

# PARKVIEW POINT CONDOMINIUM

Volume 23 Issue 2

*Monthly Newsletter*

August 2024

## PARKVIEW POINT

7441 Wayne Avenue  
Miami Beach, FL 33141

### OFFICE HOURS

**Mon. - Thur.**.. 9:00 AM-5:00 PM  
**Friday** ..... 8:00 AM-4:00 PM  
**Lunch** ..... 1:30-2:30 PM  
**Sat.- Sun.** ..... Closed

### IMPORTANT #'S:

**Security** ..... 305-306-2615  
**Building Office** . 305-306-2638  
**Website**.. www.parkviewpoint.com  
**E-mail**... info@parkviewpoint.com

### BOARD MEMBERS

**President**..... Vuk Dinic  
**Vice President** .... Miguel Portu  
**Secretary** ..... Melissa Friedman  
**Treasurer** ..... Stephen Biondi  
**Director** ... Karmenchu Santana  
**Director** ..... Jacobo Pares  
**Director** ..... Crisenthia Miclat  
**Director** .....Rafaella Capozza  
**Director** .....Angelica Bapty

**Manager** ..... Gabriel Takata  
**Admin. Asst.** ..Maria T. Combellas



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## Board of Directors Meeting Minutes

Thursday, May 9, 2024 – Social Hall & Via Zoom - 7:00 P.M.

**Board Members Present:** Jacobo Pares, Karmenchu Santana, Crisenthia Miclat, Vuk Dinic, Melissa Friedman, Stephen Biondi, Miguel Portu  
**Castle Group:** Gabriel Takata LCAM Property Manager  
**Insurance Agents:** Kristie Gentile and Neil Schlusel, Risk Strategies Company  
**CALL TO ORDER 7:10 P.M.**

- 1) **ESTABLISHED A QUORUM, 7 out of 9 Board Members present - 7:10 pm.**
- 2) **APPROVAL OF PRIOR MEETING MINUTES 03/05/2024 (SPA#2) & 03/14/2024 (Windows Voting)**

Motion to approve meeting minutes for Board Meetings on 03/05/2024 and 03/14/2024 by Vuk Dinic, 2<sup>nd</sup> motion by Karmenchu Santana. **Motion unanimously approved 7:11 p.m.**

- 3) **INSURANCE RENEWAL 2024-2025**

Presentation by insurance agents Risk Strategies

### RENEWAL OPTIONS

| Coverage                                    | 2023 - 2024 Total Cost  | Option 1<br>Full Building Limits | Option 2<br>Full Building Limits | Option 3<br>\$5Million Wind sub-limit |
|---|-------------------------|----------------------------------|----------------------------------|---------------------------------------|
| Windstorm only                              | \$446,000.00            | \$608,081.00                     | \$599,054.00                     | \$525,000.00                          |
| Property (Excluding wind)                   | \$170,394.85            | \$155,404.00                     | \$155,404.00                     | Included Above                        |
| Boiler & Machinery                          | \$1,898.40              | \$2,631.30                       | \$2,631.30                       | \$2,631.30                            |
| General Liability                           | \$46,252.50             | \$51,555.00                      | \$68,113.50                      | \$68,113.50                           |
| Directors and Officers                      | \$3,586.32              | \$3,195.00                       | \$5,078.00                       | \$5,078.00                            |
| Crime                                       | \$1,586.11              | \$1,206.95                       | \$1,206.95                       | \$1,206.95                            |
| Cyber Liability                             | \$547.74                | \$560.55                         | \$560.55                         | \$560.55                              |
| Legal Defense                               | \$1,619.00              | \$1,719.00                       | \$1,719.00                       | \$1,719.00                            |
| Workers Compensation                        | \$5,949.00              | \$4,913.00                       | \$4,913.00                       | \$4,913.00                            |
| Umbrella                                    | \$8,694.91              | \$14,080.50                      | \$20,884.50                      | \$20,884.50                           |
| Flood                                       | \$23,838.00             | \$28,480.00                      | \$28,480.00                      | \$28,480.00                           |
| <b>Total Cost Excluding Flood Insurance</b> | <b>\$686,528.83</b>     | <b>\$843,346.30</b>              | <b>\$859,564.80</b>              | <b>\$630,106.80</b>                   |
|   |                         | <b>Option 1</b>                  | <b>Option 2</b>                  | <b>Option 3</b>                       |
| <b>Total Cost Including Flood Insurance</b> | <b>\$710,366.83</b>     | <b>\$871,826.30</b>              | <b>\$888,044.80</b>              | <b>\$658,586.80</b>                   |
|   | <b>Total Increase %</b> | <b>23%</b>                       | <b>25%</b>                       | <b>-7%</b>                            |

Risk Strategies went over renewal options and policies, Florida Insurance Market forecast and Insurance Market updates. The following points were mentioned:

- Many carries left the market after Surfside collapse.
- The insurance market is slowly getting better as new carriers are entering the market, having more competition and options for insurance coverage.
- Older buildings are experiencing bigger increases.
- Impact windows will reduce the wind's coverage policy by around 20-25%.
- Once the city provides with the 50 years recertification letter, the umbrella coverage can be modified to a lower cost.
- New laws in place as one-way attorney fee.

*Continued on page 2*

**Board Meeting (cont. from page 1)**

- General Liability accounts claims within 5 years; only one claim of slip and fall has been reported 2 years ago from apartment 15G.
- Equipment Breakdown includes mechanical failure due to power outage; FPL is not liable for these claims.

The board will analyze the renewal options and will respond to insurance agent no later than May 14, 2024.

**Motion Tabled 8:02 p.m.**

**4) 60 YEARS RECERTIFICATION**

The building was built in 1964, the recertifications are due 40 years after the built, and consecutively every 10 years.

2004 – 40 years recertification passed on 2009

2014 – 50 years recertification, passed on 2021: the city did not provide the recertification letter due to noted violation on the seawall and pool deck; the Association is working on correcting the violations, as the seawall project has been completed.

2024 – 60 years recertification due.

Engineers’ updated proposals received by:

- The Falcon Group \$18,000
- S&D Engineer & Construction \$17,850
- Inspection Engineers \$13,000

Motion to approve Inspection Engineers for the 60 years recertification by Vuk Dinic, 2<sup>nd</sup> motion by Miguel Portu.

**Motion unanimously approved 8:09 p.m.**

The inspections will be performed according to the requirements of Miami Dade and Broward County section 8-11 (f) of the building code. Please be aware that there are new requirements in reference to the structural foundation information, roof details and electrical thermographic testing. Please see our statement of qualifications and letter of references.

**Phase one: site Inspections and engineer reports**

As mandated by Miami Dade and Broward County, 60-year recertification inspections (and now 30 years) must be performed by two P.E. licensed engineers, one structural and one electrical, and a roof G.C. specialist. We will perform all inspections necessary for all the structures of the building, including electrical, roof, and safety. The

inspections will cover the following:

- **Structural:** Review all structural elements of the building. As an additional service, we will provide a summary list of the deficiencies found to be in need of repair (this is used in the invite for contractors to bid). We have learned that the city now requires an intensive invasive procedure to verify the structural conditions of the foundation (GPR testing). In an effort to assist the association save some money, we will excavate a section of the foundation (about 2 to 3 inches) to show that there is no distress or structural damage to the foundation of this building. We believe this will suffice to meet the requirements instead of performing a GPR (ground fault penetration test) which is very expensive, for this building most likely in excess of \$10,000. We have a reduced fee of \$800 for this task.
- **Roof:** provide repair or replacement conditions – review existing conditions to determine if partial repairs or total replacement are necessary. If the roof is in good condition then we will issue a passing grade report and no repairs will be required. These new requirements include a detailed description of the structural underlayment of the roof and useful life indication. The fee for this task is \$800.
- **Electrical (with illumination):** Review of all parking areas and all exterior common areas at night. We will also review a sample of existing panels, distribution, amperage service, etc. If the illumination test fails, photometrics design and calculations will be required for a separate fee, \$2,800. The new thermographic testing requirements include testing all panels and distribution for the electrical

*Continued on page 3*

**Board Meeting** (cont. from page 2)

building recertification. We can perform this testing for a reduced fee of \$3,200, plus \$400 for the certified electrician. There are only a few certified engineers that have this equipment and they are charging an excess of \$8,000.

- **Safety:** Review of all alarms, exit signs, means of egress, etc.

Two sets of reports for the 60 year recertification, one structural and one electrical, each signed and sealed will be provided as needed to submit to the city building department. Please be aware that two engineers must sign and seal the documents, one electrical P.E. and one structural P.E. Otherwise, the reports will not be approved by the building officials. The structural inspections also include some interior inspections. We will need access to 10 units with the assistance of authorized personnel. We estimate 45 days to complete the initial inspections and provide the final reports. We will assign a team with a professional engineer (structural), a roof specialist, C.G.C., and one assistant engineers.

We will also provide a separate report to the association with more detail of repairs needed including the summary of deficiencies, budget estimate, and photographs with descriptions. At that time, if repairs are needed, we will write a letter to the city indicating that we have been hired as engineers of record to assist with the building's concrete restoration and recertification.

**Bidding**

Once the reports are reviewed and discussed, we will prepare a bid package that includes:

- Prepare a bid package with repair estimates, specifications, and a letter of invitation to send to at least 4 qualified contractors.
- Perform a walkthrough of the building with the contractors to review the scope of work.
- Once all bids have been received by the Association, we will review them and provide our recommendations to the board.
- Assist the board in final negotiations to select a final contractor.

**Phase Two: Supervision of repairs**

Once a contractor has been selected, we will negotiate a flat fee for the supervision of all repairs according to the following scope of work:

- Register as Special Inspector with the building department.
- Provide documentation required for the contractor to obtain a permit. If building elevation drawings (in

C.A.D. format) are required to obtain a permit, we will provide this for a fee of \$1,600.

- Perform 2 to 3 inspections per week depending on the work in progress and the schedule agreed upon with the contractor.
- Provide a written report with photographs and quantities of repairs performed by the contractor during the two weeks of work. Provide a monthly report to the City.
- Keep a log book on-site to be signed by engineers each visit and reviewed by the city building officials.
- Review all requisitions of payment and any change orders submitted by the contractor and approve after site verification.
- Provide partial sign-off letters on areas and repairs as completed.
- Provide a final letter to the city in order for the contractor to close the permit(s).

**Summary of Fees**

Structural, Electrical, and Safety: \$7,800

Foundation (new requirement): \$800

Roof: \$800

Thermographic testing: \$3,200 + \$400 = \$3,600

The total fee for the 60th year building recertification is \$13,000.

**5) LOAN AMORTIZATION**

As per loan documents, the bank offers to Association to amortize the loan balance twice a year; depending on full payments received. The amortization of the loan consists of paying a balance towards the principal, saving on interest to be paid and reducing the monthly payments; the terms of the loan remains the same. Prior meeting was scheduled with the finance committee to go over the proposed amortization amount.

The Association closed the loan with the amount of \$9,444,714.04; estimated monthly payments with the amount of \$74,050.24. Upon receiving full paid off balance from units, the loan was amortized with the amount of \$844,714.04 towards the principal on 04/25/2024 prior the first payment due on 05/01/2024. The loan balance was reduced to \$8,600,000, reducing the estimated monthly payment to the amount of \$67,448.46.

- Loan Balance: \$9,444,714.04 (Loan Closed out 03/14/2024)
- Monthly Payment: \$74,050.24 (Starting 05/01/2024)
- Amortization: \$844,714.04 (04/25/2024 paid to principal)
- Loan Balance: \$8,600,000
- New Monthly Payment: \$67,448.46 (Starting 05/01/2024)

*Continued on page 4*



**Board Meeting (cont. from page 3)**

Estimated Loan Payments vs. Monthly Collections.

- \$67,200 (\$8,600,000 Loan Balance Monthly Loan Payments)
- \$69,710.31 (SPA1 and SPA2 estimated monthly Collections)
- \$2,510.31 Monthly surplus sufficient to cover delinquent accounts.

Motion to ratify approval for amortize the loan balance with the amount of \$844,714.04 paid towards the principal of the loan by Vuk Dinic, 2<sup>nd</sup> motion by Miguel Portu. **Motion unanimously approved 8:14 p.m.**

**6) WINDOWS PROJECT UPDATE – Bidding phase update**

S&D provided to the contractors with the bidding package and went over requirements.

A pre-bid meeting took place on Wednesday April 24th, 2024, at 2:00 PM at site and all bids are due by Friday May 10th, 2024.

Bidders:

- GIG
- Infinite Windows
- My Florida Windows

**7) ELEVATOR – Project update & work orders.**

The Elevator #1 is constantly getting stuck in some floors and shaking of the cabin has been reported to management. Upon inspection by maintenance contractor, Motion Elevators, the following work orders were proposed:

- Replace existing roller guides with new - \$4,865.
- Replace existing hoistway door hanger rollers with new (all 16 landings) - \$3,941.
- Replace existing door operator with new GAL door operator - \$11,580.

The board will meet with Motion Elevators to go over scope of work and action.

**8) R LINE – A/C INVESTIGATION RETURN LINE**

The apartment 1R has reported issues with their A/C in the following dates:

- 08/04/2023
- 08/18/2023
- 11/10/2023
- 12/16/2023
- 01/15/2024
- 03/29/2024
- 04/10/2024

Navas and S&K has served the unit several times. The hoses have been replaced as well within a short time frame, as it keeps getting scales build up.

Paul from S&K proceeded clean the return main line of the building with chemicals and snake from the first floor to the 2nd floor, leaving that portion clean of scales. A week after completion, 1R is reported issues with their A/C unit.

**HVAC System. How does it works?**

The domestic water goes directly to the cooling towers, from there “Cold Water” goes down to the Pumps, then Water

Treatment, then the cold water goes UP to each unit through the raisers.

Raisers: there are two lines passing through each A/C Closet: the cold-water supply, and the return line. The pumps provide pressure “up” to both lines. Supply cold water line caps at the top, Return Line caps at the bottom. Both lines directions are up. The return line goes to the cooling towers and follows the same procedure.

- The return line gets wider as it goes up.
- Each A/C unit has two hoses: one connected to the supply line, one connected to the return line.
- Each A/C unit received cold water through the supply line and return hot water to the return line.
- Scales: the buildup of a white, chalk-like substance that forms where water collects or where water is dispensed. Scale is most often a problem when water is heated.

**Action Plan:**

- 1-*Re-pipeline R (return) from 1st to 3rd Floor: Navas proposal with the amount of \$2,950 accepted.*
- 2-*Water treatment scales prevention.*

**9) COOLING TOWERS WATER TREATMENT PROPOSALS**

Manager presented proposals from Nalco Water and Clean Water for water treatment, specifically addressing the scales build up on the A/C units.

**Nalco Water**

- ANNUAL PROGRAM PRICE = \$6,000
- Monthly Cost- \$500.00
- Installation Fee (One Time) \$750.00

All new water treatment bleed and feed equipment to deliver a 4 chemical system to help control the buildup of existing scale and the growth of new scale and corrosion in the cooling tower loop. We will also use a dual biocide feed to control the microbiological and algae growth in the cooling tower system. Our staff will conduct monthly service visits and chemical refills and submit an electronic analysis report of all findings. The equipment will be maintained by our service technicians and if the need arises faulty equipment will be replaced at no charge.

**Board Meeting** (cont. from page 4)

**Clean Water**

- ANNUAL PROGRAM PRICE = \$4,020 (current) + \$4,548 (proposed addition) = \$8,568
- Monthly Cost - \$335 (current) + \$379 (proposed addition) = \$714
- Installation Fee (One Time) \$799

Clean Water is proposing a water softener system. Adding a water softener will reduce the blowdown of your towers by up to 30% and give your system the best condition possible, including no calcium buildup within your pipes and entire system including the towers' honeycombs by completely removing all hardness from the water at the makeup. The water softener does require salt which would be the responsibility of Parkview Point.

Currently, we have our standard kit installed which includes our electrochemical catalyst for corrosion + scale control, our catalyst is rated to handle up to 20 m3/hr, and our sand filter which can filter up to 30 m3/hr. It is important to remember that our system is installed in a loop, meaning the water is flowing through it repeatedly. Our system also includes a conductivity meter, a biocide feeder, and a solenoid valve for the towers blow down.

The proposal comes with an additional cost of \$799 + tax (one time installation) and additional \$379 + tax monthly expense.

Motion to approve Nalco Water for Cooling Towers water

treatment services by Stephen Biondi, 2nd motion by Miguel Portu. **Motion unanimously approved 9:17 p.m.**

10) **MOTION to open agenda item addressing Violations by Vuk Dinic, 2<sup>nd</sup> by Miguel Portu**

Violations noted as follow:

1 - Violation: Trash Disposal

Unit 2H Harrington Tribal LLC

Incident date: Saturday 03/23/2024

Comments: Disposal of mattress on the loading dock

Resident in apartment 2H disposed a mattress in the loading dock, ignoring the instructions from our team.

**XIII. Loading Platform**

The loading platform is for use by residents in transferring large items in or out of the building, and through the freight elevator only. It is available only between the hours of 9:00 am and 5:00 pm Monday through Fridays, no weekends or holidays, except with specific permission from Management.

**XXII. Trash Disposal**

4. Arrangement for the disposal of large bulky items such as sofas, beds, chest or other large furniture items as well as TV sets and other major appliances must be done through the Association Office in advance of discarding such items. A disposal fee will be charged. It is prohibited to dispose of these items by leaving them in the trash or storage rooms or other common areas of the building

*Continued on page 6*

**WANTED**  
**PRINT JOBS**  
*anything that puts ink on paper*

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Denizens | Businesses  
 Club Promoters | Schools  
 Restaurants | County | City  
 Celebrations • Obit Books • Biz Cards  
 Promo Materials • Brochures  
 Announcements • Posters-Banners  
 Vehicle Wraps

Condo/HOA Services  
 Residential or Commercial  
 Voting/Election Packages  
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**FEATURED PROPERTIES**



10261 E Bay Harbor Dr #301  
 (Boat slip inc.) 2 B/ 2.5BA,  
 1960 sqft \$2,850,000

9341 E. Bay Harbor Dr #PH 7-D  
 2B/2.5BA, 1510 sqft  
 \$670,000

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**Board Meeting (cont. from page 5)**

**2-Violation: Common Areas damage.**

Unit 5P Amando Carazo  
 Incident date: Sunday 03/24/2024 at 8:40 p.m.  
 Comments: Common Areas damages

Resident in apartment 5P threw up vomit in the hallway carpet pertaining to the 5th floor common element.

**IX. Occupancy: Uses and Restrictions**

4. Unit owners are responsible for any damage to the common elements, or limited common elements caused by themselves, their pets, family, guests, visitors, servants, tenants, agents, or any other persons or animals who are on the Condominium property because of said unit owner.

**XI. Common Elements**

16. Owners are responsible for damages to common elements caused by their actions or those of their tenants, guests, visitors, agents, contractors or other persons working for them.

**Violation: Trash Disposal**

Unit 2P Frank David Castillo Martinez  
 Incident date: Monday 03/25/2024 at 2:00 p.m.  
 Comments: Disposal of large carpets in the trash room.

Renters in apartment 2D disposed large carpets in the trash room.

**XXII. Trash Disposal**

4. Arrangement for the disposal of large bulky items such as sofas, beds, chest or other large furniture items as well as TV sets and other major appliances must be done through the Association Office in advance of discarding such items. A disposal fee will be charged. It is prohibited to dispose of these items by leaving them in the trash or storage rooms or other common areas of the building

**3-Violation: Speeding**

Unit 1A Franklin Dario Bermeo Grajales  
 Incident date: Tuesday 03/26/2024 at 3:30 p.m.  
 Comments: Speeding and driving recklessly

Resident Kelly Susana Chaverra Bustamante in apartment 1A was speeding in the parking lot, putting at risk the residents.

**XIV. Parking**

12. Persons (including valets) speeding or driving recklessly in the parking lot and/or garage will be fined

at the on-going rate.

Motion to approve fine for all four(4) noted violations by Crisenthia Mielat, 2nd motion by Melissa Friedman.  
**Motion unanimously approved 9:22 p.m.**

**ADJOURNMENT**

Motion to adjourn by Stephen Biondi, 2nd motion by Vuk Dinic

There being no further business to discuss, the meeting adjourned at 9:23 p.m.

Minutes approved by:

Print Name: Melissa Friedman Signature: Melissa Friedman  
 Title: Secretary Date: 6-13-2024

| Proposed plans - Front Entrance | Cts. | Estimated Cost      |
|---------------------------------|------|---------------------|
| Podocarpus 7g                   | 396  | \$ 6,138.00         |
| Green Island Ficus 3g           | 1160 | \$ 5,800.00         |
| Fire Bush 7g                    | 720  | \$ 18,000.00        |
| Sea Grape 3g                    | 700  | \$ 4,200.00         |
| Roebellenii Triple 6'           | 3    | \$ 375.00           |
| <b>Total</b>                    |      | <b>\$ 34,513.00</b> |

| Proposed plans - Pool                | Cts. | Estimated Cost     |
|--------------------------------------|------|--------------------|
| Christmas Palms 12'-14' (set of 2-3) | 5    | \$ 1,000.00        |
| Sabal Palms                          | 4    | \$ 1,300.00        |
| Green Island Ficus 3g                | 150  | \$ 750.00          |
| Cocoplum 7g                          | 80   | \$ 1,400.00        |
| Ligustrum 8'                         | 2    | \$ 300.00          |
| Roebellenii Triple 6'                | 3    | \$ 375.00          |
| <b>Total</b>                         |      | <b>\$ 5,125.00</b> |

| Sod & Soil   | Cts.    | Estimated Cost     |
|--------------|---------|--------------------|
| Sod Pallet   | 9       | \$ 2,250.00        |
| Soil         | 46 Tons | \$ 2,990.00        |
| <b>Total</b> |         | <b>\$ 5,240.00</b> |

| Plants Delivery                         | Estimated Cost   |
|---|------------------|
| Estimated Cost Sod delivery             | \$ 250.00        |
| Plants delivery no charge Soil delivery | \$ 700.00        |
| <b>Total</b>                            | <b>\$ 950.00</b> |

| Labor                    | Estimated Cost      |
|--------------------------|---------------------|
| Labor Planting           | \$ 19,242.00        |
| Sod Installation         | \$ 450.00           |
| Leveling Ground          | \$ 540.00           |
| Sod Removal              | \$ 300.00           |
| Buttonwood Removal       | \$ 250.00           |
| Ixora Removal            | \$ 50.00            |
| Cotton Removal           | \$ 75.00            |
| Ruellia Removal          | \$ 75.00            |
| Cap Rock Removal         | \$ 400.00           |
| Coco Plum removal        | \$ 100.00           |
| Ligustrum Hedges Removal | \$ 250.00           |
| Replanting Croton Mamey  | \$ 441.00           |
| Estimated Taxes          | \$ 3,055.71         |
| Soil Labor               | \$ 2,760.00         |
| <b>Total</b>             | <b>\$ 27,988.71</b> |

| Inrrigation                          | Estimated Cost      |
|--------------------------------------|---------------------|
| Center Island Irrigation Restoration | \$ 3,038.00         |
| Along the Seawall                    | \$ 6,211.21         |
| Back of the Pool                     | \$ 3,648.70         |
| Back of the Building                 | \$ 3,871.01         |
| Additional Estimated / Contingency   | \$ 4,000.00         |
| <b>Total</b>                         | <b>\$ 20,768.92</b> |

|                        |                      |
|------------------------|----------------------|
| Estimated Total        | \$ 94,585.63         |
| Contingency            | \$ 5,414.37          |
| <b>Budgeted Amount</b> | <b>\$ 100,000.00</b> |

# Annual Meeting and Election of Directors of Parkview Point Condominium Association Meeting Minutes

**Wednesday, May 15, 2024 – Social Hall of Parkview Point - 7:00 P.M. Chairperson:** Gabriel Takata LCAM  
Property Manager, Castle Group

## 1) Appointment of Inspector of Elections.

Vuk Dinic appointed PM Gabriel Takata as Inspector of Elections – **7:01 p.m.**

Chapter 718, Florida Statutes ("Condominium Act"), required any eligible person who desired to be a candidate for the Board of Directors to provide written notice to the Association of their intent to run not less than forty (40) days prior to the scheduled election. In response to this deadline, ten (10) candidates provided notice that they wished to run for election for the nine (9) open Director positions. Accordingly, voting procedures will follow as noted in the "Second Notice of Annual Meeting and Election of Directors of Parkview Point Condominium Association".

The following (in alphabetical order) have had their names placed into nomination.

- Bapty, Angelica
- Biondi, Stephen
- Capozza, Rafaella
- Dinic, Vuk
- Friedman, Melissa
- Gonzalez, Joanna
- Miclat, Crisenthia
- Pares, Jacobo
- Portu, Miguel
- Santana-Chorens, Karmen

## 2) Election of Directors

As the first order of business at the election meeting the ballots. All ballots, whether submitted prior to the election or turned in at the election must be handled to volunteers' members from the membership (2-4) counting the ballots at the election meeting. The volunteers' members counting the ballots must not include current board members or their spouses, officers or their spouses or candidates for the board or their spouses. Pm Gabriel Takata appointed volunteers counting the ballots as follow:

- Dorothy Baier
- Anyta Costales
- Beatriz de Nogales
- Eva Don

Counting the "Outer Envelopes" - Anita & Beatriz de Nogales

- Must check the signature and unit identification on the outer envelope against a list of qualified voters.
- Manager provided with "Voters Registration" list.
- When the voter's name is found on the list, the voter's name is checked off as having voted.
- Any outer envelope not signed by someone on the list of eligible voters is marked "disregarded" and any ballots inside it are not counted.

## 3) Certifying Quorum – Call to Order

No quorum is necessary for the election of Directors; however, at least twenty (20%) percent of the eligible voters must cast a ballot in order to have a valid election.

- A total of 50 "Outer Envelopes" were received prior the meeting, and additional 8 received prior the first "Outer Envelope" was opened.
- A total of 58 "Outer Envelopes" received confirmed by Anyta Costales, second reviewed and confirmation by Beatriz de Nogales.
- A total of one (1) "disregarded"

20% of eligible voters would be 49 voters. Here 57 "Outer Envelopes" were obtained, thus passing the 20% voting threshold. Confirmed and acknowledge.

## Quorum Met by received "Outer Envelopes" 7:17 p.m.

- Counting Ballots – Dorothy Baier and Anyta Costales
- Inner Envelopes verified by Eva Don
- After all the envelope information has been verified and the eligible voters' names checked off the roster, the outer envelopes may be opened.
- As soon as the first outer envelope is opened the polls must close and no more ballots may be accepted.

## First Ballot Opened – 7:18 p.m. – Closed polls, counting in process.

Manager provided Dorothy Baier and Anyta Costales with "Election Tally Sheet."

- The inner envelopes are first removed from the outer envelopes (that were not disregarded) and placed in a receptacle. Then the inner envelopes are opened, and the ballots are removed and counted in the presence of the unit owners.
- Any inner envelope containing more than one ballot is marked "disregarded" and the ballots contained inside are not counted. All envelopes and ballots, whether disregarded or not, must be retained with the official records of the association.

## 4) Proof of Notice of Meeting – 7:20 p.m.

"First Notice of Annual Meeting and Election of Directors of Parkview Point Condominium Association" - Email blast to unit owners sent on March 5, 2024.

"Second Notice of Annual Meeting and Election of Directors of Parkview Point Condominium Association".

- Email blast to unit owners sent on April 23, 2024
- Mailed to unit owners sent on April 30, 2024

## 5) Reading and disposal of unapproved minutes – N/A

## 6) Reports of Officers – N/A

## 7) Reports of Committees – N/A

## 8) Unfinished Business – N/A

## 9) New Business



**Annual Meeting (cont. from page 5)**

**Elections results as follow:**

- Bapty, Angelica (41)
- Biondi, Stephen (56)
- Capozza, Rafaella (43)
- Dinic, Vuk (54)
- Friedman, Melissa (46)
- Gonzalez, Joanna (31)
- Miclat, Crisenthia (47)
- Pares, Jacobo (47)
- Portu, Miguel (44)
- Santana-Chorens, Karmenchu (55)

**2024-2025 Elected Board of Directors**

- Bapty, Angelica
- Biondi, Stephen
- Capozza, Rafaella
- Dinic, Vuk
- Friedman, Melissa
- Miclat, Crisenthia
- Pares, Jacobo
- Portu, Miguel
- Santana-Chorens, Karmenchu

**Announced by PM Gabriel Takata – 7:50 p.m.**

**10) Adjournment – 7:52 p.m.**

Immediately following the Annual Meeting, the organizational meeting of the Board of Directors will be held for the purpose of electing officers of the Association and such other business as may lawfully be conducted.

1. **Certifying quorum** - 9 out of 9 Board members present: **7:52 pm**
2. **Call to Order: 7:53 pm**
3. **Proof of Notice of Meeting: 7:53 pm**

**4. New Business - Elect Officers.**

RD Jim Koslosky, Castle Group went over procedures – 4 Officers position: President, Vice President, Treasurer & Secretary.

**President**

Motion by Karmenchu Santana to nominate Vuk Dinic as President, 2<sup>nd</sup> Motion by Miguel Portu – Vuk Dinic accepted position as President – **7:54 pm**

**Vice President**

Motion by Vuk Dinic to nominate

Miguel Portu as Vice President, 2<sup>nd</sup> Motion by Karmenchu Santana – Miguel Portu accepted position as Vice President – **7:55 p.m.**

**Treasurer**

Motion by Vuk Dinic to nominate Rafaella Capozza as Treasurer, 2<sup>nd</sup> Motion by Miguel Portu – Rafaella Capozza mentioned she will need to check with her work, as her firm does not allow associates to hold treasurer positions – Motion Tabled **7:57 p.m.**

**Secretary**

Motion by Miguel Portu to nominate Melissa Friedman as Secretary, 2<sup>nd</sup> Motion by Jacobo Pares – Melissa Friedman accepted position as Secretary – **7:59 p.m.**

**5. Adjournment**

There being no further business to discuss, the meeting adjourned at 8:00 pm.

Minutes approved by:

Print Name: Melissa Friedman

Signature: Melissa Friedman

Title: Secretary

Date: 10-13-2024

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