



THE VILLAS OF AMBERWOOD

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**Villas of Amberwood Condominium Association, Inc. (VOA)**

Regular Meeting of the Board of Directors

September 20, 2006

**MEETING AGENDA**

**Call To Order**

- Johann A. Ali, PD, called the meeting to order at 7:45 p.m.

**Roll Call**

- Present:
  - Johann A. Ali, PD
  - Jane E. Dominguez, TD
  - Carmen M. Von Lippke, SD
- Absent:
  - José Ocha, DD
  - Lewis Aqui, DD (excused in advance)
- Also Present:
  - René Barriere, Property Manager, Unlimited Property Management, LLC
  - Unit owners from Units 44, 47, 66, 78, and 86

**Quorum & Notice**

- A quorum was declared present based on the presence of the directors.
- Notice was given in accordance with Chapter 718, Florida Administrative Code by posting on the community's website, emailing unit owners who elected to be part of the community email list, and posting of signs on the community's mailboxes with the permission of the USPS.

**Reading of Prior Meeting Minutes**

- Reading of the August 2006 minutes was postponed to the October meeting by acclamation due to a glitch in the website that did not permit the minutes to be accessible.
- Johann will re-send with the September minutes to the Unit Owners by email, and re-post on the community website. Beverly Ackerblom requested and will be provided with a paper copy of the minutes.

**Treasurer's Report**

- Operating Account balance: \$58,973.21                      Loan Account balance: \$75,014.02
- Reserve Account balance: \$102,670.47                      Escrow Account balance: \$1,319.87
- Budget vs. Actuals for 2006 to date: not reported – directed UPM to prepare for October report

**Old Business - CIMPs Update**

At the August 2006 Board of Directors Meeting, Rudy Vilarino of ICC, Inc. (our General Contractor), was asked to meet with the Board within one week of the meeting to establish finite timelines for approximately 15 outstanding projects and/or items to be completed. The meeting was held with ICC, Inc. and the Board of Directors on August 22, 2006. The following report was presented to the Unit Owners for this meeting:

- **Dumpster Handles** – dumpster handles were requested by Unit Owners on the new enclosure doors, as a result of the new doors' weight and construction. At the scheduling meeting with the Board of Directors, the dumpster handles were to be installed by Friday, August 25, 2006 at a total cost of \$240.00 for a set of 4 handles (2 per door). **Adcon Response:** handles installed and job 100% complete as of August 25, 2006.

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**Villas of Amberwood Condominium Association, Inc.**

C/O Unlimited Property Management, LLC

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- **Dumpster Hinges** – dumpster hinges were reported by Unit Owners to be very stiff. This was explained to be a result of the doors' weight and newness. At the scheduling meeting with the Board of Directors, the dumpster door hinges were lubricated to alleviate the stiffness reported by August 25, 2006. **Adcon Response:** hinges were lubricated and job 100% complete as of August 25, 2006.
- **Sprinklers** – At the scheduling meeting with the Board of Directors, the sprinkler contractor was to report to the property by August 23, 2006 to commence repair of the sprinkler system supply main, 37 broken sprinkler heads, and commence identification of broken supply lines. **Adcon Response:** the sprinkler contractor repaired the sprinkler supply main on August 23, 2006, and replaced 2 new sets of vacuum breakers to meet current code requirements, repaired main water supply line valves and 2 low-voltage lines in 2 zones. All work was completed on August 25, 2006. Contractor is commencing one-by-one identification process of broken individual supply lines. The entire project is expected to be complete by October 31, 2006.
- **Tennis Courts** – additional work is required prior to repair of courts by FastDry of Florida, who was awarded the contract in 2005 based on price-performance-insurance bond requirements set forth in the condominium documents and as required by law and the insurance carrier. **Adcon Response:** tennis court repairs are not included in Adcon's scope of work. We understand that an erosion control berm is necessarily recommended by the tennis court contractor to prevent premature deterioration of the tennis court surface subsequent to its repair.
- **Erosion Control Berm for Tennis Courts North Boundary** – the Board of Directors indicated that the tennis court contractor had stated that an erosion control feature was needed to halt the sheet floor of rainfall and runoff from Building 5, as this was the source of premature degradation of the court surface, and if not installed, would compromise the work guarantee for the repair. The Board worked with Adcon to devise a drainage system that would channel runoff and rainfall sheet flow away from the tennis court area, and laterally to the storm drain systems located at the rear and sides of Building 5. The GC was to provide a quote for this work by August 25, 2006. **Adcon Response:** quote was provided August 25, 2006 and approved. Work to commence September 5, 2006. Concrete was scheduled to be poured September 21, 2006.
- **Storm Water Catch Basins and Exfiltration trenches for Building 9** – to address the continued flooding problems in and around Building 9, a quote for the construction of two "box drain" structures was solicited from the GC no later than August 25, 2006. **Adcon Response:** quote for work was provided on August 25, 2006 and was approved on September 20, 2006. The delay was due to fax transmission quality with the provided quote.
- **Plumbing** – 37 hose bibs throughout the community was documented to require replacement by Adcon personnel. Adcon was requested to provide a quote for replacement no later than August 25, 2006. **Adcon Response:** quote provided on August 25, 2006. Job approved by Board for Direct contract with Association; Adcon crew to provide oversight only. Job 100% complete as of September 20, 2006.
- **Wood Work** – community-wide, balconies, courtyard gates and fence trellises were in need of replacement or repair. Adcon was directed to provide a proposal for the replacement of one balcony using substituted materials of equal or better quality. The "sample" balcony was to be completed by September 8, 2006, and provide a quote by September 20, 2006, at which time a firm schedule for these repairs would be established. **Adcon Response:** "sample" balcony completed by September 5, 2006 and quote provided to Association on September 12, 2006 – cost per balcony for complete reconstruction using Douglas Fir and pressure-treated pickets was **\$559 per balcony**, which was unacceptably high but due to a complete reconstruction being required. As a result of findings of poor or incomplete construction for existing balconies, Adcon requested the completion of 8 balconies to better determine the labor costs for the community-wide work. Proposal will be due to Association by September 30, 2006.
- **Lighting** – at the August 2006 Board of Directors meeting, 10 units were identified that still needed the new light fixtures to be installed. These are units 10022, 10016, 10028, 10104, 10108, 10118, 10154, 10188, 10192 and 10194. Additionally, Units 10050 and 10140 required repair investigations for non-function. Work was to be completed by September 1, 2006. **Adcon Response:** the electrical

contractor was on property on August 25, 2006 to complete all repairs and installations. Only four units were made accessible, and one unit owner refused to grant access to complete the work. The four units made accessible were 100% complete as of August 25, 2006. Adcon will have the contractor return to the property once site access is confirmed with the outstanding units.

- **Security Cameras** – per the contractor, the installation process has commenced, but is dependent on a meeting with the electrical contractor on-property to finalize electrical plans and locations. **Adcon Response:** will arrange meeting with contractor no later than August 24, 2006 and ascertain the scope of work for Adcon’s contractors. The meeting resulted in the finalization of plans and locations for wiring to be completed so that camera contractor can complete the installation of the system. As of September 20, 2006, the materials had been delivered, and weather permitting, ground work should be complete by September 29, 2006.
- **Clubhouse** – at the August 2006 meeting, tile removal was still underway for the floor of the clubhouse. At the scheduling meeting, Adcon committed to having the architectural and engineering report recommendations to the Association no later than September 22, 2006. Once the recommendation report is received, the Association will determine which course of action to pursue. **Adcon Response:** clubhouse tile removal complete as of September 1, 2006. Recommendation report was delivered to Association president on September 19, 2006. Recommendation is to remove floor slab and sub-base material that is unsuitable for foundation of slab, excavate to limestone bedrock, backfill with engineered limestone fill, and compact to proper density for slab (98% compaction) with certified density and compaction testing to ensure sub-base quality. The new floor slab can then be poured and the interior of the clubhouse renovated in its entirety. Based on this recommendation, the Board of Directors will prepare a claim for the insurance and proceed with the process one step at a time, making the necessary decisions as the process moves along, and based on the claim paid approved and paid by the insurance carrier.
- **Painting** – Building 5 was restored to the original colors. Painting will not commence until the dry season in 2007 (i.e. between March and June 2007). **Adcon Response:** Agreed.
- **Gutters** – Adcon will provide a quote for complete replacement of the guttering by September 29, 2006. The work will be completed in phases. **Adcon Response:** Agreed; in the process of obtaining quotes as of September 20, 2006.
- **Tiling** – Adcon is disappointed with the performance of the current tile contractor, and is seeking alternatives to speeding up the process. Johann indicated that the owners are deserving of a completed tile project by December 2006, and Rudy committed to making all attempts to make this deadline. An additional contractor will be called in if improvements are not made by the end of the week (September 22, 2006). Adcon is in the process of preparing the quotes for owner-requested additional tile work, including permitting costs, for the Unit Owners’ approval. The Beverly Ackerblom expressed her disapproval and dismay with the rush job being completed for the tiles and grouting that she has observed in her building (Building 4) and strongly requested and urged the Board to re-consider the timing of the project. Carmen agreed with Ms. Ackerlom entirely for and on behalf of the Board of Directors, explaining that the reason the Board was pressing hard for the completion of the job was because of other Unit Owners who refused to accept that the timing was not the best, given the weather conditions. However, Adcon did commit to completing the job properly as quickly as possible, and before the original timeline of 87 business days provided to the Board earlier this week. The work will be guaranteed.
- **Parking Lot Re-stripping and Black-topping** – an estimated completion date was requested from Adcon. **Adcon Response:** this project should NOT commence until ALL other projects involving the movement of materials (e.g. tile grout and sand) are complete. Otherwise, Adcon will proceed ONLY if a waiver of liability is received from the Association for the condition of the paved areas if this recommendation is not adhered to.

### **New Business**

- Alan’s Septic Services was contracted on September 18, 2006 to pump out and pressure clean fifteen (15) storm water “box” drains and “drop” drains near Buildings 4, 6, 8 and 9.

- The water main at 10044 needs to be replaced. Adcon will provide a quote by the next Board of Directors Meeting on October 11, 2006.
- Entry/Exit Gates – Lina Fisher requested that the Board aggressively pursue a resolution with the Board of VOA III. Johann committed to presenting a request to VOA III's Board that the gate contractor put the exit gates on a timer that keeps them open between 7:00 a.m. and 10:00 a.m. Additionally, the Board was requested to place a large notice in the next newsletter about entering through the exit gates.
- Pool deck pole lights were reported to be inoperable. Adcon will verify before September 22, 2006 and make necessary repairs.
- Beverly Ackerblom requested copies of the July and August 2006 newsletters. Johann will provide by September 22, 2006.
- **Satellite Dish Equipment** – the Board was requested to ensure and follow up that all satellite dish equipment was installed only in balconies or inside patio walls wherever possible.
- **Ducks** – the Board will deal with the duck situation once the new hedges have grown in; Miami-Dade County animal control will be called in if necessary.

#### **Adjournment**

- There being no further business to discuss, the Board adjourned at 9:35 p.m.