

Cape Haze Resort B 3/5 Condominium Association, Inc

Board of Administration

11 April 2018, at 1:00 PM, EDT

Cape Haze Resort Clubhouse

APPROVED – 1 October 2018

Members Present: Pete Travers, President
 Mark Watkins, Vice-president
 Joan Herity, Secretary-treasurer

Others Present: Clark Gillaspie, Association Manager
B3/5 Unit Owners: Eleven Owners
Observers: Tom Rogers, President of C7/9

I. Confirmation of Action Taken at the Joint Session (see IV below)

Prior to calling the meeting to order, Pete Travers restated administrative action taken during the joint session with other Boards at 0900 on 11 April 2018:

- David Baran, secretary-treasurer, was declared ineligible to serve on the board since he was no longer a unit owner
- Ken Maloof, president, submitted his resignation effective immediately
- Pete Travers, having received expressions of interest in serving on the B3/5 Board from Mark Watkins and Joan Herity, appointed them to the Board until the elections at the 2018 Annual Meeting.

II. Determination of a Quorum

Mr. Gillaspie advised a quorum was present.

III. Certification of Notice of Meeting

Mr. Gillaspie gave certification that the meeting had been properly noticed.

IV. Call to Order

The meeting was called to order by Pete Travers acting as chair at 1305.

V. Approval of Minutes

The minutes of the meeting on 12 February 2018 were reviewed.

ACTION: Upon motion duly made and seconded, the minutes were approved.

VI. Old Business

a. Air Conditioning Enclosures

The Association board presidents instructed Clark Gillaspie to move ahead with this and a contractor has been engaged to provide the enclosures with the

handyman installing them. The “awning” structures covering the units must be installed as nearly as possible to assure uniformity, although there is some difference among the 18 pairs of these that will require some additional decisions about their installation. The cost of the enclosures is a line item in the 2018 budget, but there has been an oral indication from the developer that the cost of these enclosures could be borne by the Community Association.

ACTION: Mark Watkins was assigned to work with Clark Gillaspie regarding decisions about the “awning” structures. Pete Travers will work with other board presidents to clarify the developer’s offer to have the Community Association bear the cost.

b. Garbage Enclosures

The handyman has adjusted the latches, but further stabilization may be necessary.

ACTION: The Board agreed to remove replacement of the garbage enclosures from the 2018 budget and to task the handyman with further stabilization, monitoring and adjustment of the enclosures.

c. Roof Access (information only)

Clark Gillaspie reported that we have one contractor bid in excess of \$5,000 for each roof. Other quotes are being sought.

d. Paving in front of building 3 (information only)

While three companies have promised quotes for this work, none have provided quotes. The handyman will therefore undertake the work and the expected timeline for completion is one month. There was a question about paving the shell-paths around the pond, but paving is not being considered as part of the 2018 budget.

VII. New Business

a. Resignation of the Association Manager

Clark Gillaspie announced his resignation effective 30 June 2018. Qualifications for the position of Association Manager were discussed.

ACTION: Mark Watkins was appointed from our board to join representatives of other boards in seeking and interviewing candidates for our Association Manager and making timely recommendations.

b. Ad hoc committee assignments

The president appointed the following board members:

Committee to study the developer’s offer of purchase – Joan Herity

Committee to review the rules & regulations – Mark Watkins

c. Communication with unit owners

There was discussion of the need for the board to communicate more actively with unit owners. This included posting officer contact information and gathering from owners voluntarily email addresses to promote direct communication. The latter would be part of a general communication to unit owners by the end of next week.

ACTION: Upon motion duly made, seconded and unanimously passed, Clark Gillaspie was tasked with placing in the bulletin board next to the elevator a list of board members to include their name, office, phone numbers and email addresses.

There was further discussion regarding the need for communications equipment in the Clubhouse for meetings held there.

ACTION: Pete Travers will discuss the options for this with Clark Gillaspie and report back to the board.

d. Election of Officers

By consensus of the board and without a formal election the board officers were determined:

Pete Travers	President
Mark Watkins	Vice-president
Joan Herity	Secretary-treasurer

VIII. Other Business (Member Comments)

There was discussion about the Cape Haze Resort web site and its role in disseminating information to unit owners. The discussion was wide-ranging and included content, security, and management issues. The option of having a college student rewrite the HTML code for the site – after specifications have been determined – as part of the student’s college course work was entertained.

ACTION: Pete Travers will work with Clark Gillaspie to gather information about the site and discuss options for achieving the functionality the board and other members present discussed.

IX. Next Meeting of the Board

The next meeting of the Board will be 14 August 2018. The Annual Meeting is scheduled for 10 November 2018.

X. Adjournment

Upon motion duly made, seconded and unanimously passed, the meeting was adjourned until 14 August 2018.

Prepared by Pete Travers