

KENLAND COURT HOMEOWNERS ASSOCIATION

C/O L&C ROYAL MANAGEMENT

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BOARD OF DIRECTORS MEETING

Via Zoom Video Conference

Tuesday, January 12, 2021

7:00 pm

Board Members Present: Thomas Oatmeyer, Carolyn Hunter, Nicolas Serrano, Myrna Hernandez & Manuel Acosta.

Management Company Present: Jose Luis Lopez, Albert Figueroa & Nayma Cardona (LCAM).

Other Members Present:

- **Determine Quorum**
- **Call Meeting to Order: 7:00pm**
- **Approve Agenda:** Motion to approve. Director seconded. **APPROVED**
- **Approve Organizational Meeting Minutes, December 12, 2020: APPROVE minutes as written with EXCEPTION; remove “Via Zoom Video Conference.” Meeting conducted in Clubhouse 2 immediately following Annual Membership Meeting. **(ATTACH TO MINUTES)****
- **Financial Report:** Jose Luis presented **(ATTACH TO MINUTES)** Favorable End of Year Report. Five (5) units in arrears 1 month. Continue promoting Automatic Debit pay. Comfortable with current cash flow entering 2021. Outstanding effort and partnership in 2020.
- **Management Report: ATTACH TO MINUTES**
Excellent expanded report.
- **Architectural Report:** Included in Management Report
- **Members/Tenants Speak:**

12323 SW 94th Lane: Expressed concern with sprinkler system not used recently, that it will function in all zones properly. Requests biographies for Vice President and Secretary. **ACTION**

12513 SW 94th Terrace: Attempting to replace roof. Upset with Manager and Architectural Review Committee not approving Architectural Modification Request. Modification request package has been returned as incomplete and tile color (energy

rated) is not approved in KCHOA Rules and Regulations. Member advised a complete, current Architectural Modification Request package is necessary for roof replacement. Member will contact President by phone, Wednesday (13th) at 10:00am. **ACTION**

- **Old Business:**

- Secretary Resignation: President motioned to accept Secretary written Letter of Resignation, dated December 14, 2020, and temporary fill by Nicolas Serrano, be appointed to fill position of Secretary for unexpired 2021 term. Treasurer seconded. **APPROVED**
- Violations/Non-Compliance: KCHOA Board, Architectural Review Committee and Manger will continue professionally, timely, in the best interests of members and tenants, maintaining property values in accordance with Governing Documents.
- Commercially Marked Vehicle Suspension (30 Days): President motioned to send letter informing member of “Parking Violation Commercially Marked Vehicle with 30 Day Suspension, 14 Days following Vehicle Violation.” Director seconded. **APPROVED**
INFORMATION: Letter to be sent January 13, 2021.
- CNC Landscape Contract Decision: President motioned to send 30-day Notice of Cancellation of CNC Management Group, Inc. “All Inclusive Lawn Maintenance Contract” in writing by Certified Mail, January 13, 2021. CNC Management will provide service for January 2021 to include lawn maintenance, bed and hedge maintenance, debris removal, arbor pruning and irrigation wet check. Director seconded. **APPROVED**
INFORMATION: Manager, Treasurer and Director will pursue landscape bid proposals for presentation to Board during February 9, 2021 meeting. Proposals will be ranked by 1st choice, 2nd choice, etc. with supporting documents derived from bids and interviews. There will be 26 cuts, to include walkways (monthly). Walkway bordering Kenland Court and Waterford Apartments is atypical, requiring special attention confirmed in contract. Lawn maintenance, bed and hedge, debris removal, arbor pruning, irrigation wet check included. Tree care – trim to height of 10 feet. Kenland Court is 27 acres. Explain cut of SW 93rd Terrace.
- Pools/Clubhouses: Pools will remain closed; reviewing monthly, due to negative trends of COVID-19 in Miami-Dade County.
- Director’s January Home Appreciation of the Month: President detailed expectations for 2021 with emphasis on reaching out to our community residents. President motioned to produce Quarterly Newsletter (Spring/March, Summer/June, Fall/September, Winter/December) for mailing (Statements), Posting (Message Boards, Clubhouses) and placing on Website, consisting of 1 page (suggested format attached with January 2021 Agenda) under Secretary oversight. Secretary seconded. **APPROVED (ATTACH FORMAT TO MINUTES)**
INFORMATION: President stressed training requirements for Vice President and Secretary as specified by FS 720.3033, Officers and directors, (1)(a) Within 90 days after being elected or appointed to the board. . . . Nayma is coordinating training. Training will be conducted by ZOOM, 5:00pm or after, excluding

Monday, open to all Board Members desiring to attend by confirmation with Nayma. She will confirm final schedule by email.

• **New Business:**

- Approve Architectural Review Committee: President motioned Treasurer, Suzanne Oatmeyer and Maria White comprise Architectural Review Committee. Director seconded. **APPROVED**
- Approve Public Relations Committee: President motioned Suzanne Oatmeyer be approved as Public Relations Member with oversight by President. **APPROVED**
- Committee Members Speak During Business Meeting (5/12/2020): **APPROVED** to carry forward Committee Members permitted to speak during business meeting.
- Board Expectations: Reach out to community. Be professional. Embrace expectations shared on cover letter sent with KCHOA Agenda for 1/12/21 Meeting on Wednesday, January 6, 2021.
- Establish/Prioritize Major Projects: President motioned for 2021 major project to repair/seal community streets; mill/resurface SW 92nd Street, completion not later than (NLT) April 30, 2021. Minor project, emergency trim selected community trees beginning late April, early May, completion NLT June 15, 2021. Repair/seal community streets, milling/resurfacing SW 92nd Street will require Special Assessment of approximately \$360/unit, paid in 3 monthly installments of \$120 commencing March 1, 2021 or full payment, 1 March 2021. Initial draw for project will come from Reserves. Replenish Reserves will be immediate from Special Assessment. Community emergency tree trimming will be from Operational Account (Special Assessment not required). Posting of Special Assessment to Members will be 14-days prior to February 9, 2021, Board Meeting (Approximately January 22, 2021). Secretary seconded. **APPROVED**
INFORMATION: Special Assessment will be determined after developing “Scope of Work” and establishing cost of project. Possibility of survey exists by Miami-Dade County. Permits will be required for both repair/sealing and milling/resurfacing of SW 92nd Street.
- Contract Non-Compliance Penalties: Strict compliance with completion dates will be monitored throughout projects. Penalties may include delay payment or terminate contract for cause. Not one project was completed on time in 2021. This is unsatisfactory and lacks professionalism working in Kenland Courts.
- **Other:** Committee member requested clarification to painting white curbs on islands located at entrances (Every 2 months as needed). Also inquired when debris will be picked-up in alleyway located by 12340 SW 94th Lane (Wednesday, 1/13/21). President requested Board Members copy Jose Luis and Nayma when addressing concerns to L & C Management (change from 2020).
- **Next Meeting February 9, 2021; 7:00pm; ZOOM Meeting**
- **Adjourn: 9:34pm**

TRUTH

TRUST

TEAM