

GRENELEFE ASSOCIATION OF CONDOMINIUM OWNERS NO. 1, INC.  
Minutes of the Meeting of the Board of Directors  
November 29<sup>th</sup>, 2023

The president called the meeting to order at 10:01 a.m., on the date above noted via Zoom.

Those present were:

Joseph Edelkopf aka Yossi, President (via zoom)  
Joseph Schechter, Vice-President (via zoom)  
YeShaya Katz aka Shaya, Treasurer/Secretary (via zoom)  
Chris Palamidis, Director (via zoom)  
Avi Rapaport, Director (via zoom)  
John Brown, Director (via zoom)  
Nasiba Cassidy, General Manager (via zoom/office)

John Joseph was absent.

Items on the agenda:

1. **Approval of the meeting minutes:** The minutes of the November 2<sup>nd</sup> and November 9<sup>th</sup>, 2023, meetings were presented to the board. Yossi moved to approve the meeting minutes as presented. Chris seconded the motion, which was approved unanimously.
2. **Payroll software Upgrade:** Yossi Edelkopf moved, and John Brown seconded the motion to approve the proposed Gusto software agreement, upgrading the payroll software from QuickBooks to Gusto at a base monthly cost of \$80 plus \$12 per employee monthly starting as of 12/14/2023. The cost is in line with the current system, however, the features that the new software has, will give the ability to automate a lot of the tasks in processing payroll, including but not limited to 401K, paying and filing taxes, tracking employee time, which will save time spent weekly, so the GM will be able to focus on more important things. Payroll processing will be changed from weekly to bi-weekly upon new software implementation. The motion passed unanimously.
3. **Review the Draft Budget for 2024:** Yossi Edelkopf moved to approve the mailing of the revised draft budget for 2024 to the membership. John Brown seconded the motion. The mailing will take place next week to be able to hold a budget meeting on Wednesday, December 20<sup>th</sup>, 2023, at 10AM via Zoom. The motion passed unanimously.
4. **Increase Laundry wash & dry cost:** After carefully assessing the actual income vs expenses it was determined that the laundry expense is way more than actual received income, creating a loss in laundry of approximately \$25,000 for 2023. This is due to increased utility costs and maintenance associated with the 99 laundry rooms and 222 washers and dryers. It was discussed to look into building one common facility to accommodate 781 units and save money on utility costs and decrease the total machines from 222 to 50 commercial size instead. This process might take up to 6-12 months to complete and implement. In the meantime, it was proposed to increase laundry load costs from \$1.75 to \$3.00

starting on 1/1/2024, which will help to cover some of the higher utility costs until the permanent solution is implemented. Yossi Edelkopf moved to approve the cost increase from \$1.75 to \$3.00, and John Brown seconded the motion. The motion passed unanimously.

5. **Increase Storage Fee:** After assessing the proposed budget for 2024 and checking with local commercial storage companies in the area, the cost for a 10x10 storage unit is about \$100 monthly. Yossi Edelkopf moved to increase storage rental fees from \$30 to \$35 starting on 1/1/24. Chris Palamidis seconded the motion, which was approved unanimously.

In addition, Yossi requested the GM to start marketing the storage availability to all residents in the community. That will help occupy the current empty storage rooms and bring some income to offset the expenses associated with cleaning, utilities, and lock cost.

6. **AC non-renewal agreement decision and new policy implementation on servicing AC units:** After discussing the annual income vs expenses associated with current AC agreements, per Jerry Heath, the AC supervisor, it was determined that the Association is incurring a loss on its AC service agreements due to a flat rate being offered, regardless of the materials needed and their cost. Also, the AC units are old and require constant maintenance. So, it was determined that the board will eliminate the AC agreements as of 12/31/2023. The Association will still perform AC maintenance upon request at a cost of \$45 per hour plus materials costs Monday through Friday, 7AM to 4PM and a cost of \$90 per hour plus material costs Monday through Friday, 4:30PM to 7:30PM. NO weekend services will be offered by onsite staff. This service can be requested by emailing the Association help desk at [info@grenelefecondominium.com](mailto:info@grenelefecondominium.com). Yossi Edelkopf moved to approve discontinuing the AC service agreements and increase the service charges as outlined previously. John Brown seconded the motion, which was approved unanimously.

7. **Approval of Benchmark's revised landscaping contract:** Yossi Edelkopf moved to approve the proposed Addendum to the existing contract with a term starting 12/1/23 and ending 5/30/24, and John Brown seconded the motion, which was passed unanimously.

The addendum includes new verbiage to hold the current vendor accountable to their contract and roadway mowing (highlighted on the proposed map) which was added as part of their current agreement at the additional cost of \$2000 annually. Note, Nasiba Cassidy was able to have Benchmark honor the last year's pricing and remove the 4% increase until the end of their current term. In addition, the mowing frequencies were changed from 36 to 32 annually and 4 additional parking island & shrub detailing of the beds were added. Furthermore, to keep the cost down the turf agronomic program was removed and only shrub agronomic program kept on a quarterly basis. Lastly, the tree trimming up to 10 feet was included as part of their existing contract at no additional charge. Ms. Cassidy is working on getting couple of quotes to remove all the atrium trees that are causing easy access to animals to climb up to the roof; to trim back any limb that is causing danger to the buildings or affecting any visibility when driving; to perform initial cleanup of all different types of palm trees (250) total.

8. **Replace Paradigm Background Check Service with Internal AppFolio:** Yossi Edelkopf moved to approve Ms. Cassidy to look into AppFolio's or another 3<sup>rd</sup> party company background check processing and fees for price comparison. Chris Palamidis seconded the motion, which was approved unanimously.

- 9. Revise a collection policy on the delinquent accounts:** Due to the high delinquent account balance of almost \$90,000, the board proposes to revise the terms of the existing policy, making it strict with clear deadlines, and discontinue the payment plan policy that was implemented during COVID. Yossi Edelkopf moved to make the proposed changes, and John Brown seconded the motion, which was approved unanimously.
- 10. Implement a new policy on patio/screen installation with patio prep installation of hardy board being charged to the owner (material and labor) going forward:** Yossi Edelkopf moved to approve the proposed solution, as it will lower the building material budget and costs to the Association going forward. Staff will implement a new checklist and include the cost for the prepping of the patios by our onsite staff effective as of 1/1/2024. John Brown seconded the motion, which was approved unanimously.
- 11. Board Meetings will be held on a quarterly basis in the following months:**  
Quarterly board meetings for 2024 will be held via Zoom Wednesday, February 7, June 5, September 4 and November 6. The annual meeting will be held on Thursday, November 7.  
The dates and times are subject to change per the board's approval with proper notice. Chris Palamidis moved and Yossi Edelkopf seconded the motion, which passed unanimously.
- 12. Adjourn the meeting:** At 10:35 AM, Yossi Edelkopf moved, and John Brown seconded the motion, which was approved unanimously, to adjourn the meeting.