasurer amount be accurate because we are a non-profit and the minutes are a legal document and the amounts stated should be accurate. Kate Burtsev advised she would email Linda with the balances that include cents. This was the minimums for IRS and court ruling.

At the November 11, 2025 Board Meeting, the following motion was made to amend the minutes to add the correct bank balances for this meeting were as follows:

Operating Account: \$42, 129.34

Reserve Account : \$29, 116.39

Accounts Receivable: \$ 6, 435.08

BUDGET WORKSHOP

Olivia Niedzialek suggested at this time this line item should be postponed for Tuesday, October 28, 2025 because the Budget work sheet was not posted at both entrances nor was it included in the emails and/or mailed out.

Mauro Vilalobos advised it was only a workshop and did not have to be treated any differently than a regular board meeting. The workshop does not have to be mailed out or posted.

Kate Burtsev, Treasurer, did not have time to look over the Budget work sheet prior to the meeting. The board went through the budget line by line and made adjustments.

Mauro Vilalobos advised any money that was left over in the Operating Account the board could move it to Reserves or keep it in the Operating Account.

Olivia Niedzialek stated that she believed the membership would have to vote to move that money to the Reserve account and Mauro Vilalobos advised that the board could do whatever.

Olivia Niedzialek and Kate Burtsev had a discussion about the need of passing the budget at this time and Olivia Niedzialek advised that it was the workshop and it would be passed at the end of the month at the regular meeting to give homeowners notice prior to the holidays what will be due on January 1.

Mauro Vilalobos reminded the board that the budget should be passed prior to January 1 each year.

Board members agreed to lower the proposed \$18,000.00 for the attorney's fee to \$10,000.00 for 2026.

Olivia Niedzialek stated that she had no control over what board member contacted the attorney and the spending was out of hand.

Olivia Niedzialek, Mike Lica, and Linda Pugliese voted to lower it. Kate Burtsev abstained.

Kate Burtsev suggested increasing the proposed Reserve from \$1750.00 to \$3,000.00 and asking Mauro Villalobos to clarify if we needed a membership vote or if the board can do it. Mauro Villalobos stated the board does not need a membership vote to move the money from the Operating to Reserves; it is done as a board vote.

Mike Lica and Olivia Niedzialek agreed with the \$3,000.00.

STRUCTURAL ENGINEERING

Olivia Niedzialek stated that the board will need to re-vote on this item because it was not voted on properly or possibly noted incorrectly from the last meeting.

Muller Engineering- \$2700.00

Calc Engineering-\$1500.00

MU Engineering-

Olivia Niedzialek asked if any board member wanted to have a discussion on this; if not she was going to ask the question.

Olivia Niedzialek motion to award Calc Engineering proposal submitted on June 30, 2025 for \$1500.00. The Board of Directors voted as follows:

Linda Pugliese- aye
Mike Lica- aye
Kate Burtsev-aye

The motion passed unanimously.

Bid proposal awarded to Calc Engineering proposed on June 30, 2025 for \$1500.00.

Olivia Niedzialek notified the homeowners in attendance that Andres Jordan has requested to be appointed to the Board of Directors in the group chat. Mr. Jordan did submit a -Signature Intent for Candidate Form recently for the upcoming election. A discussion about the position being Vice President and Mike Lica moving back to Director was discussed between the two gentlemen. Olivia Niedzialek motioned to nominate and appoint Andres Jordan to the Board of Directors and fill the Vice President's position.

Mike Lica seconded the motion. The Board of Directors voted as follows:

Mike Lica-aye
Linda Pugliese-aye
Kate Burtsev -yes

The motioned passed unanimously.

ELECTRICAL

Olivia Niedzialek requested the board to review and discuss the invoice for Sedlock Electrical. The invoice was split to apply a balance for \$649.12 to the contract.

Mike Lica stated we needed the invoice to include the total expense of \$1,385.12 because we were not sure if we were going to hire them for the actual job. The invoice was to pull shut off the electrical meters, lock the boxes and a permit fee for the work.

Olivia Niedzialek asked Mike Lica to contact Mr. Sedlock and tell them it needs to be billed out for the job that is completed. We are a non-profit and the billing needs to reflect the \$1,385.12. The Association cannot guarantee they will get the bid for the job and we are required to seek other proposals for the work that needs to be done.

CC&R COMMITTEE

A meeting for the committee is scheduled for Monday, October 20, 2025, at 7:00 PM.

The minutes will need to be generated for this meeting.

All board members are encouraged to attend.

The committee will be discussing recommendations on what the rules and guidelines should be regarding the items that are afforded to board. These rules were to be posted per State statute by October 1, 2024. Be advised that any new board coming in can change those sets of rules and guidelines.

The committee is also giving recommendations on what items the community would like to vote on to possibly add or omit from our documents.

The committee will give their recommendations at the Board meeting scheduled November 4, 2025.

Olivia Niedzialek stated Samantha Urbe and Andres Jordan were chairs for the committee. Since Andres Jordan has now been appointed to the Board the Committee will need a new volunteer to step-up and help Samantha Urbe. Einat Steinberg agreed to help chair the committee.

Samanth Uribe asked for clarification as to what the committee's requirements were because she was provided with different information than what Olivia Niedzialek just shared.

Olivia Niedzialek stated the following.

- 1) The rules and guidelines that are afforded to the Board are to be provided to the homeowners. These are the rules and guidelines that are afforded to us in our Declarations.
- 2) The Committee may also provide the Board of Directors with suggestions on changes to our Declarations.

The board will then seek counsel for legal direction on items that were submitted by the committee. Olivia Niedzialek used the wooden fence as an example. The wooden fence can be allowed at board discretion. The height is also at board discretion, but we cannot exceed 6 feet because of City of Coral Springs rule.

Board members will be present at the Committee meeting, the Secretary will generate the minutes for that meeting for documentation. Olivia Niedzialek suggested they go line by line, allotting so many minutes for each restriction for discussion.

Einat Steinberg questioned if the committee doesn't have a say and the board has the say what is the point of this. The board decides what amendments are to be changed, not the committee.

Olivia Niedzialek reiterated the guidelines/rules set forth that are afforded to the board. Each new board gets to come in and reset the rules/guidelines that are afforded to them. And give an example if you wanted to change out your mailbox a new board may give an option that they have decided on.

Kate Burtsev advised that the board would engage a third-party company to help with the election by resolution where the members can vote electronically. To do that we need that third party vendor to facilitate it. As of now, we have three proposals and most have an additional feature free of charge to do the survey. After the committee provides the bullet points that you want opinions from the members this tool will be used to facilitate the survey to the homeowners to get the feedback of what the homeowners want.

Olivia Niedzialek requested a list of items that the Committee suggests to change/amend to take to Jane Bolin to see if it is allowable. Just because the Committee proposes it does not mean the Association can actually vote on it. The Association will need Jane Bolin's legal opinion on the changes that are suggested.

Samanth Uribe agreed and that is what they understand as well.

EXECUTIVE SESSION FOR THE BOARD

Olivia Niedzialek asked if there were any board members that could set up a zoom/skype/ meeting with the board members only to discuss the accounts of individual owners. If not, then the board will have to get Trident, Mauro Villalobos to set up the meeting via Ring Central. Minutes will need to be made for this meeting.

Olivia Niedzialek requested dates from Mauro Villalobos to provide date availability. The board needs to have a discussion about homeowner balances which would need to be discussed in an Executive Meeting. Minutes will need to be generated and redacted to hide names.

Olivia Niedzialek motioned for an Executive session for the Board of Directors to discuss member's personal accounts and their balances which include fees that they may have been charged.

Linda Pugliese seconded the motion. The following Board of Directors voted as follows.

Mike Lica-aye
Linda Pugliese-aye
Andres Jordan-aye
Kate Burtsev-no

Motion passed.

WORKSHOP FOR BOARD MEMBERS WITH TRIDENT ON MONTHLY REPORTS

Olivia Niedzialek said she sent an email to Nina with Trident Management requesting a few dates and times. At this time, Trident is generating budgets for all of their contacts and cannot provide any dates or times. This will have to be scheduled at a future date.

ARC REQUEST

Kate Burtsev requested approval for a pre-existing fence installation. Olivia Niedzialek requested that the information that Mrs. Burtsev provided to the City of Coral Springs to please provide the ARC form in the portal so the board can make a decision on her pre-existing fence request. After reviewing the recording for the last board meeting, not all board members voted. Kate Butsev did provide the requested documentation for the board to review their fence documents. Olivia Niedzialek asked board members if they wish to discuss the documents that were provided by the Burtsev's in the portal. Olivia Niedzialek advised all board members that Jane Bolin's opinion was that the board could approve the 6-ft. fence and the wooden fence is also by board approval. The board will need to look at the type of fence, color, length, material, land location of the fence.

Mike Lica requested to look at the survey and asked Kate Burtsev if that is the fence they installed. Olivia Niedzialek asked if the dotted line was the utility easement. Mike Lica made reference to several items and confirmed that the dotted line was a utility easement. Mike Lica then asked Kate Burtsev if her fence extended in the back four feet into the neighbor's yard. Kate Burtsev said yes, that the inspector told them they had to continue what was originally installed. Their original request was installing a metal chain link fence. Mike Lica's concern was that the Burtsev's fence extended into the back neighbor's yard. Kate Burtsev stated the city approved that. Kate Burtsev noted that the house was purchased with the fence in the back that way. Kate Burtsev stated she only installed 27 feet of fencing. Other fences that are shown on the survey belong to other homeowners. Andres Jordan stated the only fences that require bushes are fences that are facing

the street. Andres Jordan said that Coral Springs state that you have to stay 4 ft. behind where the easement goes down to the water.

AT&T FIBER CABLE PROJECT

Olivia Niedzialek discussed the request for AT&T fiber to install cable in our community. Olivia Niedzialek asked AT&T why they were seeking approval from the board to install the cable. Olivia Niedzialek researched and could not find where the old board filed on the utility easement or if it had expired. There were no documents filed. AT&T said they were going to be installing in 2026 in front of the homes in the front easements and it was the City of Coral Springs utility easements and the Board of Directors or Association as a whole cannot approve nor deny because it is not our property. Olivia Niedzialek requested documentation in writing that if any homeowners had any damages they would have names and a contact number for a resolution because homeowners did have issues with the newly installed cables from other companies.

Olivia Niedzialek requested Trident to post the letter that had AT&T contact Dwight Thomas and his phone number. Homeowners had to pay out of their pocket to fix the damages this last company did on their properties.

Olivia Niedzialek did not want to tell AT&T no because there's only two in the neighborhood and they could price gouge our neighborhood in the future.

OPEN FORUM

Einat Steinberg asked about the board election meeting. Apparently that item was omitted in the agenda for this meeting.

ANNUAL MEMBERSHIP MEETING AND ELECTION

Olivia Niedzialek called the parks and the only available date for the Orchid Park (Cypress Hall) location is January 5, 2026, which is a Tuesday night at any time. All other dates are booked unless the board chooses a weekend or moves the time to 8:30 PM - 10:00 PM. The mailouts require a 60-day window to satisfy Florida Statutes.

Olivia Niedzialek asked if any board member wanted to discuss. No board member asked for a discussion. Olivia Niedzialek motioned for the setting of the Annual Board Meeting/Election for January 5th, 2026 at 7:00 PM at Cypress Hall.

Linda Pugliese seconded the motion. The Board of Directors voted as follows:

Mike Lica-aye
Linda Pugliese-aye
Andres Jordan-aye
Kate Burtsev-aye

Motion passed unanimously.

Olivia Niedzialek requested that Mauro Vilalobos allow the board to review the mailings before they are mailed out. Mauro Villaolobos agreed.

Kate Burtsev advised that the agenda that was sent to Mauro Vilalobos was also missing the proposals for management companies for the board to discuss and pick three. Linda Pugliese requested a delay on that because she has not had the opportunity to view the proposals and does not have enough information to vote on the companies. Kate Burtsev stated that she would supply

the spread sheet to the new board members so they could get familiar and choose three confidential companies.

Olivia Niedzialek asked Kate Burtsev to add Trident into the spread sheet. Linda Pugliese requested Trident's so she could compare it with the other companies. Miike Lica also requested for Kate Burtsev to include the information.

Olivia Niedzialek also advised the new board members that they could not vote by email for anything and to please, do not make any type of motion to vote or state you are voting this way on any issue.

ADJOURNMENT

Olivia Niedzialek motioned to adjourn the meeting.

Mike Lica seconded the motion. The Board of Directors voted as follows:

Linda Pugliese-aye

Andres Jordan-aye

Kate Burtsev-aye

The meeting adjourned at 10:10 PM.

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


Secretary's Signature

December 9, 2025
Date


President's Signature

Dec. 9, 2025
Date


Vice President's Signature

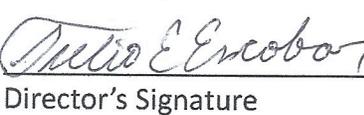
01/15/2026
Date


Treasurer's Signature

Dec. 9, 2025
Date


Director's Signature

12/9/25
Date


Director's Signature

12/14/2025
Date