

# **MOORINGS/SAFETY HARBOUR**

## **BOARD OF DIRECTOR'S MEETING**

**TUESDAY, AUGUST 27, 2019 6:30PM**

**LOCATION: OLD TOWN HALL**

### **AGENDA**

**CALL TO ORDER**

**DETERMINATION OF QUORUM**

**APPROVAL OF MINUTES – July 23, 2019**

**PRESIDENT'S REPORT – ELIZABETH JACOBS**

**APPOINTMENT OF NEW BOARD MEMBER & SECRETARY**

**FINANCIAL REPORT – DEBORAH CARRINGTON**

#### **COMMITTEE REPORTS:**

- \*ARC**
- \*FINING COMMITTEE**
- \*SOCIAL – HOLIDAY PARTY**
- \*WELCOMING**

#### **NEW BUSINESS:**

- \*WALL/ LIGHTING**
- \*RESERVES – BUDGET MEETING IN OCTOBER**
- \*NEWSLETTER- FALL 2019**

#### **OLD BUSINESS:**

- \* DIRECTORY**
- \* EASEMENTS**
- \* SIDEWALKS**

**MANAGER'S REPORT: VIOLATIONS, WORK ORDERS, ACTION ITEMS**

**NEXT MEETING – BUDGET - OCTOBER 22, 2019 - 6:30**

**ADJOURN**

**OPEN FORUM**

## **MOORINGS/SAFETY HARBOUR PROPERTY OWNERS ASSOCIATION**

### **Board of Director Meeting Notes**

**Tuesday, July 23, 2019, at 6:30 PM**

**Location 1000 Old Jupiter Road**

**Directors Present:** Elizabeth Jacobs, Deborah Carrington and Barbara Goransson.

**Directors on speaker telephone:** None

**Directors Absent:** Jose Camacho

Elisabeth called the meeting to order at 6:41 PM , with all members of the Board present a quorum was established.

Elizabeth advised the Board and membership on the structure for the meeting. She added the agenda was shortened to allow for owners to have up to one hour for their concerns and discussions.

#### **APPROVAL OF MINUTES**

Elizabeth asked if all members had time to review the minutes. **Barbra** had suggestions for amendments to the draft to include events that took place prior to the May board meeting. After discussions, Stephen Skakandy addressed the Board and the membership regarding what should be included in the minutes as they relate to the record of the agenda and actions the Board took on the agenda items.

Elizabeth asked for a motion to approve the minutes, a motion was made followed by a second to approve the minutes with the correction addressing the recording of the date for the June meeting. The motion was unanimously approved. **Barb did not approve**

#### **PRESIDENT'S REPORT – ELISABETH JACOBS**

The report was limited to the opening of the meeting and the structure for the meeting.

#### **FINANCIAL REPORT – DEBORAH CARRINGTON**

Deborah provided the financial report beginning by presenting the cash balances for the Association and provided an overview of the P&L vs budget. She noted the operations were slightly over budget for the cycle and there was a credit balance on the receivables, even after noting the one foreclosure home which is about \$900 past due, due to early owner payments of the July 1<sup>st</sup> assessment date.

**Barbra** had questions regarding line item expenses which Stephen answered. There was a clarification as she advised the legal expenses were probably due to the Association's actions against her which was corrected noting the legal expenses posted were for the 30 year MERTA title action recently completed. Stephen advised the ownership on the MERTA action and that it is now completed.

After the question and answer period, a motion was made followed by a second to approve the financial report. The motion was unanimously approved.

Elizabeth announced meeting would adjourn to allow for owner comments.

Barbara asked who the secretary was as Fay had resigned from the Board. Barbara volunteered to be the Association's secretary. Elizabeth suggested the item be addressed when all Board members were present. After **Barbra**'s rebuttals, the closing of the meeting continued to allow for owner comments.

Elizabeth asked if the August or September meeting would be cancelled. Then she queried the Board resulting in a unanimous agreement to hold the next meeting on the 4<sup>th</sup> Tuesday of August.

**ADJOURN**

The meeting adjourned at 7:00PM

**OPEN FORUM**

Respectfully Submitted by,

A handwritten signature in blue ink, appearing to read 'Stephen Skakandy', with a long horizontal flourish extending to the right.

Stephen Skakandy, LCAM

11:25 AM  
08/23/19  
Accrual Basis

**Moorings/Safety Harbour POA**  
**Balance Sheet**  
As of July 31, 2019

	Jul 31, 19
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
CURRENT ASSETS	
1110 - CenterState Op - 5498	120,601.71
Total CURRENT ASSETS	120,601.71
Total Checking/Savings	120,601.71
Accounts Receivable	
11050 - Accounts Receivable	-2,038.18
Total Accounts Receivable	-2,038.18
Total Current Assets	118,563.53
Other Assets	
OTHER ASSETS	
1155 - Bad Debt Allowance	-6,070.23
1160 - Prepaid Insurance	2,139.94
Total OTHER ASSETS	-3,930.29
Total Other Assets	-3,930.29
<b>TOTAL ASSETS</b>	<b>114,633.24</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 - Accounts Payable	1,317.69
Total Accounts Payable	1,317.69
Other Current Liabilities	
CURRENT LIABILITIES	
3070 - Prepaid Owner Assessme...	11,270.00
Total CURRENT LIABILITIES	11,270.00
Total Other Current Liabilities	11,270.00
Total Current Liabilities	12,587.69
Total Liabilities	12,587.69
Equity	
3501 - Operating Fund Balance	102,587.41
Net Income	-541.86
Total Equity	102,045.55
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>114,633.24</b>

11:23 AM

06/23/19

Accrual Basis

# Moorings/Safety Harbour POA Profit & Loss Budget Performance July 2019

	Jul 19	Budget	Jan - Jul 19	YTD Budget	Annual Budget
<b>Income</b>					
<b>INCOME</b>					
5010 · Members Assessments	5,635.00	5,635.00	39,445.00	39,445.00	67,620.00
5050 · Late Fees	0.00	0.00	0.00	0.00	0.00
5055 · Late Charge Interest	11.90	0.00	54.15	0.00	0.00
5070 · Application Fees	100.00	0.00	600.00	0.00	0.00
<b>Total INCOME</b>	<b>5,746.90</b>	<b>5,635.00</b>	<b>40,099.15</b>	<b>39,445.00</b>	<b>67,620.00</b>
<b>Total Income</b>	<b>5,746.90</b>	<b>5,635.00</b>	<b>40,099.15</b>	<b>39,445.00</b>	<b>67,620.00</b>
<b>Gross Profit</b>	<b>5,746.90</b>	<b>5,635.00</b>	<b>40,099.15</b>	<b>39,445.00</b>	<b>67,620.00</b>
<b>Expense</b>					
<b>EXPENSES</b>					
<b>Administrative Expenses</b>					
6020 · Property Management F...	1,392.64	1,392.65	9,878.48	9,748.50	16,711.75
6040 · Licenses and Fees	0.00	6.12	73.50	42.90	73.50
6050 · Office-Administrative	168.00	291.66	3,299.91	2,041.70	3,500.00
6060 · Professional Fees	4,318.20	291.66	7,650.70	2,041.70	3,500.00
6080 · Insurance	244.42	425.00	1,935.44	2,975.00	5,100.00
6090 · Bad Debt	0.00		627.10		
6097 · Welcoming Committee	0.00	33.33	43.41	233.35	400.00
6098 · Social Events	0.00	166.67	170.15	1,166.65	2,000.00
<b>Total Administrative Expenses</b>	<b>6,123.26</b>	<b>2,607.09</b>	<b>23,678.69</b>	<b>18,249.80</b>	<b>31,285.25</b>
<b>Operational Expenses</b>					
6106 · Landscape Maintenance	1,333.00	1,393.33	10,927.64	9,683.35	16,600.00
6170 · Landscape Extras	0.00	458.33	166.00	3,208.35	5,500.00
6174 · Mulch	0.00	168.58	0.00	1,187.10	2,035.00
6182 · Holiday Lighting	0.00	375.00	0.00	2,625.00	4,500.00
6190 · Irrigation Repair	0.00	41.66	275.00	291.70	500.00
6205 · Misc. Supplies	0.00	41.66	49.78	291.70	500.00
6250 · Misc. Repairs	0.00	41.66	0.00	291.70	500.00
6260 · Rust Prevention	94.13	25.00	334.99	175.00	300.00
6265 · Island Way Wall Expense	0.00	0.00	450.00	0.00	0.00
6305 · Tennis Courts	0.00	0.00	2,500.00	2,500.00	2,500.00
<b>Total Operational Expenses</b>	<b>1,427.13</b>	<b>2,536.22</b>	<b>14,703.41</b>	<b>20,253.90</b>	<b>32,935.00</b>
<b>Utilities</b>					
6290 · Electricity	127.21	125.00	974.86	875.00	1,500.00
6295 · Water-Irrigation	162.28	158.33	1,284.05	1,108.35	1,900.00
<b>Total Utilities</b>	<b>289.49</b>	<b>283.33</b>	<b>2,258.91</b>	<b>1,983.35</b>	<b>3,400.00</b>
<b>Total EXPENSES</b>	<b>7,839.88</b>	<b>5,426.64</b>	<b>40,641.01</b>	<b>40,487.05</b>	<b>67,620.25</b>
<b>Total Expense</b>	<b>7,839.88</b>	<b>5,426.64</b>	<b>40,641.01</b>	<b>40,487.05</b>	<b>67,620.25</b>

11:23 AM  
08/23/19  
Accrual Basis

Moorings/Safety Harbour POA  
**Profit & Loss Budget Performance**  
July 2019

	Jul 19	Budget	Jan - Jul 19	YTD Budget	Annual Budget
Net Income	-2,092.98	208.36	-541.86	-1,042.05	-0.25

11:25 AM  
08/23/19

Moorings/Safety Harbour POA  
Check Detail  
July 2019

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3533	07/19/2019	Fields & Bacho...		1110 - CenterSt...	-4,377.20	-4,377.20
Bill	6786	07/10/2019			6060 - Professio...	-4,377.20	4,377.20
TOTAL						-4,377.20	4,377.20
Bill Pmt -Check	3534	07/19/2019	Jupiter Manage...		1110 - CenterSt...	-1,542.52	-1,542.52
Bill	2019...	07/09/2019			6020 - Property ...	-1,392.64	1,392.64
					6050 - Office-Ad...	-55.75	55.75
					6260 - Rust Prev...	-34.13	34.13
					6280 - Rust Prev...	-60.00	60.00
TOTAL						-1,542.52	1,542.52
Bill Pmt -Check	3535	07/19/2019	Leo's Lawn Ser...		1110 - CenterSt...	-1,608.00	-1,608.00
Bill	10334	06/25/2019			6106 - Landscap...	-1,333.00	1,333.00
Bill	10219	06/26/2019			6190 - Irrigation ...	-275.00	275.00
TOTAL						-1,608.00	1,608.00
Bill Pmt -Check	3536	07/19/2019	North Fork POA...		1110 - CenterSt...	-35.67	-35.67
Bill	35.67	06/28/2019			6290 - Electricity	-12.13	12.13
					6295 - Water-Int...	-23.54	23.54
TOTAL						-35.67	35.67



## July 2019 Manager's Report

### *Letters processed during this cycle:*

19008 SE Loxahatchee RR - Tenancy Letter – Final Notice  
18998 SE Loxahatchee RR – Unapproved Roof Installation – Final Notice  
19000 SE Kokomo Lane – Roof Cleaning  
18999 SE Kokomo – Roof Cleaning  
19050 SE Kokomo - Unapproved Project - Final Notice  
19020 SE Kokomo – Roof Cleaning  
19020 SE Coral Reef – Landscaping Issues  
19065 SE Coral Reef – Roof Cleaning – Final Notice  
19115 SE Coral Reef - Sidewalk  
18991 SE Out Rigger – Unapproved Roof Installation  
8674 Compass Road – Landscaping Issues



### *Cleared Violations*

18966 SE Coral Reef – Unapproved Roof Installation  
19068 SE Loxahatchee River – Roof Cleaning

### **New Residents Processed**

19087 SE Loxahatchee River – Lorraine Lopez  
19044 SE Jupiter River Drive – Kim A. Mustapick

### **General Actions**

Management has made a few telephone contacts with owners regarding the trimming of palm trees of their coconuts and debris.

Following this report is the proposal for 2019 holiday light installations from Randy's Holiday Lighting. The 2018 lighting expense for the community was \$4,476.

At the beginning of the summer, there were concerns regarding the west entrance wall and the bougainvillea which was trimmed by Leo's Landscaping. The photo shows the bougainvillea fully recovered from the seasonal trimming. The area was recently trimmed; therefore there the flower growth is pending.





## Moorings/Safety Harbour POA

### C/O Jupiter Management, LLC

1340 U.S. Highway One, Suite 102, Jupiter, FL 33469  
(561) 743-4607 Fax (561) 743-4625

July 18, 2019



Jordan & Patricia Pearl  
19068 SE Loxahatchee River Rd  
Jupiter FL 33458

RE: Property Maintenance Compliance

Dear Mr. & Mrs. Pearl;

Jupiter Management performs periodic property inspections throughout the community. We look to provide suggestions and recommendations for the continued maintenance of homes, driveways, walkways and landscaping.

*Article VII of the Association documents includes a section wherein it is stated, each Parcel shall be maintained in first class condition by the owner thereof...*

*The community rules paragraph 6 Maintenance. No weeds, underbrush or other unsightly growth shall be permitted to be grown or remain upon any Parcel. No refuse or unsightly objects shall be allowed to be placed or suffered to remain upon any parcel. All lawns, landscaping roofs and sprinkler systems and any property structures, improvements and appurtenances shall be well maintained and kept in a first class, good, safe, clean neat and attractive condition.*



During our most recent inspection it was noticed your roof needs to be pressure cleaned.

Please have the item noted addressed at your earliest convenience. A subsequent property inspection will be performed to verify the task completion. If you have any questions or need assistance, please do not hesitate to contact Jupiter Management at your convenience.

Thank you for your prompt attention to this matter.

Sincerely,

  
Stephen Skakandy, LCAM  
For the Board of Directors

MONDAY 29 JULY 19



1982 Avenue L  
Riviera Beach, FL 33404

## Estimate

Date	Estimate #
6/30/2019	6673

Name / Address
The Moorings HOA Stephen Skakandy 1340 U.S. Hwy 1, Suite 102 Jupiter, FL 33469 561-743-4607

Ship To
95 north, exit Indiantown Rd, go east make left on Center St., the Left on Loxahatchee River Rd, go all the way till it ends, The Moorings is right there 19097 SE Loxahatchee River Rd

Terms	Rep	Account #	Project
50% prior/50% upo...	RG		

Description	Qty	Cost	Total
SWALE AREA ALONG WALL THAT SAYS "THE MOORING OF JUPITER" *****NOTE: THE CABLES RUNNING BY THE TREES ARE NOT POWER LINES, THEY ARE CABLES WHICH SUPPORT THE POWER LINE POLE ACROSS THE STREET, THEY ARE NOT SUPPOSED TO BE ENERGIZED SO THERE SHOULD BE NO DANGER, HOWEVER, PLEASE DO NOT TOUCH THEM AS THEY SUPPORT THE POLE ACROSS THE STREET*****			
Outline the top of the wall between the column caps (over the top of the signage) with 35' of WARM WHITE LED C-7 lights			
White wire C-7 stringer (12" spacing) cost per foot	35	2.00	70.00T
C-7 WARM WHITE LED bulbs (for C-7 stringer)	35	1.50	52.50T
Light the trunks of 5 small Robellini Palm Trunks with 2 sets of WARM WHITE LED mini lights per trunk (create a burst of lights under the fronds with the left over lights)			
5mm WARM WHITE LED mini lights (green wire)	10	21.00	210.00T
Light the trunks of 12 tall Sabal Palms (6 left of the sign, 6 right of the sign) with 12 sets of WARM WHITE LED mini lights per tree			
5mm WARM WHITE LED mini lights (green wire)	144	21.00	3,024.00T
Light the trunks of the front 3 Crepe Myrtle Trees located to the left of the monument sign (and left of the 6 Sabal Palms grouped together) with 5 sets of WARM WHITE LED mini lights per tree			
WE USE ONLY THE HIGHEST QUALITY COMMERCIAL GRADE PRODUCTS, YOUR SATISFACTION IS GUARANTEED.	<b>Subtotal</b>		
	<b>Sales Tax (7.0%)</b>		
	<b>Total</b>		

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Phone #	Fax #	E-mail	Web Site
800-687-7703	561-845-8008	randy@randysholidaylighting.com	randysholidaylighting.com



1982 Avenue L  
Riviera Beach, FL 33404

## Estimate

Date	Estimate #
6/30/2019	6673

Name / Address
The Moorings HOA Stephen Skakandy 1340 U.S. Hwy 1, Suite 102 Jupiter, FL 33469 561-743-4607

Ship To
95 north, exit Indiantown Rd, go east make left on Center St., the Left on Loxahatchee River Rd, go all the way till it ends, The Moorings is right there 19097 SE Loxahatchee River Rd

Terms	Rep	Account #	Project
50% prior/50% upo...	RG		

Description	Qty	Cost	Total
5mm WARM WHITE LED mini lights (green wire)	15	21.00	315.00T
Scatter light the Arbicola bushes (green and yellow leaves) in front of the sign with 30 sets of WARM WHITE LED mini lights			
5mm WARM WHITE LED mini lights (green wire)	30	18.00	540.00T
Light the trunk and major branches of a Pine Tree just to the right (east side) of the monument sign with 25 sets of WARM WHITE LED mini lights			
5mm WARM WHITE LED mini lights (green wire)	25	21.00	525.00T
Light the trunks and fronds of 2 Coconut Palms at the far east side with 8 sets of WARM WHITE LED mini lights on the trunks and 10 sets of GREEN LED mini lights on the fronds, per tree (10 fronds to be lit per tree)			
5mm WARM WHITE LED mini lights (green wire)	16	21.00	336.00T
5mm GREEN LED mini lights (green wire)	20	21.00	420.00T
Scatter light 2 Arbicola bushes located to the right of the monument sign (1 under a Coconut Palm and 1 to the right of that - yellow and green bushes) with 5 sets of WARM WHITE LED mini lights per bush			
5mm WARM WHITE LED mini lights (green wire)	10	18.00	180.00T
BUCKET TRUCK/EQUIPMENT FEE: INCLUDED	0	0.00	0.00

WE USE ONLY THE HIGHEST QUALITY COMMERCIAL GRADE PRODUCTS,  
YOUR SATISFACTION IS GUARANTEED.

**Subtotal**

**Sales Tax (7.0%)**

**Total**

**Print Name** \_\_\_\_\_

**Signature** \_\_\_\_\_

Phone #	Fax #	E-mail	Web Site
800-687-7703	561-845-8008	randy@randysholidaylighting.com	randysholidaylighting.com





1982 Avenue L  
Riviera Beach, FL 33404

## Estimate

Date	Estimate #
6/30/2019	6673

Name / Address
The Moorings HOA Stephen Skakandy 1340 U.S. Hwy 1, Suite 102 Jupiter, FL 33469 561-743-4607

Ship To
95 north, exit Indiantown Rd, go east make left on Center St., the Left on Loxahatchee River Rd, go all the way till it ends, The Moorings is right there 19097 SE Loxahatchee River Rd

Terms	Rep	Account #	Project
50% prior/50% upo...	RG		

Description	Qty	Cost	Total
10% discount for 3 year contract - Customer agrees to spend not less than 90% of the first year contract price over the next three (3) years in exchange for a 10% discount each of the 3 years. If customer chooses to cancel the contract prior to the expiration of the contract, the customer will reimburse Randy's Holiday Lighting the amount of the discount given each of the prior years. Cancellation must occur in writing no later than September 1st of each year, prior to their job being scheduled, or the customer will be obligated for the full amount of the contract for that year. (YEAR 1 OF 3)	1	-567.00	-567.00T
*Set-up, maintenance, take-down and storage is included. Maintenance is included from November 15th through January 2nd. Repairs outside of that time will cost extra. Lights can be left up until the end of January at no additional charge. Lights to be left up beyond that time will incur additional charges. All greens (trees, wreaths, garland, menorahs, etc.) must come down by January 15th. Any greens left up beyond January 15th at the customers request, will incur additional charges. *Estimates are valid for only 30 days. *All pricing includes all extension cords, staples, tie wraps, etc. in order to complete each job. *All prices are for leased product, unless otherwise noted. ***GFI outlets are notoriously sensitive to tripping. Customers are responsible for resetting all GFIs. There is no way to prevent GFI protected outlets or breakers from tripping when the LIGHTS get wet. They simply must be reset once they are dried out. Please have someone check them each evening to ensure that power is going to the lights. *Electrical receptacles are necessary for each area to be lit. *All trees & palms must be substantially pruned by September 15th or a minimum of 60 days prior to your turn-on		0.00	0.00T
WE USE ONLY THE HIGHEST QUALITY COMMERCIAL GRADE PRODUCTS, YOUR SATISFACTION IS GUARANTEED.		<b>Subtotal</b>	
		<b>Sales Tax (7.0%)</b>	
		<b>Total</b>	

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Phone #	Fax #	E-mail	Web Site
800-687-7703	561-845-8008	randy@randysholidaylighting.com	randysholidaylighting.com



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Riviera Beach, FL 33404

## Estimate

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Terms	Rep	Account #	Project
50% prior/50% upo...	RG		

Description	Qty	Cost	Total
<p>date, failure to do so will result in pruning charges.</p> <p>*INSTALLATION DATES are booked upon receiving your signed contract and a 50% deposit.</p> <p>*Removal of all lighting is done from Jan 2nd through Jan 31 unless other arrangements are made in writing.</p> <p>Removal of all greens (Xmas trees, garland, wreaths, menorahs, etc). is done between January 2nd and January 15th.</p> <p>*Randy's Holiday Lighting reserves the right to use pictures of the above listed decor in promotional material.</p> <p>*All damages to lights and decorations that we have no control over, i.e. vandalism, damage from lawn maintenance equipment, severe weather, electrical surges, or unpruned palm fronds will be billed as an additional charge.</p> <p>*All lights are attached by staples and this pricing reflects using staples. If, for any reason, we cannot use staples, there will be an upcharge for alternate methods of attaching lights.</p> <p>*It is necessary many times to drive our trucks on sidewalks in order to install holiday lights but we will not be responsible for any damage our trucks may do to the sidewalks. If you do not want our trucks to drive on your sidewalks, you must notify us in writing.</p> <p>* Any legal action brought by or against either party under the terms of this Agreement shall be determined by the laws of the State of Florida, and venue and jurisdiction for said action shall be within the county of Palm Beach and the State of Florida, respectively</p> <p>*Randy's Holiday Lighting must be allowed to install lights up to 60 days prior to your turn on date. The lights will remain unplugged until your turn on date, we will ensure that your lights work properly on that date.</p> <p>*We realize that your Holiday lighting is important, if your lights are not working properly or changes need to be made regarding the decorations, please call Randy's cell phone (561-452-8766) to request repair service. We</p> <p>WE USE ONLY THE HIGHEST QUALITY COMMERCIAL GRADE PRODUCTS, YOUR SATISFACTION IS GUARANTEED.</p>			
		<b>Subtotal</b>	
		<b>Sales Tax (7.0%)</b>	
		<b>Total</b>	

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Phone #	Fax #	E-mail	Web Site
800-687-7703	561-845-8008	randy@randysholidaylighting.com	randysholidaylighting.com

