

# *Community Of Doral Landings East*

## *Meeting Minutes*

<b>Board Members Attendees</b>	
Juan Carlos Aguado	Vice President
Luis Arias	Vice President
Edwin Iturrino	President
<b>Board Members Absent</b>	
Andres Eric Dennis	<i>(Excused – Business Traveling)</i>
Jose Diaz	<i>(No excuse submitted)</i>

<b>Purpose &amp; Agenda:</b>	<p><b>To discuss some of the outstanding issues such as:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Luis García contract</b></li> <li><input type="checkbox"/> <b>Courtesy Property Management Company – services expected vs. services being provided</b></li> <li><input type="checkbox"/> <b>Last board meeting results</b></li> <li><input type="checkbox"/> <b>Financial situation – delinquency report</b></li> <li><input type="checkbox"/> <b>Hiring of the CPA firm</b></li> <li><input type="checkbox"/> <b>Other issues</b></li> </ul>
<b>Supporting Documentation:</b>	<b>Financial report as of 12/31/05 and Accounts Receivable as of 3/20/06</b>

**Results:**

Meeting opened at 8:00 PM by establishing Quorum. This is another of the on-going Board meetings explained at the meeting with the community where the intention is to continue gathering knowledge and information about the activities required to manage our community activities effectively. Issues discussed were as follows:

**Luis García Landscaping Services**

- o Agreed to organize a meeting with Luis García to discuss when the:
  - Current cleaning job will be completed; palm trees around the pool still need to be trimmed and mulching has not been performed
  - Hurricane cleansing effort will be completed; there are still roots that need to be removed from the neighborhood.
  - Last year and the current cleansing project invoices will be adjusted; not all the houses had trunks and hurricane trash removed and not all the trees and palms were trimmed this time.
  - Wrong plant prices for the current cleaning project will be adjusted to the price he offered initially; some plants seemed to be cheaper at Home Depot.
  - New project to remove the fence and plant new fichus and palms around the perimeter will start.

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### **Courtesy Property Management Company**

- o Identified deficiencies in the service delivery by CPM such as: untimely delivery of information and documents required by the Board.
- o Continuous perception by residents that Yamilé is not easy to access and not helpful.
- o Perception by Board members and some residents that Yamilé seems to be working for the previous Board members rather than the current Board. For example, the delays providing the Board with information requested such as bank accounts, inaccuracies in the info provided to the Board, frequent visits of Magaly to the office which Yamile ha explained that are due to an inventory being performed by Magaly. However, we don't understand why that effort takes that long and are not completely certain of the purpose of the alleged inventory.
- o Discuss our discomfort with Yamilé's initiative to mail last year financial statements to the residents before previously obtaining permission from the Board to do so. When asked about her action, Yamile indicated that law required it. This is totally inaccurate since the law provides a choice between mailing the documents or letting residents know of their existence and have them come and request a copy. This situation is highly sensible to the Board because:
  - It was an unauthorized action that went out as sent by the Board (Board of Directors was identified as signer).
  - The copies and mailing cost the Association approximately \$300 which had not been budgeted and was an unnecessary expense.
  - The letter contained errors that made the Board looked like an inefficient group or at best, careless. The date on he letter was March 17<sup>th</sup> and was sent the 10<sup>th</sup>.
  - This action also opens the question of either it was an honest mistake or she doesn't know the laws ruling our type of association, which is really a concern to the Board due to our dependency on her for by-laws administrative issues.
  - Agreement by the Board that other CPM employees have been helpful when approached directly. Accordingly, it was decided to request a Yamilé's replacement to CPM. If request is denied, the Board will move forward to consider other property management companies.

### **Last Board meeting results**

- o Board members were satisfied with the results of last meeting with the community. It was a great opportunity to present some of the problems noted, like the inaccurate Financial Statements presented by the previous Board where the previous Board had purposely excluded significant pending expenses over \$100,000, giving the wrongful impression that the community was financially sound. In addition, the community was notified that the following payments were not performed by the previous Board for several months: COMCAST, the golf cart, security, and other maintenance fees.
- o The minutes from the last Board meeting were taken by Yamilé but had not been received yet.
- o A couple of the old Board and some of their associates attended the meeting did not clarify the concerns expressed by us regarding financial practices, like the handling of

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“petty cash” without apparently proper controls and the omission of accounts payables in the financial statements.

- o Most of the residents attending the meeting were satisfied by the Board’s initiative with the on-going cleaning project. The previous Board members and some associates were the only ones expressing their disagreement because that should be done by the residents according to Magaly and because the her garden got dirty with leaves according to Claudia. For the details of the meting, please refer to the minutes.
- o The meeting was a success and several residents offered their services to work with the Board's committees. A Board member will be assigned to coordinate the committees.
- o A motion was presented and accepted to have the Board meetings the last Thursday of each month. It was clarified and accepted by the majority that the current Board will be meeting frequently as long as required to control this activity because they have not received support from the previous Bard and limited support from CMP. The community was invited to approach the Board at any during those meetings or even when they see Board member in the community.

### **Financial situation – delinquency report**

- o Based on the financial statements obtained by the Board Vice President and Acting Treasurer, as of March 20<sup>th</sup>, we have been able to reduce the delinquency significantly from what we received. The current AR is approximately \$25,000 and we received \$65,000.
- o We consider the AR to still be a large amount and agreed to put more pressure in the property management company and the law firm to reduce this figure.
- o A Board member will be responsible to monitor the property management company and the law firm through phone calls regarding the collection effort. The member will be rotated monthly.
- o We will investigate why the late payment of a resident has not been reflected in the report provided to our VP/Treasurer. We are under the impression that there may be more cases and the real AR may be less. The resident provided the receipt of his payment.

### **Hiring of the CPA firm**

- o Board members will be contacting different CPA firms and getting bid for the intended audit and tax preparation. The problem so far with the ones contacted is the timing to do job since they are in the middle of tax season.

### **Other issues**

- o The vandalism case at the pool will be reported to the police

### **Status/Comments:**

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### **Action items pending from the meeting**

- Edwin will make an appointment with Luis Garcia to discuss the issues indicated above
  - Edwin and Luis Arias will meet with Yamile this Friday and explain the Board position regarding having her as the CPM representative for our community. We will ask her to request a transfer to her boss. If she refuses, we will contact CPM directly with our request.
  - Edwin will document the current position of the petty cash based on the information and \$30 left at the DL office.
  - Juan Carlos will take the first turn to monitor the collection activities performed by CPM and the law firm.
  - Juan Carlos will investigate the accuracy of that AR based on the situation noted that a residents payment has not been applied.
  - Edwin will write a "thank you" letter to the volunteers for the committees and Luis Arias, Juan Carlos and Edwin will initially work coordinating the committees until someone can be assigned on more permanent basis.
  - Luis Arias will report the vandalism case at the pool to the police
  - The meeting was adjourned at 11:00 PM
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