

# Jupiter Plantation Homeowners' Association, Inc.

Regular Board Meeting on November 19, 2024.

Meeting Minutes – **APPROVED 12/17/24**

## **ROLL CALL**

Quorum Obtained

Called to Order: 6:00 PM

Board Members Present: Mary Lou, President  
(Present) Bill Seng, Treasurer (via Zoom)  
Andrea Hurley, Secretary  
Gina Shipley, Director

Absent: Jose Llorens, Vice President

Association Management: Donna Tagg, LCAM, Community Association Manager for Capital Realty  
Advisors

### **1. Call to Order**

President Mary Lou called the meeting to order.  
Members present and via zoom.

### **2. Approval – Previous Meeting Minutes**

The Minutes from October 15, 2024 Board Meeting were reviewed by the Board. Andrea made a motion to approve, Bill seconded. All voted in favor.

### **3. BOD Reports**

President Mary Lou:

- The 2025 Budget is currently being prepared. A Board Workshop will be scheduled prior to the next Board meeting for discussion on the proposed budget prior to adoption of the Budget at the next regularly scheduled Board meeting on December 17th. Both meetings will be properly noticed to membership.
- There will be an email sent to all property owners from Enumerate. This email will instruct you to set up your account to access the secure website which includes financials, contracts, insurance information that is available to property owners only. You have 48 hours in which to respond to the email.
- There is a problem with the breaker box at the dock which keeps tripping especially with the King tides. The electrician has been notified to raise the breaker box in addition to remove the light from the flagpole and install a new light from the roof of the pool pavilion directed at the flag. Mary Lou suggested that solar lighting along the wall should be considered and she will investigate same.
- Volunteers are needed for the Nominating Committee to receive info and review applications from candidates who wish to run for the Board of Directors at the Annual Meeting and Election. If interested in serving on the committee, please email Donna.
- A date needs to be set for the Annual Meeting and Election and Mary Lou recommended that it be held January 21, 2025 which is the date that the Board meeting would normally be scheduled. All agreed.

Treasurer Bill Seng:

- Reported on the October financial report.
- It was recommended that the Budget meeting go ahead and be noticed to membership prior to the Workshop meeting so the Board is ready for Budget adoption on December 17<sup>th</sup>. (Note: Notice only needs to be 48 hours for both meetings.)
- Bill reviewed the Collections report and asked what units, if any, are rental units so a demand can be made on the rent, if necessary.

Secretary Andrea Hurley:

- Updated the Board on those residents that responded to the roof replacement letter. There are four (4) buildings without new roofs. Two (2) responded to the letter and two (2) did not. There needs to be discussion with the attorney to discuss the next step for those not responding.

Director Gina Shipley:

- Reported that ElectionBuddy will be serving as the new vendor for electronic voting for the Annual Meeting and Election. For those owners who have signed and submitted their consent forms, they will receive an email from ElectionBuddy to vote. You will be notified by the Association in advance to watch for the email which will be sent after the Final Notice of meeting is mailed.

**4. Manager's Report** –Donna Tagg:

A written report was provided to the Board and will be posted on the website. A Board member raised a concern about growth in one of the lakes where the fountain has been down. Management will contact the lake maintenance vendor but the growth appears to be eel grass coming from the bottom of the lake. Mary Lou added that letters will be going out soon to those property owners who need to repair/replace their fence.

**5. Old Business**

**Update to Welcome Package** – The package is being updated to incorporate the amendments to the documents and recent law changes.

**Update to Sales and Lease Application** – The rules portion is being updated to incorporate the amendments to the documents and recent law changes. The sales application should include the Electronic Voting Consent form and the Voting Certificate.

**EV Charging Station** – The Board reviewed an agreement prepared by the Association's attorney for the property owner requesting permission to install an EV Charger. The form was handed to the Chair of the ARC at the meeting for review and to the property owner requesting permission. Gina made a motion to approve the agreement to be submitted to the property owner for acceptance; seconded by Andrea and all voted in favor.

**Pressure Cleaning (RBK Bid)** – Two bids were received. This being a maintenance item and in order to get on a schedule as soon as possible, the Board choose the lower bid from RBK prior to the meeting. Gina made a motion to ratify the proposal from RBK to perform the pressure cleaning of the community-wide sidewalks and walkways in the amount of \$3,919.00; seconded by Andrea and all voted in favor.

**Drainage Issues** – There are several areas throughout the community that need to be addressed that are holding water and creating problems. All areas should be addressed at the same time. A meeting is being scheduled with the vendor who submitted a bid to discuss the issues and possible solutions to fix the problem areas.

**6. New Business**

**Paint Walls Around Office/Pool Area** – A bid from Thom the Painter was received in the amount of \$2,400.00 to prepare and paint both sides of the wall around the office/pool area. As this is a maintenance item, the work actually already started and should be finished this week. Gina made a motion to ratify the bid from Thom the Painter; seconded by Andrea and all voted in favor.

**7. Resident Forum**

- A resident raised further concerns about the drainage issues and explained that their issue appeared to be a down spout problem coming from the building. The owner was asked to send an email to management so that this area can be looked at during the walk-thru with the vendor.
- A resident raised a concern about residents parking in non-designated spots. The resident was asked to send a photo of the problem.
- A resident pointed out that while the pressure cleaning is taking place, the rocks at the entrance should be addressed.
- A resident wished to challenge a letter that was sent to him regarding the storage yard and distributed a letter he had prepared. The Board stated they would take it under advisement and get back to him.

Gina made a motion to adjourn the meeting; seconded by Andrea and all voted in favor.

The Board wished everyone a Happy Thanksgiving.

Time 6:47 pm.

Prepared and Respectfully Submitted by

Donna M. Tagg, LCAM  
Community Association Manager  
Capital Realty Advisors, Inc.