

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

TEQUESTA PINES PROPERTY OWNERS ASSOCIATION BOARD OF DIRECTORS MEETING

Tuesday, December 10, 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 14 days prior to this meeting due to 2025 budget adoption being considered. Property owners receive a calendar of all Board meetings annually per Florida Statute and TPPOA covenant.*)
- 4. DISPOSAL OF UNAPPROVED MINUTES**
 - A. Minutes of Board Meeting on November 12, 2024.
- 5. PRESENTATION OF COMMITTEES & THE TREASURER'S REPORT**
 - A. Compliance Committee Report. (*Pat Gnieski, Secretary*)
 - B. Treasurer's Report. (*Marco Valdez, Treasurer*) (Review page 1& 2 of monthly financial report from Bookkeeper)
 - C. Architectural Review Committee (ARC) Applications. (*Marco Valdez, Treasurer*)
Note: ARC applications, if any, received on or before Friday, December 6, 2024 at 5:00 PM will be added to this agenda and posted in an amendment of this agenda on the TPPOA website not less than 48 hours prior to the December 10, 2024 Board meeting. Any other agenda items added or deleted will also be added or deleted not less than 48 hours prior to the December 10, 2024 Board meeting. The 2025 budget agenda item will not be deleted.
- 6. OLD BUSINESS**
 - A. FinCen Registration Reminder (*Thomas Bradford, President*)
- 7. NEW BUSINESS**
 - A. Review and Adoption of the 2025 TPPOA Budget. (*Marco Valdez, Treasurer*)
 - B. 2024 Tequesta Pines Luminaries Event on December 14th at 6:00 PM. (*Marco Valdez, Treasurer*)
- 8. COMMUNICATIONS FROM TEQUESTA PINES PROPERTY OWNERS**
- 9. ANY OTHER MATTERS & OPEN DISCUSSION BY BOARD MEMBERS**
- 10. NEXT MEETING** - Monthly Board Meeting: January 14, 2025 at 6:30 PM Via Zoom.
- 11. ADJOURNMENT**

THIS AGENDA ALSO CONSTITUTES A LEGAL NOTICE OF THIS MEETING.

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TEQUESTA PINES PROPERTY OWNERS ASSOCIATION BOARD OF DIRECTORS MEETING

Tuesday, November 12, 2024 at 6:30 PM

MINUTES

LOCATION: Video Conference Meeting via Zoom

1. CALL TO ORDER AND ROLL CALL

The meeting commenced at approximately 6:36 PM.

- √ Thomas Bradford, President
- X Pat Gnieski, Secretary
- √ Marco Valdez, Treasurer
- √ Richard Evan, Director
- √ = Present; X = Absent

2. APPROVAL OF AGENDA (*as is, additions, deletions or modifications*)

The Board unanimously approved the agenda as submitted

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.*)

The agenda was posted on the TPPOA website not less than 48 hours prior to the Board meeting.

4. DISPOSAL OF UNAPPROVED MINUTES

A. Minutes of Board Meeting on September 10, 2024.

The minutes of the Board meeting on September 10, 2024 were unanimously approved by the Board.

B. Minutes of the Board Meeting on October 8, 2024

The minutes of the Board meeting on October 8, 2024 were unanimously approved by the Board.

5. PRESENTATION OF COMMITTEES & THE TREASURER'S REPORT

A. Compliance Committee Report. (*Pat Gnieski, Secretary*)

There were no known compliance issues to be considered by the Board.

B. Treasurer's Report. (*Marco Valdez, Treasurer*)

Treasurer Valdez reported that 2024 budget revenues and expenditures were on track to end the fiscal year in keeping with the overall adopted budget.

C. Architectural Review Committee Applications. (*Marco Valdez, Treasurer*)

1. 47 Hickory Hill Rd – Pool
2. 47 Hickory Hill Rd– Fence
3. 94 Hickory Hill Rd – Fence
4. 52 Birch Place – Garage Door

All of the above listed ARC applications were approved unanimously by the Board with various adopted timelines for completion of the work depending on complexity of the work and any issues raised by the property owner, if applicable.

THIS AGENDA ALSO CONSTITUTES A LEGAL NOTICE OF THIS MEETING.

6. OLD BUSINESS (None)

There was no Old Business to come before the Board.

7. NEW BUSINESS

A. Preliminary Budget Discussions. (*Marco Valdez, Treasurer*)

Treasurer Valdez reviewed the proposed 2025 budget prepared by him with the Board and he focused on the minor changes being proposed to amend the 2025 budget in order to adjust to the 2024 budget realities, year to date, by shifting expenditure appropriations in or out of line items requiring more or less funds in 2025 to meet funding as deemed needed pursuant to his 2025 budget analysis and forecast. President Bradford was asked to contact the TPPOA insurance agent to attempt to secure a ballpark estimate in regard to any increase in 2025 insurance premiums. Overall, the proposed 2025 budget, expenditures and revenues, were the same in 2025 as in 2024, which will result in no change to the annual assessments. The result was a positive outcome with the next step in the process being formal adoption of the proposed 2025 budget to be considered at the December 10, 2024 Board meeting. Treasurer Valdez reminded all that Florida law required the December 10, 2024 Board meeting to be posted on the website not less than 14 days prior to the December 10, 2024 Board meeting since budget adoption was to be considered at that meeting.

B. Contracts for Board Review and Approval. (*Marco Valdez, Treasurer*)

1. Rust Tech Services
2. Bookkeeping Services (Michele Drake)
3. Revival Landscape Services

The Board unanimously approved each of the three contracts listed above and steps were taken to provide TPPOA signatures for each contract and for placement of each executed contract in the applicable Google Drive folder.

C. Consideration of Board Authorization for TPPOA Attorney to Proceed with Filing Foreclosure Action on Properties Located at 48 Wingo Street and 58 Woodland Drive. (*Thomas Bradford, President*)

The Board unanimously approved not moving forward at this time with foreclosure action for the above referenced properties until additional time has passed. Mr. Bradford was to inform the attorney of this decision.

8. COMMUNICATIONS FROM TEQUESTA PINES PROPERTY OWNERS

There were no communications from Tequesta Pines property owners.

9. ANY OTHER MATTERS & OPEN DISCUSSION BY BOARD MEMBERS

Bradford asked if it were known if Revival Landscaping was planning to do the tree trimming that earlier in the fiscal year the Board had requested that it be deferred to December of 2024. Mr. Valdez indicated he would check with Revival if this was on their to do list.

10. NEXT MEETING Monthly Board Meeting- December 10, 2024 at 6:30 PM Via Zoom.

11. ADJOURNMENT

The Board unanimously approved the meeting to be adjourned at 7:28 PM.

2025 Budget

Ordinary Income/Expense

Income	
4010 · Fee Income	
4030 · Assessment - Lots 20-222	70,644.00
4031 · Assessment - Lots 1-19	1,586.50
4040 · Interest Charges	150.00
4100 · Estoppel Fees	1,000.00
Total 4010 · Fee Income	<u>73,380.50</u>
4300 · Interest Income	1,500.00
Total Income	<u>74,880.50</u>
Expense	
6120 · Bank Service Charges	0.00
6140 · Landscaping	
6141 · Contract	34,000.00
6143 · Tree Trimming	4,800.00
6144 · Replacements	4,000.00
6146 · Irrigation Repairs	3,500.00
Total 6140 · Landscaping	<u>46,300.00</u>
6180 · Insurance	8,925.00
6230 · Licenses and Permits	100.00
6240 · Miscellaneous	0.00
6250 · Postage and Delivery	800.00
6260 · Printing and Reproduction	600.00
6268 · Community Relations	
Web Site	1,300.00
6268 · Community Relations - Other	1,500.00
Total 6268 · Community Relations	<u>2,800.00</u>
6270 · Professional Fees	
6280 · Legal Fees	7,930.50
6560 · Accounting	2,625.00
Total 6270 · Professional Fees	<u>10,555.50</u>
6300 · Repairs	
6305 · Repair supplies	
6310 · Outside Repair Contractor	2,000.00
Total 6300 · Repairs	<u>2,000.00</u>
6390 · Utilities	
6400 · Gas and Electric	1,650.00
Total 6390 · Utilities	<u>1,650.00</u>
6510 · Filing Fees	100.00
6580 · Supplies	
6600 · Office	50.00
6580 · Supplies - Other	300.00
Total 6580 · Supplies	<u>350.00</u>
6610 · Taxes	
6620 · Federal	700.00
Total 6610 · Taxes	<u>700.00</u>
6700 · Bad Debt Write-off	0.00
8000 · Reserve Funding	0.00
9000 · Capital Expenditures	0.00
Total Expense	<u>74,880.50</u>
Net Ordinary Income	<u>0.00</u>
Net Income	<u>0.00</u>
Reserves Funding	<u>0.00</u>
Final Net Income	<u>0.00</u>

TEQUESTA PINES

Luminaries

Food, Fun, and Festivities

SATURDAY, DECEMBER 14th

Lights on at 6:00pm

Host table on the east
side will be on
Poplar Rd

Host table on the west
side will be on
Dogwood Ridge

Any questions, please text Jennifer Boushie 561.310.1785

Rain Date: Saturday, December 21st