

Contact the Board at Board@tequestapinespoa.com to request Zoom meeting access information.

**TEQUESTA PINES PROPERTY OWNERS ASSOCIATION BOARD OF
DIRECTORS MEETING**

Tuesday, October 8, 2024 at 6:30 PM

AGENDA

LOCATION: Video Conference Meeting via Zoom

- 1. CALL TO ORDER AND ROLL CALL**
- 2. APPROVAL OF AGENDA** *(as is, additions, deletions or modifications)*
- 3. PROOF OF DUE NOTICE OF MEETING** *(Notice of this meeting was posted on the TPPOA website not less than 48 hours prior to this meeting. Property owners receive a calendar of all Board meetings annually per Florida Statute and POA covenant.)*
- 4. DISPOSAL OF UNAPPROVED MINUTES**
 - A. Minutes of Board Meeting on September 10, 2024.
- 5. PRESENTATION OF COMMITTEES & THE TREASURER'S REPORT**
 - A. Compliance Committee Report. *(Pat Gnieski, Secretary)*
 - B. Treasurer's Report. *(Marco Valdez, Treasurer)*
 - C. Architectural Review Committee Applications. *(Marco Valdez, Treasurer)*
 1. None
- 6. OLD BUSINESS**
 - A. TPPOA Clusia Hedge Height. *(Thomas Bradford, President)*
- 7. NEW BUSINESS**
 - A. Consideration of Approval of The Marketing Works of Palm Beach Proposal to Create a Document Repository that is only Accessible by Username and Password Prior to January 1, 2025 pursuant to Florida 2024 Legislative Requirements. *(Marco Valdez, Treasurer)*
 1. Review of the New Re-Platformed Website. *(Marco Valdez, Treasurer)*
 2. Review Action Item List for New Rules Taking Effect January 1, 2025. *(Marco Valdez, Treasurer)*
- 8. COMMUNICATIONS FROM TEQUESTA PINES PROPERTY OWNERS**
- 9. ANY OTHER MATTERS & OPEN DISCUSSION BY BOARD MEMBERS**
- 10. NEXT MEETING** – Annual Meeting October 30, 2024 @ 7:00 PM at the Tequesta Recreation Center; Monthly Board Meeting- November 12, 2024 at 6:30 PM Via Zoom.
- 11. ADJOURNMENT**

THIS AGENDA ALSO CONSTITUTES A LEGAL NOTICE OF THIS MEETING.

Tequesta Pines POA
Balance Sheet
As of September 30, 2024

Accrual Basis

	Sep 30, 24
ASSETS	
Current Assets	
Checking/Savings	
Valley Nat'l Bank CK-Operations	33,033.43
Valley Nat'l Bank MM-Reserve	82,417.37
Total Checking/Savings	115,450.80
Accounts Receivable	
1200 · Accounts Receivable	1,240.43
Total Accounts Receivable	1,240.43
Total Current Assets	116,691.23
TOTAL ASSETS	116,691.23
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Reserves-Major Repair/Repl.	83,808.10
Total Other Current Liabilities	83,808.10
Total Current Liabilities	83,808.10
Total Liabilities	83,808.10
Equity	
1110 · Retained Earnings	-2,328.64
Net Income	35,211.77
Total Equity	32,883.13
TOTAL LIABILITIES & EQUITY	116,691.23

Tequesta Pines POA Profit & Loss Budget Performance September 2024

		Sep 24	Budget	Jan - Sep 24	YTD Budget	Annual Budget
Ordinary Income/Expense						
Income						
4010 · Fee Income						
	4030 · Assessment - Lots 20-222	0.00	0.00	70,644.00	70,644.00	70,644.00
	4031 · Assessment - Lots 1-19	0.00	0.00	1,586.50	1,586.50	1,586.50
	4040 · Interest Charges	18.71	12.50	224.98	112.50	150.00
	4100 · Estoppel Fees	0.00	100.00	900.00	700.00	1,000.00
	Total 4010 · Fee Income	18.71	112.50	73,355.48	73,043.00	73,380.50
	4300 · Interest Income	0.00	12.50	1,900.72	112.50	150.00
	Total Income	18.71	125.00	75,256.20	73,155.50	73,530.50
Expense						
	6120 · Bank Service Charges	0.00	0.00	-17.00	0.00	0.00
6140 · Landscaping						
	6141 · Contract	2,558.62	2,833.33	23,027.58	25,500.01	34,000.00
	6143 · Tree Trimming	0.00	0.00	0.00	4,400.00	4,400.00
	6144 · Replacements	0.00	333.33	0.00	3,000.01	4,000.00
	6146 · Irrigation Repairs	152.72	291.67	1,371.91	2,624.99	3,500.00
	Total 6140 · Landscaping	2,711.34	3,458.33	24,399.49	35,525.01	45,900.00
	6180 · Insurance	0.00	0.00	7,462.79	8,925.00	8,925.00
	6230 · Licenses and Permits	0.00	0.00	0.00	100.00	100.00
	6250 · Postage and Delivery	365.00	66.67	588.35	599.99	800.00
	6260 · Printing and Reproduction	0.00	50.00	0.00	450.00	600.00
6265 · Community Relations						
	6267 · Web Site	0.00	108.33	443.88	975.01	1,300.00
	6265 · Community Relations - Other	283.34	125.00	283.34	1,125.00	1,500.00
	Total 6265 · Community Relations	283.34	233.33	727.22	2,100.01	2,800.00
6270 · Professional Fees						
	6280 · Legal Fees	433.70	660.88	3,408.85	5,947.86	7,930.50
	6560 · Accounting	175.00	208.33	1,575.00	1,875.01	2,500.00
	Total 6270 · Professional Fees	608.70	869.21	4,983.85	7,822.87	10,430.50
6300 · Repairs						
	6310 · Outside Repair Contractor	0.00	166.67	0.00	1,499.99	2,000.00
	Total 6300 · Repairs	0.00	166.67	0.00	1,499.99	2,000.00
6390 · Utilities						
	6400 · Gas and Electric	104.24	125.00	1,009.84	1,125.00	1,500.00
	Total 6390 · Utilities	104.24	125.00	1,009.84	1,125.00	1,500.00
	6510 · Filing Fees	0.00	0.00	61.25	100.00	100.00
6580 · Supplies						
	6600 · Office	123.94	0.00	138.64	50.00	50.00
	6580 · Supplies - Other	0.00	25.00	0.00	225.00	300.00
	Total 6580 · Supplies	123.94	25.00	138.64	275.00	350.00
6610 · Taxes						
	6620 · Federal	0.00	0.00	705.00	25.00	25.00
	Total 6610 · Taxes	0.00	0.00	705.00	25.00	25.00

Tequesta Pines POA Profit & Loss Budget Performance September 2024

	Sep 24	Budget	Jan - Sep 24	YTD Budget	Annual Budget
8000 · Reserve Funding	0.00	0.00	0.00	-5,000.00	-5,000.00
9000 · Capital Expenditures	0.00	0.00	0.00	5,000.00	5,000.00
Total Expense	4,196.56	4,994.21	40,059.43	58,547.87	73,530.50
Net Ordinary Income	-4,177.85	-4,869.21	35,196.77	14,607.63	0.00
Other Income/Expense					
Other Income					
7030 · Other Income	15.00		15.00		
Total Other Income	15.00		15.00		
Net Other Income	15.00		15.00		
Net Income	-4,162.85	-4,869.21	35,211.77	14,607.63	0.00



Thomas Bradford <tgradford3@gmail.com>

RE: Approval of Proposal for Breaks in the Irrigation Lines on Seabrook Road and Clusia Hedges

1 message

Rob Gresham <rgresham@revivallandscape.com>
To: Thomas Bradford <tgradford3@gmail.com>
Cc: Board TPPOA <board@tequestapinespoa.com>

Wed, Sep 11, 2024 at 11:52 AM

Thanks for the irrigation approval. Will get the repairs on the schedule.

As for the Clusia, I do have a few thoughts.

1. Clusia wants to get BIG, both tall and wide. The taller the hedge, the wider you have to let it grow. We already have to keep it trimmed pretty narrow to keep it off the sidewalk and about 2' off the aluminum fence (wide enough to walk behind) so that our POA hedge does not grow into residential property. **Letting it grow too tall will throw off this balance.**
2. The height we are cutting it at now does not require the use of ladders. Anything higher will not only take longer but also **increase the risk of injury as ladder falls are the #1 cause of WC injuries** in the US. Not impossible by any means, **we just try to eliminate the use of ladders whenever we can.**
3. Aesthetically, **I do like the Clusia trimmed to the height of the fence and walls but that is my personal preference.** Most of the residential properties have higher hedges or fences so I don't think privacy is an issue for most.
4. Overall, TPPOA has been running at break even for the past couple years, which is perfectly OK with me. As a resident, my goal is to keep costs in line for the Association while having control of the quality of our common areas. **If we do end up letting the hedges grow to 7', I would have to ask for a small increase just to keep me a breakeven.**

That's just me thinking out loud so let me know your thoughts....

Rob

From: Thomas Bradford <tgradford3@gmail.com>
Sent: Wednesday, September 11, 2024 10:21 AM
To: Rob Gresham <rgresham@revivallandscape.com>
Cc: Board TPPOA <board@tequestapinespoa.com>
Subject: Approval of Proposal for Breaks in the Irrigation Lines on Seabrook Road and Clusia Hedges

Rob:

Last night at our TPPOA Board meeting your recent proposal for repair of the two irrigation line breaks within the roots of Oak trees on Seabrook Road for \$1,000 was approved so you can proceed with the work and bill us upon completion.

In regard to the clusia hedges on both Seabrook Road and on Riverside Drive, the Board wants your crews to allow all clusia hedges to grow to a maximum height of 7' with a minimum of 6' when trimmed. However, before doing so, the Board would like for you to take this opportunity to make any comments or tell us about any concerns you may have in regard to this request for the Board to consider before you begin implementing the requested change. This is what we want, but if you see any problems or costs that we should be aware of, please let us know now so that we can adjust accordingly.

All the best,

Thomas G. Bradford

[44 Chestnut Trail](#)

[Tequesta, FL 33469](#)

Tele: 561.744.7640

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Tequesta Pines Property Owners Association

Scope of Work [See more on subsequent pages](#)

1. Create a document repository that is only accessible by username and password.
 - 1.1. The repository shall have folders that allow the website administrator to place documents within the folders.
 - 1.2. The list of folders includes but are not limited to: Contracts, Financials, Insurance Policies, Director Certifications, Director-interest Contracts, Conflict of Interest Contracts
 - 1.3. The site administrator shall be able to manage the folder hierarchy, e.g., add/rename/remove folders and add/rename/remove subfolders.
 - 1.4. The landing page (after user login) shall include the folder structure referenced above in addition to a section of text that summarizes the Association's Record Retention Policy. A link to the Board-approved Record Retention policy should also be included.
2. Create a "Sign-up/Log-in" feature on the home page
 - 2.1. New Users
 - 2.1.1. Allow a new user to create a new account with their email address being their user id.
 - 2.1.2. The user must create a password. Utilization of Wix's out-of-the-box account creation/password recovery features is preferred.
 - 2.1.3. A new user must include first and last name, address, and phone number to complete their account creation.
 - 2.1.4. A new user should have the ability to unsubscribe fo email communication when creating their account.
 - 2.1.5. Once their account is created, the user should be exposed to the additional content outlined in Section 1.
 - 2.2. Returning Users
 - 2.2.1. Once a user presents their credentials (email and password) they should be exposed to the additional content outlined in Section1.
 - 2.2.2. A user should have the ability to update their user profile. Thi includes but is not limited to changing their phone number, password, and subscription preference.
 - 2.2.3. If possible, a user should be able to change their email address.

2.3. User Management (Admin functions)

2.3.1. Delete user accounts

2.3.2. Create user accounts with a default password

2.3.3. Extract a list of user emails that have not unsubscribed

Discovery **This work has already been initiated as it is under the \$700 Board approval threshold.**

While researching your website's backend to determine the best way to achieve the above goals, I discovered that it was created on a platform that Wix has discontinued. To move forward, the website needs to be recreated in the updated platform.

Additionally, I suggest making the website more organized and easier to use. Rather than have everything on one page, which involves a lot of scrolling, I recommend creating separate pages for the various sections.

This needs to be the first step.



ADI won't be supported soon

It's time to switch to the Editor to continue editing smoothly and enjoy all the latest features. You can continue working here for now, but you'll have to switch next time.

Switch Now

Switch Next Time



Redesign Existing Website

\$500.00

Select

Steps to achieve goals **This is the work up for Board Approval on October 8, 2024 for \$1,500.**

1. Create a "members login" page accessible only to POA members with passwords.
 - Have a page where the files and documents are accessible with the password
 - The site administrator will be able to add or delete files as needed
 - Training on how to do this will be provided via Zoom or in person
2. New users will be able to create their login information to access the site
 - Members will have their profile page, which they can update and change as needed, i.e., email address, phone number, etc.
3. Admin will be able to access the information
 - Delete user accounts
 - Create user accounts with a default password
 - Extract a list of user emails that have not unsubscribed

-Continued on the next page -

4. A database will be created with the information that is entered and will be available to download and use as needed

Add new HOA/POA Requirements to the Website

\$1,500.00

Select

COMPLETION DATE

All work to be completed on or before December 13, 2024

Initial work can be started ASAP, including revamping the current website and incremental steps.

Item No.	Action Item	Comment	Status
1	Update website functionality to allow property owners to log in with username and password	Contract with The Marketing Works of Palm Beach to be review/dapproved at October Board meeting	In progress
2	Get clarity from Renee on the time frame of financial statements need to be posted on website		Open
3	Get clarity from Renee on what is encompassed by "Director Certifications"		Open
4	Identify Contracts		Open
5	Identify Financials		Open
6	Identify Insurance Policies		Open
7	Identify Director Certifications		Open
8	Identify Director-interest Contracts	Likely we have none. Compilation of contracts will confirm	Open
9	Identify Conflict of Interest Contracts	Likely we have none. Compilation of contracts will confirm	Open
10	Create electronic records for contracts		Open
11	Create electronic records for Insurance Policies		Open
12	Create electronic records for Financials		Open
13	Create electronic records for Director Certifications		Open
14	Create electronic records for Director-interest Contracts	Likely we have none. Compilation of contracts will confirm	Open
15	Create electronic records for Conflict of Interest Contracts	Likely we have none. Compilation of contracts will confirm	Open
16	Create notification to be mailed to all property owners		Open
17	Mail notification to all property owners		Open
18	Create record retention policy		Open
19	Upload documents to website		Open