

GRENELEFE ASSOCIATION OF CONDOMINIUM OWNERS NO. 1, INC.

**Approved Minutes of the Meeting of the Board of Directors
September 4th, 2024**

The president called the meeting to order at 10:08 a.m., on the date above noted via Zoom. The quorum was met with the following present:

Joseph Edelkopf aka Yossi, President (via zoom)
John Brown, Director (via zoom)
Joseph Schechter, Director (via zoom)
Chris Palamidis, Director (via zoom/office)
Nasiba Cassidy, General Manager (via zoom/office)

YeShaya Katz aka Shaya, Treasurer/Secretary (**Resigned**), John Joseph, Director (**Resigned**) and Avi Rapaport, Director, (**Absent**).

- 1) **Ratify & Approve meeting minutes** from March 7th, April 18th, April 22, June 6 and June 19, 2024, as presented to the board.
John Brown moved to approve the meeting minutes from **March 7th** as presented. Chris Palamidis seconded the motion, which was approved unanimously.
Joseph Edelkopf moved to approve the meeting minutes from **April 18th** as presented. John Brown seconded the motion, which was approved unanimously.
John Brown moved to approve the meeting minutes from **April 22nd** as presented. Chris Palamidis seconded the motion, which was approved unanimously.
John Brown moved to approve the meeting minutes from **June 6th**, as presented. Chris Palamidis seconded the motion, which was approved unanimously.
Chris Palamidis moved to approve the meeting minutes from **June 19th** as presented. Joseph Edelkopf seconded the motion, which was approved unanimously.
- 2) **Appointment of Secretary/Treasurer** - Due to recent amendment changes the board decreased from 7 to 5 members. Thus, 2 out of 7 board members volunteered to resign. As a result, a treasurer/secretary spot became vacant. Joseph Edelkopf moved to appoint Joseph Schechter to fill in the vacant spot as a treasurer/secretary. Chris Palamidis motioned to approve the appointment. John Brown seconded the motion, which was approved unanimously.
- 3) **Lake Lofts Discussion** – Currently the Lake Lofts- Tree Houses require a lot of funds to not only keep up regular building, stair and deck as well as roof maintenance but also urgently address outstanding hazardous conditions on the majority the tree houses. The board discussed the options either to special assess them for needed repairs or look into the alternative options to separate them from Grenelefe Condos. John Brown moved to authorize the association's attorney, Ryan Knight, to explore the options on Lake Loft termination or separation from the main Grenelefe Condos and/or the process to special assess them. Joseph Edelkopf seconded the motion, which was approved unanimously.

- 4) **Admin Assistant Spot to be filled** – Upon Penny Dillon’s retirement early spring, the office was left with only 2 people. However, it was brought up to the board that we have lots of projects pending and deadlines to be met and we need to fill in that open space with a full-time employee in the office. Chris Palamidis moved to authorize to fill in the spot with needed help. Joseph Schechter seconded the motion, which was approved unanimously.
- 5) **Shortage of vehicles in the grounds department** – Due to sale and discontinuation of active/non-working vehicles, we are short on vehicles and means of transportation for each of the grounds team members. It’s inefficient to share a vehicle when each member is assigned to a different job during a shift. After exploring all the given alternatives and quotes, the best quote was provided to the board for consideration. Joseph Edelkopf moved to authorize the purchase of two new RT’v (gas gold car) in orange color. Total cost including tax & delivery for both units \$28,955.12. John Brown seconded the motion, which was approved unanimously.
- 6) **Old Bank Closures of Operating & Reserves requires shredding all unused checks.** John Brown has moved to authorize Crown Shredding Company to shred all unused checks for old Operating & Reserves accounts. Chris Palamidis seconded the motion, which was approved unanimously.
- 7) **Award a building PM and Painting job to NOX Contractors, LLC:** Per Building PM Labor \$34,000 & Per Building Paint Labor \$10,000. After careful consideration and comparison, John Brown moved to replace RNR Innovation Services LLC with NOX Contractors, LLC for the ongoing PM & Painting project. Joseph Edelkopf seconded the motion, which was approved unanimously.
- 8) **Tree Removal & Prep for Hurricane Season** - GreenRock Landscapes provided a quote to remove a large pine tree by unit 2060 & 2068 (flush cut), a large oak tree removal (51inch front & 23 inch back) of the units 2040-2055 (flush cut). John Brown moved to approve the proposed quote for a total of \$13,450. Joseph Edelkopf seconded the motion, which was approved unanimously.
- 9) **Roof Special Assessment Discussion** – Bob & Jerry’s Roofing is working on the total cost of replacement for all outstanding roof replacement schedules for condo buildings as well as the Lake Loft roofs. Once the numbers are presented, the board will decide the process and time frame for collection of special assessment amount to cover the roof replacement.
- 10) **Valet Trash Implementation for upcoming year** – The board would like to implement and provide a community amenity service starting on 1/1/2025 for twice a week valet trash pickup for all residents. Joseph Edelkopf moved to approve the proposed plan. John Brown seconded the motion, which was approved unanimously.
- 11) **Implementing Estoppel Certificate Fees** - Here’s a summary of the authority of the Association to collect estoppel certificate fees and what the Association needs to do in order to implement the fees:
The authority for the Association is outlined in Fla. Stat. 718.116(8)(f) (The highlighted portions are attached). In sum, it provides for the Association to charge a reasonable fee for the preparation and delivery of an estoppel certificate, which may not exceed \$250, if, on the date the certificate is issued, no delinquent amounts are owed to the Association. If the certificate is requested to be expedited, then an additional fee of \$100 can be imposed. If the unit owner is delinquent, then an additional fee may not exceed \$150. The DBPR adjusts these

numbers for inflation (see attached), so the amounts the Association can currently charge are as follows:

Preparation and delivery of estoppel certificate not more than \$299

Expedited certificate (w/in 3 business days) an additional \$119

If the unit is delinquent to Association an additional fee not to exceed \$179.

In order for the Association to impose these fees, Fla. Stat. 718.116(8)(h) requires the Board to approve a written resolution adopting the estoppel certificate fees.

John Brown motioned to approve a written resolution adopting the estoppel certificate fees. Chris Palamidis seconded the motion, which was approved unanimously.

12) Draft Budget Discussion & Mailing – The board was presented with draft budget material for 2025. The mailing will be going out on September 5th, 2024, for all membership to review prior to the scheduled budget meeting on November 6th, 2024.

13) CPA Audit “Representation Letter” for 2025 – Pending receipt from Doane CPA Firm LLC.

Meeting Adjournment: At 11:54 AM, Joseph Edelkopf moved, and John Brown seconded the motion, which was approved unanimously, to adjourn the meeting.

Respectfully submitted,

Nasiba Cassidy, GM