

# **OMEGA VILLAS CONDOMINIUM ASSOCIATION, INC.**

## **MINUTES**

Board of Directors annual meeting was held and called to order on Monday, March 25, 2019 at 7:53 pm at the Omega Villas Recreation Center.

Present were Blaire Lapedes and Cindy White and representing Sunrise Management (SM), Jay Pietrafetta. Chris Trapani and Patty Sabates attended telephonically.

Eric Richards was absent.

A quorum of the Board of Directors was present but not a quorum of the homeowners.

Jay Pietrafetta indicated since five (5) applications were received for service on the Board of Directors, no vote was required. All five (5) were automatically appointed to the Board.

Chris Trapani made a motion to nominate Patty Sabates to continue as President; Blaire Lapedes seconded the motion; all were in favor.

Blaire Lapedes made a motion to nominate Chris Trapani to continue as Vice President; Patty Sabates seconded the motion; all were in favor.

Blaire Lapedes made a motion to nominate Cindy White as Secretary; Chris Trapani seconded the motion; all were in favor.

Chris Trapani made a motion to nominate Blaire Lapedes to continue as Treasurer; Patty Sabates seconded the motion; all were in favor.

The meeting was adjourned at 7:59 pm.

After the completion of the Annual Meeting, information was informally presented about the restoration project by Stan Schachne, architect. Mr. Schachne committed to having firm costs for using stucco vs. Hardy board and hurricane shutters vs. impact windows for Phase 1 of the project within two (2) weeks. This timeframe would allow the board to review the information and for a 14 day notice to be mailed to the Phase 1 homeowners at least two (2) weeks in advance of the next scheduled meeting on May 1, 2019.

# **OMEGA VILLAS CONDOMINIUM ASSOCIATION, INC.**

## **MINUTES**

Board of Directors meeting was held and called to order on Wednesday, March 20, 2019 at 7:31 pm at the Omega Villas Recreation Center.

Present were Board Members Patty Sabates, Blaire Lapidés, Eric Richards and Chris Trapani and representing Sunrise Management (SM), Jay Pietrafetta.

None were absent.

As the board reviewed the minutes of the November 29, 2018 and December 20, 2018 meetings in advance of this meeting, a motion to waive the reading of the minutes was made by Eric Richards, seconded by Patty Sabates; all were in favor.

### **Officer's Reports:**

Blaire Lapidés reported an increase in the funds on hand in the bank as well as expenditures being \$27,000 under the budget at year end 2018 as reported in the December 2018 financial reports. Total past due maintenance payments were \$2,871.00 while prepaid maintenance was \$25,135.54. Special Assessment past due totaled \$2,555.00, \$1,531.00 payments were paid in advance.

### **Management Updates:**

Patty Sabates explained that she and Jay Pietrafetta would be doing a walk through the property to compile a list of projects for 2019. This list is expected to be presented at the next regular board meeting.

Jay Pietrafetta updated the board on the following:

- Tree trimming will start a month early this year
- Communication with the City of Plantation is being kept open and extension shave been granted for the start of the 40-year restoration
- Termite warranties have been renewed and are good for another year
- Storm shutters have been installed on the sliding glass doors in the clubhouse; permit expected to be closed out this week
- Camera security system has been changed to eliminate blind spots
- City of Plantation Fire Inspector passed the clubhouse with a 100% rating
- USB/charger port has been installed on the outside of the clubhouse
- Gasket repair by maintenance personnel was completed on five (5) areas
- Phase 2, 3, and 4 exteriors and sidewalks were pressure washed and sealed, where needed; phase 1 was not due to upcoming restoration
- Clubhouse cleaning continues
- Extra helper brought in to assist maintenance employee
- FOBs will be distributed shortly to residents; SM will create an acknowledgement form for signatures; signage will be installed on the clubhouse door advising the alarm activation from 11:00pm to 7:00am

**Old Business:**

40-year Certification/Restoration and Architect Drawings – Stan Schachne, architect, presented information about the upcoming project, focusing on Phase 1:

- Buildings were built with 2x4 studs which are no longer code; will have to bring up to code by installing 2x6 studs
- Exterior walls only have 2x4 studs covered by T-111 on exterior and drywall on interior
- Plan is to reinforce studs, install plywood and then finish as voted on by the residents (possible options include stucco, Hardy board, T-111)
- Studs will be doubled up on the windows and doors
- End walls of the buildings and the interior walls between the units were built with concrete blocks
- Cost analysis shows stucco is \$7.00 to \$8.00 per square foot cheaper than T-111 and is termite and rot resistant
- Roof repair/replacement will include removing all layers of roofing, correcting the wires and pipes on the roofs and replacement
- Electrical meters will be replaced and may need new conduit or wiring
- Generators will be brought in to insure residents' comfort during electrical upgrades
- Air conditioning electrical may not be up to code
- Windows are old and are not efficient; may need to be replaced

Jay Pietrafetta said building 6 in Phase 1 will be used as a test to determine the extent of the repairs. The homeowners will need to vote on the type of siding, color of the exterior paint, and possibility of installing impact windows or hurricane shutters.

Jay also reported Phase 2 has had the engineering report completed and it will be submitted to City of Plantation shortly. He committed to providing information on the cost, including the options, at the next meeting.

May 1, 2019 was set as a mandatory meeting for Phase 1 homeowners.

FOB Distribution Hours – addressed in Management Update section

**New Business:**

No new business was discussed.

**Open Forum:**

Unit 1733, phase 4 – homeowner is allowing dog to defecate by the mailboxes. SM will send a violation letter

Ping-pong table was destroyed by trespassing individual; Jay will be testifying at perpetrator's trial.

Patty Sabates motioned for adjournment; Chris Trapani seconded; all were in favor. The meeting was adjourned at 8:40 pm.

**OMEGA VILLAS CONDOMINIUM ASSOCIATION, INC.**  
***MINUTES***

A special Board of Directors meeting was held and called to order on Wednesday, May 1, 2019 at 7:27 pm at the Omega Villas Recreation Center.

Present were Board Members Patty Sabates, Chris Trapani, Blaire Lapidés, Eric Richards, and Cindy White and representing Sunrise Management (SM), Jay Pietrafetta.

None were absent.

Presentations were made by Stan Schachne, architect, and Steve Weinberg, attorney, regarding the upcoming 40-year certification/restoration project.

Items addressed were roofs, windows, electric panels/meters, exterior siding materials, and paint.

The floor was opened to residents who asked numerous questions.

Patty Sabates motioned for adjournment; Cindy White seconded; all were in favor. The meeting was adjourned at 8:59 pm.

# **OMEGA VILLAS CONDOMINIUM ASSOCIATION, INC.**

## **MINUTES**

Board of Directors meeting was held and called to order on Wednesday, July 24, 2019 at 7:31 pm at the Omega Villas Recreation Center.

Present were Board Members Patty Sabates, Chris Trapani, Blaire Lepides, Cindy White, Eric Richards and representing Sunrise Management (SM), Jay Pietrafetta. Steven Weinberg, attorney, of Frank, Weinberg, Black was also in attendance for a portion of the meeting.

None were absent.

As the board reviewed the minutes of the March 20, 2019, March 25, 2019, and May 1, 2019 meetings in advance of this meeting, a motion to waive the reading of the minutes was made by Patty Sabates, seconded by Eric Richards; all were in favor.

### **Officer's Reports:**

Treasurer's Report provided by Blaire Lepides compared the financial information:

	As of 12/31/18	As of 6/30/19
Petty Cash	\$150	\$150
Popular Bank Operating	\$612,926	\$627,127
Popular Bank Security	\$950	\$1,750
Cash – Reserves	\$58,998	\$59,114
Cash – Spec Assess	\$582,652	\$605,564
Total	\$1,255,676	\$1,293,705
		Increase \$ 38,029

Also reported was the total past due maintenance fees to be \$5978.00 and the past due special assessment to be \$2,866.00 for a total of \$8,844.00. The maintenance prepayments are \$17,123.54 and special assessments are \$3,409.45.

Spending continued to be in line with the budget for the most part with expenses being \$24,266 less than the budget.

Blaire also reported on the approved lease and purchases for the previous several months. All are two bedroom units unless otherwise noted by (3) after the unit number.

APPROVED RENTALS		APPROVED PURCHASES	
Phase 1		Phase 1	
1736 (7/19)	\$1,500.00	1724 (10/18)	\$166,000.00
1657 (7/19)	\$1,600.00	1729 (7/19)	\$172,000.00
		1740 – 3 (10/18)	\$130,000.00
Phase 2		1761 (8/18)	\$145,000.00
1700	\$1,600.00	1761 (1/19)	\$155,000.0
1701 – 3 (8/18)	\$1,000.00		

Phase 2		Phase 2	
1727	\$1,600.00	1700 (7/19)	\$145,000.00
1761 (1/19)	\$1,500.00		
Phase 3		Phase 3	
1724	\$1,500.00	None	
1728	\$1,450.00		
1749 (8/18)	\$1,600.00		
1752	\$1,450.00		
Phase 4		Phase 4	
1701 (8/18)	\$1,499.00	1712 (5/19)	\$140,000.00
1736	\$1,450.00		

Patty Sabates reported on the meeting with Carol Eskew (accountant), Steve Weinberg (attorney), and Stan Schachne (architect) concerning the financing for the restoration project. Patty said that financial institutions would need a scope of work for each of the phases to determine the lending amount.

#### **Management Updates:**

The following were presented by Jay Pietrafetta as being completed or scheduled:

- Clean and re-strap 3 pool chairs (put into rotation)
- Pressure wash mildew and repaint phase 3 and 4
- Repair all rotted wood trim and beams at the clubhouse
- Pressure wash pool deck
- Re-sand pool deck pavers
- Refill 15 areas with slab gasket to prevent trip hazards
- Replace outdoor shower hardware
- Spread mulch around entire property
- Spray pool deck with weed control
- Hurricane shutters installed on clubhouse; final inspection passed
- Replaced mens and ladies bathroom toilets with low flow toilets
- Termite treatment will be in the clubhouse on Monday

#### Project Updates – Community presented by Jay Pietrafetta

- Security system has space for a 9<sup>th</sup> camera. If an additional camera is added, the existing cameras
- Can be redirected to include the front walkway and parking spaces outside the clubhouse. Jay will forward the bid to the Board.
- Blaire Lapidés made a motion to accept a \$550 bid for termite treatment at the club house; Patty Sabates seconded the motion; all were in favor.
- Pressure wash the exterior of the clubhouse and paint by maintenance staff
- Pressure wash front walkway and sidewalks at the clubhouse
- Repair gutter screens as needed

- Renovation of mailbox kiosks are partially completed
- Mulch will be maintained on the property
- Phase 2 light poles will be painted
- Install doggie stations – Blaire Lapidés made a motion to install a post with signage and “poop bag” dispensers at the mailbox kiosk closest to 17<sup>th</sup> street; Chris Trapani seconded the motion; all were in favor.

**Old Business:**

40-Year Certification/Restoration Update

Steve Weinberg said a RFP (Request for Proposal) was sent to ten (10) contractors. A total of five (5) submitted bids. Mr. Weinberg opened the envelopes and passed around the bids from NKT Construction Services, NorthStar Contractors, Pritts, Inc., JMR Construction Co., Inc., and Schachne Architects + Builders. Mr. Weinberg will have the bids scanned and emailed to the Board of Directors.

Mr. Weinberg will validate the bidders’ licenses, check complaints and pending litigation, performance bonds and obtain a list of current local projects. Patty Sabates asked for the name of a contact person at the associations so that she can contact them directly for references.

Mr. Weinberg will provide a spreadsheet ranking to compare the bids. This process may require getting in touch with the bidder to clarify information. He suggested that the board conduct a face to face interview with the top two (2) contractors.

Patty Sabates asked Mr. Weinberg to speak with Stan Schachne about his commitment to the pricing submitted for the architectural drawings and scope of work if he is not chosen as the contractor.

Jay Pietrafetta spoke to the City of Plantation and was granted an additional 180 days to begin the restoration for phase 1. Phase 2 will probably get a 40-year certification letter the end of July or the beginning of August. The engineering report has been completed and provided to the City of Plantation.

Phase 2, 3, and 4 Architect Scope of Work

This was tabled until the Board receives information from Stan Schachne about his commitment to the pricing if he is not chosen as the contractor.

At approximately 9:02pm, Patty Sabates and Cindy White left the meeting. Three members of the Board, Chris Trapani, Blaire Lapidés, and Eric Richards were still in attendance, which constituted a quorum. The following minutes are reported by Blaire Lapidés.

Contractors Bidding – RFP Specifications from Board

Chris Trapani made a motion that the architect on the restoration project shall not also serve as the contractor on the project; Eric Richards seconded the motion; all were in favor.

Material Change Voting – List

Jay Pietrafetta will try to get pricing for all the material changes possible during the restoration project to include in the communication to homeowners for voting.

**New Business:**

Restoration Funding

A discussion was held about the financials related to the 40-year/restoration project. Blaire Lapides made a motion that the association treasurer or property manager be present at any meeting with the architect, contractor, attorney or accountant; Eric Richards seconded the motion; all were in favor.

**Open Forum:**

Maude Bruce reported that Orlando, association maintenance man, did a good job pressure washing phase 4.

The Board set the next regular board meetings on August 21, September 18, and October 16. Additional meetings may be needed to address the 40-year/restoration project.

Blaire Lapides motioned for adjournment; Eric Richards seconded; all were in favor. The meeting was adjourned at 9:40 pm.

# **OMEGA VILLAS CONDOMINIUM ASSOCIATION, INC.**

## **MINUTES**

Board of Directors meeting was held and called to order on Wednesday, August 21, 2019 at 7:30 pm at the Omega Villas Recreation Center.

Present were Board Members Patty Sabates, Chris Trapani, Eric Richards and Blaire Lapides, and representing Sunrise Management (SM), Jay Pietrafetta.

Cindy White was absent.

As the board reviewed the minutes of the July 24, 2019 meeting in advance of this meeting, a motion to waive the reading with a change to the wording in the Old Business, Contractors Bidding-RFP Specifications from Board section was made by Patty Sabates, seconded by Chris Trapani; all were in favor.

### **Officer's Reports:**

Financial information was not reported as the July financials had not yet been received from Juda Eskew. Blaire Lapides reported unit 1741, a 3 bedroom unit in phase 1, was approved for sale at \$175,000.

### **Old Business:**

#### 40-Year Certification/Restoration Update (Phase 2 & 3)

Jay Pietrafetta reported he received official notification from the City of Plantation for phase 2 and 3. Phase 2 is on the clock now and the engineering report has already been submitted to the City. Phase 3 engineering report will be initiated, and Jay expects it to be completed in November. Phase 4 can be expected to be completed in March or April 2020.

#### Phase 2, 3, &4 Architect Scope of Work Update

Jay contacted four (4) architect companies, Hillman Engineering, E. Lopez Architecture/ELM Design, Ed Landers Design, and Synalovski Romanik Saye, and asked for bids. He has met with three (3) so far and hopes to meet with the fourth company next week.

#### Contractor Bid Analysis

Jay will contact the contractors who have bid on phase 1 to provide details of their bid in order to be able to compare the bids. Revised bids will be due in 10 days to allow the board to review before the next meeting.

#### Material Change Voting – List of Items for Mailing

Items to be included list that will need homeowner votes are paint, windows, trellises, and material on outside walls. Front fencing is not considered a material change if a barrier such as shrubs are in place.

#### Legal Representation For Upcoming Deposition

A retainer agreement for \$1200.00 from Allen S. Kaufman has been received. Deposition is scheduled for October 17, 2019 at 2:30pm.

Maintenance Updates – Community

Jay reported the following work:

Entire property mulched

Pool deck pressure washed

Pool deck pavers resanded

Pool skim line leak repaired

Pool deck sprayed with week control and will be done monthly

Clubhouse hurricane shutter permit has been closed out

Recreation center mens room floor has been repaired

Estimates received for roof leaks at 1729 phase 1, 1736 phase 1, 1753 phase 3, 1716 phase 4

Bid received for additional HD security camera for recreation center parking lot

Doggie stations have been ordered

**New Business:**

None

**Open Forum:**

A homeowner reported an unlicensed, untagged vehicle in phase 4. Jay will contact resident.

Complaints were received from several homeowners about residents feeding ducks. Jay will post signs on the mailboxes.

Blaire Lapidus motioned for adjournment; Patty Sabates seconded; all were in favor. The meeting was adjourned at 8:57 pm.

# **OMEGA VILLAS CONDOMINIUM ASSOCIATION, INC.**

## **MINUTES**

Board of Directors meeting was held and called to order on Wednesday, September 18, 2019 at 7:35 pm at the Omega Villas Recreation Center.

Present were Board Members Patty Sabates, Chris Trapani and Blaire Lapidés, Eric Richards and representing Sunrise Management (SM), Jay Pietrafetta.

Cindy White was absent.

As the board reviewed the minutes of the August 21, 2019 meeting in advance of this meeting, a motion to waive the reading of the minutes was made by Chris Trapani, seconded by Eric Richards; all were in favor.

### **Officer's Reports:**

Blaire Lapidés reported the cash in the bank increased by \$11,563 from the previous month. A few line items continue to be over budget including electricity, audit and tax, accounting, taxes, licenses and fees, tree pruning, general maintenance and repairs, roof repairs, and legal. Even with those line items, the total spending, year to date, is under the projected budget by \$8,520.

### **Management Updates:**

Jay Pietrafetta reported on the following completed projects:

- Security camera was installed at the clubhouse giving a 360° view
- Furniture on the pool patio was removed during the hurricane threat and stored in the clubhouse
- Hurricane shutters were closed and secured during the hurricane threat
- Painting and pressure washing in phase 3 and 4 were completed
- Termite gel treatment was done at the clubhouse
- Small dead trees and low hanging branches were removed around the property
- Minor fence issues were addressed
- Doggie stations are ordered

Other items in progress or to be undertaken are:

- Ficus hedges will be replaced with calusia in areas not affected by the restoration project
- Speaking with landscapers about removing dead ficus hedges and palm fronds
- Continue sidewalk repairs, specifically in front of building 1, phase 4
- Have paving company do light maintenance on driveways and potholes
- Contact exterminator to spray for ants in first mailbox, phase 4
- Send letters to homeowners to remove hurricane shutters and/or plywood

### **Old Business:**

Phase 2, 3, 4 Architect Scope of Work – The board reviewed architect bids and asked ay to set up interviews with Ed Landers and ELM Designs.

Contractor Bid Analysis – The board still has question about the bids as they are not able to compare the bids to each other. Until more detailed information is received, the board is unable to move forward with choosing a contractor for phase 1.

Jay will scan the 40-year certification information to email to the board.

The board requested that Farrukah Saveed, S & D Engineering and Construction, Inc., be invited back for provide more information and answer questions after phase 3 engineering survey is complete.

**New Business:**

No new business was addressed.

**Open Forum:**

Reports of ducks still being fed by homeowners – Jay will post notices on both sides of the mailboxes.

Blaire motioned for adjournment; Chris seconded; all were in favor. The meeting was adjourned at 9:03 pm.

**OMEGA VILLAS CONDOMINIUM ASSOCIATION, INC.**  
***MINUTES***

A budget workshop was held on Tuesday, October 1, 2019 at 6:33 pm at the offices of Juda Eskew Associates, accountants for the condominium association.

Present were Patty Sabates, Blaire Lapidés, Eric Richards, Jay Pietrafetta representing Sunrise Management, and Thomas Angelos representing Juda Eskew.

Chris Trapani and Cindy White were absent.

The Board of Directors discussed each budget line and estimates of expenditures for next year were made. The special assessment was also discussed.

The meeting ended at 7:56 pm.

**OMEGA VILLAS CONDOMINIUM ASSOCIATION, INC.**  
***MINUTES***

An architect workshop was held on Wednesday, October 23, 2019 at the Omega Villas Recreation Center at approximately 7:00pm.

Present were Patty Sabates, Blaire Lapidés, Eric Richards, and Jay Pietrafetta representing Sunrise Management.

Chris Trapani and Cindy White were absent.

The Board of Directors asked questions of Ed Landers, Edward A. Landers, P.E. Consulting Engineers, about his proposal for architectural drawings for phase 2, 3, and 4 for the 40-year certification project.

# **OMEGA VILLAS CONDOMINIUM ASSOCIATION, INC.**

## **MINUTES**

A special meeting of the Board of Directors was held and called to order on Wednesday, October 30, 2019 at 7:05 pm at the Omega Villas Recreation Center.

Present were Chris Trapani, Blaire Lapidés and Eric Richards. Jay Pietrafetta represented Sunrise Management. Represented Juda Eskew was Carol Eskew.

Patty Sabates and Cindy White were absent.

Chris Trapani made a motion to accept the budget as presented, Blaire Lapidés seconded the motion. The floor was open for the homeowners to ask questions. A vote was taken on the motion and all were in favor of accepting the motion.

Carol Eskew provided information on the results of the proxies received to date:

	Received Proxies	Total Needed	Still Need
Phase 1	13	16	3
Phase 2	14	17	3
Phase 3	12	17	5
Phase 4	11	17	6

Chris Trapani motioned for adjournment; Blaire Lapidés seconded; all were in favor. The meeting was adjourned at 7:16 pm.

Immediately following the budget meeting, a special meeting of the Board of Directors was held and called to order on Wednesday, October 30, 2019 at 7:16 pm at the Omega Villas Recreation Center.

Chris Trapani made a motion to continue the special assessment for 2020 as follows:

Phase 1	2 bedroom	\$48.00	3 bedroom	\$58.00
Phase 2	2 bedroom	\$45.00	3 bedroom	\$55.00
Phase 3	2 bedroom	\$48.00	3 bedroom	\$57.00
Phase 4	2 bedroom	\$50.00		

Blaire Lapidés seconded the motion. All were in favor and the motion passed.

Chris Trapani motioned for adjournment; Blaire Lapidés seconded; all were in favor. The meeting was adjourned at 7:18 pm.

Immediately following the special assessment meeting, a special meeting of the Board of Directors was held and called to order on Wednesday, October 30, 2019 at 7:18 pm at the Omega Villas Recreation Center.

Farrukah Saveed explained the process of the 40-year certification required by Broward County. Mr. Saveed will be the engineer of record and is responsible for making sure the permits are closed.

Jay Pietrafetta explained the contact he has had with the City of Plantation.

The floor was opened to the homeowners to ask questions.

Chris Trapani motioned for adjournment; Blaire Lapides seconded; all were in favor. The meeting was adjourned at 8:02 pm.

**OMEGA VILLAS CONDOMINIUM ASSOCIATION, INC.**  
**MINUTES**

An emergency Board of Directors meeting was held on Monday, December 30, 2019 at 12:29pm by telephone.

Present were Board Members Patty Sabates, Chris Trapani, Blaire Lapides, Eric Richards, Cindy White and representing Sunrise Management (SM), Jay Pietrafetta.

None were absent.

The purpose of the meeting was to address the recent vehicle thefts and vandalism.

Patty Sabates brought everyone up to date on the theft incidents and reported that a person was arrested, and the vehicle recovered due to it having Lo-Jack. She indicated that the vandalism and thefts appear to be happening in the early morning hours.

Jay Pietrafetta will post notices on the doors and mailboxes and will investigate getting more lighting in the parking lots, possibly solar lighting to avoid the expense of running electrical wiring.

Patty asked Jay to speak to the Plantation police about increasing patrols in the community as well as the possibility of hiring an officer to patrol.

Cindy White suggested having a Plantation police officer come to a meeting to update the Board on the crime in the area.

Chris Trapani suggested speaking with Broward Sheriff's Office if the Plantation police cannot provide an officer to patrol.

The board meeting ended at 12:57pm with a consensus the Jay would get information for Plantation police for additional private patrols and email the board.