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## BOARD OF DIRECTORS MEETING

Villas Of Amberwood Clubhouse  
Wednesday 9<sup>th</sup> September, 2009  
7:00 p.m.

### MEETING MINUTES

- **Call to order:**
  - Andrea De La Rosa, President Director & Chairman of the Board of Directors called the meeting to Order at 7:25 p.m.
- **Establishment of quorum:**
  - Present to establish Quorum of the Board of Directors:
    - Beverly Akerblom, General Director
    - Johann A. Ali, Secretary Director
    - Felix Castillo, Treasurer Director
    - Andrea De La Rosa, President Director
  - Absent:
    - Carlos Arango, Vice President Director – excused due to illness
  - Also present:
    - Angel Arias, VOA Property Manager from Atlas Property Management
    - Mary McCrary, Unit Owner – Unit 72-6
    - Pilar Bonariva, Unit Owner – Unit 78-7
    - Sagrario Garcia, Unit Owner – Unit 86-8
    - Jennifer Molin, Unit Owner – Unit 88-8
    - Manuel Hernandez, Unit Owner – Unit 104-9
- **Proof Of Notice:**
  - Proof at Notice was posted in the newsletter distributed on August 28, 2009, on the Mailboxes and email sent to all unit owners on Tuesday, September 8, 2009.
- **Reading and Disposal of Minutes:**
  - Felix Castillo motioned to dispose of the minutes of the past meeting without further reading.
  - Beverly Akerblom seconded the motion.
  - The motion was approved by acclimation.
- **Old Business:**
  - Summary of Foreclosures and Collections
    - There are five foreclosures and/or short sales in various stages.
    - Only one true foreclosure.
    - Four short sales.
  - Roof Repairs
    - All the work has been completed but not approved by the Board for final payment. All required building department inspections have been approved.
    - A list of approximately 14 units that needed further interior repairs still in process. According to Jesus all the units are done except for Ingrid Porras (Unit 40) and Caribel Mercier (Unit 50). Need to verify with the other unit owners that the work has been done before releasing final payment.

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## Villas of Amberwood Condominium Association, Inc.

C/O Atlas Property Management Services, Inc.  
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- Johann proposed that the Board reserve a specific amount for reserve from the final payment (approx. \$10,000) for the units left to be finished.
  - Painting and gutter repairs are pending bids from contractors, as this was not included in the Taylor contract. Atlas has two proposals and Johann received one. Angel will transmit to Johann for filing and consideration by the Board.
  - Entrance and Exit Gates
    - Exit gate motor and chain was vandalized beyond repair and had to be replaced. The new motor is now installed and fully operational.
    - Entry gate still not operational.
    - Entry system will be brought online in agreement with VOA III – Jimmy is on vacation.
    - Registration Process needs to be completed before the gates are closed. Aim to get this complete by October 1, 2009.
    - Registration notice needs to be sent September 9, 2009 to start on September 23 and run on September 24, 25, 26<sup>th</sup>. Each day from 6:00 p.m. to 8:00 p.m. and 9:00 a.m. to 1:00 p.m.
      - Johann Ali plans to be available during the day for convenience and on the 23, 24, 25<sup>th</sup> and possibly on the 26<sup>th</sup>.
      - Angel will be present on September 23, 24 and 25.
      - Beverly will be present on September 23, 24 and 25.
      - Andrea will be present on September 23, 25, and 26.
      - Felix will be present on September 26 and most likely near the end during the week.
  - Status of Uncollected VOA III Monies Owed to VOA
    - Invoice for 2008 was sent to VOA III (\$2,402.00).
    - We owe VOA III an amount for 2008 (\$8,964.00).
    - Both Boards are negotiating the actual amounts due by each Boards – might be a wash. Anticipate resolving the issue in three weeks, but VOA III is very slow.
  - **New Business:**
    - Summary of 2008 Year-to-Date Expenses: Budget vs. Actual
      - Was under budget overall by \$52,666.64, reflecting the monies owed in collections.
      - Extra landscaping cuts were paid for per existing contract that was not accounted for.
      - Extra money spent on the janitorial that was not budgeted originally and later terminated.
      - Late fees were accumulated due to problems with payments to Colonial during transfer to Atlas from SPM (caused by SPM) and were not budgeted.
      - **Need to ensure that the special assessment total balances due are included in all the liens sent to the collection agency.**
      - Reserve Account: Started at \$75,000.00, but was not funded in 2008. \$55,000.00 was included in a CD with interest at the end of the year, and approximately \$25,000.00 in cash. The CD was converted to a proper reserve account, and currently stands at \$97,473.00, including the \$10,000.00 that was in the original CD. Owe the “ghost” \$15,000.00 from the wrong budget that was used in 2007 by the then Board of Directors according to the accounting records, which needs to be reversed by journal entry using an affidavit of the Board of Directors testifying to the use of the wrong budget numbers (2006 to 2007 variations in the replacement costs, then changed by the 2007 Board of Directors to something different; the Board then used the **originally approved 2007** Reserve calculation to make the accounting entries that resulted in the shortage).
      - Roof replacement costs need to be reset and reallocated in the Reserve based on the costs received from Taylor Roofing for actual work done.
      - FY2009 Budget vs. Actuals are similar to 2008 analysis.
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- **Contracts**
    - Almost all the contracts are now in hand and being tracked by Johann.
    - Lawson is not complying with requests for proposals to implement Single-Stream Recycling.
    - Landscaping contracts are in from the proposers:
      - Native - \$850.00
      - Luis Garcia – \$700.00
      - Design by Nature - \$675.00
      - Re-written contract for landscaping.
    - Pool Service Contracts – need to start in 2010 with new contract. Angel to help get three proposals for service in 2010.
    - Sprinkler Maintenance – notice will be sent to Atila that contract will not be renewed and but are invited to bid.
  
  - **Good and Welfare**
    - Felix to remind the janitor to lock the door of the clubhouse every time he leaves.
    - Johann to order a sign about keeping off the emergency rescue equipment.
    - Mary McCrary – needs documentation for her mortgage company (Regions Bank). The Board provided the information for the insurance carrier of the Association.
    - VOA has entered into an agreement with VOA Doral PD to patrol and make arrests.
  
  - **Open Forum:**
    - Pilar Bonariva – still has leaks in her unit. Received the lease application for her tenant.
    - Add Jennifer Molin to the mailing list.
  
  - **Adjournment:**
    - There being no further business to discuss, the Chairman adjourned the meeting at 9:40 p.m.

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