



**Abacoa**<sup>®</sup>

**ABACOA PROPERTY OWNERS' ASSEMBLY, INC.**

**MINUTES**

**BOARD OF DIRECTORS MEETING**

**Tuesday, September 15<sup>th</sup>, 2009 – 11:30 AM**

**1200 University Boulevard, Unit 102, Jupiter, FL 33458**

**In Attendance:**

Peter R. Lippman, President, APOA  
Scott Hedge, Vice-President, APOA  
Harvey Silverman, Treasurer, APOA  
Joe O'Connell, Secretary, APOA  
Richard Rendina, Director, APOA

Brian Cich, Director, APOA  
Beth Kelso, Executive Director, APOA  
Nader Salour, President, ADC  
Wendy Harrison, Councilor, Town of Jupiter

**1. Determination Of Quorum**

**2. Call To Order & Proof Of Due Notice**

**3. Approval Of Minutes Of August 18<sup>th</sup> Meeting:**

- a. Beth Kelso requested the following amendment be included: "It was unanimously agreed to email the financials along with the agenda package in our effort to become more green and to decrease expenses."
- b. **Motion:** Joe O'Connell moved that the minutes be approved as amended. The motion was seconded by Harvey Silverman and unanimously approved.

**4. Treasurer's Report:** See attached

**5. Executive Director's Report:** See attached

**6. President's Report:**

**a. Maintenance Of Sea Grape Hedge Along Heights Boulevard**

The board agreed that it was inappropriate for the APOA to become directly involved in this issue. It appeared that the NPBCID would be able to work out a related agreement between themselves, Tuscany HOA, Martinique HOA and Pulte.

**b. APOA Responsibility re: Revision of HOA-POA Articles**

Unanimously agreed to request our legal counsel to draft an amendment to the APOA bylaws empowering oversight of all

modifications to declarations of covenants, conditions and restrictions as well as declarations of condominium affecting Abacoa homeowner and property owner associations.

**c. TCRPC Presentation Regarding Briger Phase 2**

- i. The APOA has submitted a formal request to the Treasure Coast Regional Planning Council concerning the relocation of proposed 150-foot buildings and/or mandating a substantial increase in their setback from Donald Ross Road.
- ii. Palm Beach Gardens' Town Council is holding a public workshop on October 1<sup>st</sup> in council chambers. Peter Lippman and Beth Kelso will be there to represent Abacoa's interests.

**d. P & Z Recommendation**

With the APOA's recommendation, New Haven resident John Downes was approved by Jupiter Town Council to fill the alternate seat on the Planning & Zoning Commission.

**e. Alcohol Sale Hours (see 8b below)**

**f. Infrastructure Equity Negotiations Update**

Negotiators on behalf of New Haven and The Island believe that there is a strong case to be made for the Town of Jupiter's assumption of responsibility for their infrastructure elements without further cost to the residents concerned. Their research has also cast into doubt the validity of the depreciation factors and proposed charges that the TOJ has proposed to date.

**g. Police Advisory Meeting Report**

The vast majority of burglaries and car thefts in Abacoa are victim assisted; i.e. they involve unlocked cars or readily visible valuables. The Jupiter Police Department would be assisted in its recovery of stolen items by residents retaining and having available a list of serial numbers of their appliances and valuables.

**h. NPBCID – Structural Revisions**

Subject to the approval of the State Legislature, two additional Board of Supervisors seats will be elected by popular vote in 2012 and 2014. The Board has also proposed that future landowner voting be limited to those who pay district taxes.

**i. Community Hall – Parameters Of Use & Future Prospects**

- i. The Community Hall will be closing next month because the space has been leased. Woolbright advises that since all but three bays in the Town Center will shortly be occupied, with the others potentially spoken for, the Community Hall facility will no longer be available.
- ii. Woolbright's office will also be moving to Town Center Drive due to the leasing of their existing space.

**7. ADC President's Report:**

- a. One item was added to the Notice of Proposed Change (NOPC) to the Abacoa DRI: To allow for the encroachment of the Town of

Jupiter buffer for future parking availability.

- b. Donald Ross Road completed. Still waiting for as-builts and final signatures.

**8. Committee Reports:**

- a. **Community Architect:** Chairman Joe O'Connell  
Primarily working on Chabad Jewish Center, Greenwich and the Institute for Aging.
- b. **Town Center Task Force:** Jupiter Town Councilor Wendy Harrison
  - i. A possible agreement had been worked out with Woolbright and the restaurant/bar owners to better police Town Center with off-duty officers during the critical hours between midnight and 3:00 AM. While a reduction of service hours is still being considered, the town will wait and first gauge the effectiveness of this new plan before proceeding.
  - ii. Council has passed the proposed parking amendment. Implementation will be delayed for six months to allow for public education.
- c. **Activities Program:** Chris Kendrick
  - i. Club participation is expanding. New clubs such as the Community Garden Club are forming.
  - ii. A single flyer is posted in each neighborhood highlighting the next month's events. (See attached)
  - iii. An email blast is sent out twice a month to residents and commercial tenants as well as to members of the general public who have signed up for the service.
  - iv. Rae Ellen Runge has been working diligently on meeting with the commercial tenants, distributing the APOA informational/marketing package and recording contact information for each. Staff then adds them to our email blasts, invites them to the monthly marketing meetings and discusses marketing/sponsorship opportunities associated with our events and publications.

- 9. Maintenance Contracts:** Beth Kelso recommended that ValleyCrest Landscape Maintenance be awarded the maintenance contract for 2010. Five directors were in favor, with Scott Hedge opposed.

**10. Proposed 2010 Budget:**

- a. **Motion:** Brian Cich moved that the proposed budget be presented as is. The motion was seconded by Joe O'Connell and unanimously approved.

**11. Old Business:**

- a. Web Site – The Executive Director presented the latest version of the Home page and an initial sample of the Business District page. All present were generally favorable. Forte is to present the first batch of inside pages in a few weeks. These will be forward to the Board for review.

**12. New Business:**

**a. Addendum to the Bristol Management Contract**

**Motion:** The Board reviewed Bristol Management's requested indemnification and hold harmless addendum to the existing contract between Bristol and the APOA and referred it to counsel for comment and advice.

**b. Abacoa Business Directory**

The time line for the Business Directory was distributed. The Executive Director requested that all board members help sell ads and promote the directory.

**c. Christmas Decorations & Banner Contract**

- i. Designs from five vendors were reviewed. The field was narrowed to two.
- ii. The Holiday Banner contract was discussed. The Board suggested that competitive bids be obtained.

**13. Future Meeting: Dates, Times & Locations**

- a. October 13<sup>th</sup>, 11:30 am - Board of Directors Meeting at APOA offices
- b. November 18<sup>th</sup>, 7:00 pm - Annual Meeting at the Abacoa Golf Club
- c. December 15<sup>th</sup>, 11:30 am - Board of Directors Meeting at APOA offices

**Adjournment:** There being no further business at hand, a motion to adjourn the meeting was made, seconded and unanimously approved.

Approved and accepted this 13th day of October, 2009.

By:   
*Joe O'Connell, Secretary*

## Treasurer's Report - @August 31, 2009

**We remain in excellent financial condition with adequate working capital at all times. A check register and copy of the SunTrust statement has been provided to the Board.**

**We have \$722K in CDRS accounts through Anchor Bank with varying short term maturities through 021110. at interest rates between 1.1% and 1.9%. We have sufficient cash available to meet any unforeseen emergencies (hurricanes).**

**We have 4 delinquent maintenance accounts aggregating \$443. all having a nexus in late fees, and one exceeds \$200.**

**The process for developing the 2010 Operating Budget is complete and a Draft budget is in the Board package. The Member Assessments for 2010 are lower than 2009, with exact numbers awaiting Board approval. FY 2010 Budget will be discussed after the Board concludes discussion of the landscape vendor for 2010.**

**The Finance Committee is recommending that a portion of the 2009 Surplus be used to offset the 2010 Operating Budget. The Surplus stems primarily from 1<sup>st</sup> Qtr. staffing vacancies (Activities Coordinator), 3<sup>rd</sup> and 4<sup>th</sup> Quarter planned expenditures, and lower than planned expenditures for utilities.**

**Our Equity which had been depleted in prior years due to hurricane remediation will be restored by the end of 2009 to a level judged adequate to meet any reasonably anticipated future emergencies (about \$650K).**

**Harvey Silverman**



*Property Owners' Assembly, Inc.*

**TO:** Abacoa Board of Directors  
**FROM:** Beth Kelso, Executive Director  
**DATE:** September 15, 2009  
**Re:** **Executive Director's Report**

1) Accidents this past month:

- a. Reimbursements – \$4,035 from February accident
- b. Five new accidents / No accident reports filed
  - i. 2 - \$3,250 / 3 – awaiting repair bids

2) Landscaping:

- a. Diseased Hollies along New Haven Drive @ Schoolhouse Road – Will replace this fall. Discussing options with Town staff. Will consult with New Haven and Beacon Cove as to preferences.
- b. Oak tree hit by lightning on Central Blvd was replaced.
- c. Royal palm tree at amphitheatre replaced.
- d. Resumed maintenance duties of new Greenwich turn lane median on Military Trail.
- e. Final SunTrust landscape/irrigation walk through – approved. \$5000 construction deposit is being returned.

3) Banner Contract approval

4) CAI Large-scale Managers conference very productive

5) ArtiGras 25<sup>th</sup> anniversary ideas?