

CAPE HAZE RESORT COMMUNITY ASSOCIATION

Minutes of the Board

October 16, 2018

Approved November 10, 2018

- I. **Quorum:** Board members present were Mark Watkins, Robert Baran, Richard Bolles, Pat Reilly and Pete Travers. A quorum was declared. Also present were Bridget Spence, Rob Edgington and Scott Diamond of Casey Condominium Management. **Guest:** Larry Bowie.
- II. **Certification of Notice:** Notice posted appropriately.
- III. **Call to Order:** The regularly scheduled meeting was called to order by Mark Watkins at 10:00 A.M. Eastern Daylight Time.
- IV. **Approval of Minutes**
MOTION: Upon motion duly made and seconded, the reading of the minutes of the previous (September 18, 2018) meeting was waived and the minutes were unanimously approved without modification.
- V. **Action to Fill Board Vacancy**
Richard Bolles nominated Larry Bowie to be appointed to fill the vacancy left by the resignation of Frank Giordano.
ACTION: Upon the unanimous affirmative vote of the Board, Larry Bowie was appointed to the board to fill the unexpired term of Frank Giordano.
- VI. **Financial Report and 2019 Budget**
Bridget Spence discussed the financial status of the Association at the end of September, 2018. Specific items included:
 - The administrative costs of the purchase of developer's land and rights have come from operating funds, not from reserves
 - Special assessment: Bills to unit owners have been sent
 - Administrative costs associated with the land purchase will result in a 2018 budget deficit for the Association to be covered by prior years' operating surpluses
 - Operating cash at the end of the third quarter was approximately \$2,354.
 - Bridget Spence will investigate the September 2018 invoice from Becker for its legal services in the amount of \$3,574.

Bridget reviewed the 2019 budget for the Association.

- Questions about amounts budgeted for electricity and for reclaimed water will be investigated; a line item in grounds maintenance for reclaimed water will be added.

- Insurance: Advanced Insurance and Atlas Insurance are the companies with which we work. We have a new agent since our former agent retired. Additional insurance to cover the property the Association purchased has been bound, but the exact cost has not been determined.
- Many of the changes in the 2019 budget compared to the 2018 budget are due to changes in line item categories

MOTION: Upon motion duly made and seconded the draft budget discussed at this meeting was unanimously approved to be sent with second mailing for the annual meeting.

VII. Update on Rules & Regulations

There was extensive discussion about several provisions in the draft rules including:

- Parking for motorcycles and trailers (revisions made)
- Parking in open areas (revisions made)
- Smoking (revisions made)
- Permitted grilling equipment (revisions made)
- Garage dehumidifiers (resort-wide exception to the rule pending management investigation of plumbing options)
- Bicycles (new section added)
- Renter registration (Bridget Spence to draft additional language)
- Enforcement of the rules and regulations

ACTION: Pete Travers will incorporate the revisions into a revised draft and circulate it to the Board as well as post the revised draft on the web site.

VIII. Annual Meetings

A. Meeting conduct

A Board: There will be an election of directors; Bridget Spence will conduct the meeting

B Board: No election is necessary; Pete Travers will conduct the meeting

C Board: No election is necessary; Richard Bolles will conduct the meeting

Community Association Members:

Mark Watkins will conduct the meeting

Community Association Board:

Mark Watkins will conduct the meeting

B. Informational Meeting

- The meeting is scheduled to last 2 hours
- Mark Watkins will moderate the meeting
- Board members are encouraged to assist throughout the meeting
- Bob Baran will assist with budget questions
- Pete Travers will assist with web site and communications questions as well as questions about the rules and regulations
- Richard Bolles will assist with questions about recreational facilities

C. Approval of Memo to Owners

Mark Watkins will add some language about the rules and regulations and will circulate the draft for final approval of the board.

IX. New Business

A. Establishment of Board Committees

There was general discussion about the committees proposed in the Memo to Owners referred to in VIII (C) above. Mark Watkins asked for anyone knowing the contact information of renters to send that information to him. The subject of board committees will be part of the informal owners meeting held in November.

B. Video Teleconference System (Pete Travers)

Pete Travers indicated that video conferencing facilities in the Clubhouse would improve communications among owners, permit more unambiguous conduct of meetings where participants are not on-site (through the display of documents as well as the identification of speakers) and permit the simultaneous recording of minutes. The costs are variable depending upon the equipment chosen, but are estimated at no more than \$5,000. Pete Travers will discuss further with management personnel in November after the annual meetings.

C. Registration System for Seasonal Renters

Bridget Spence will provide, for inclusion in the revised rules and regulations, proposals addressing a system for registration and the need to enforce the rules.

D. Swipe Card Entry for Common Areas

The use of “swipe” or magnetic proximity cards for access at Cape Haze resort offers considerable flexibility to management regarding the monitoring of facilities use and the ability to activate and deactivate cards as necessary. Installation of such a system will require some retrofitting of the resort’s buildings for low-voltage wiring. At present, the card vendor cannot estimate the cost without knowing the details of electrical retrofitting. Management is in the process of gathering the necessary information.

E. Amendments to the Community Association Documents

Kevin is drafting proposed amendments to CA documents to reflect purchase of developer’s rights and property. Mark Watkins will circulate this to the board after he receives and evaluates it.

F. Treadmill Replacement

Bob Baran discussed the replacement of a treadmill in the fitness center. Our supplier has proposed equipment that would represent an upgrade to our current equipment. The estimated cost is between \$4,600-\$4,700. The proposed equipment comes with a five-year warranty.

MOTION: Upon a motion duly made and seconded, the board unanimously approved the expenditure of up to \$5,000 for new treadmill.

X. **Adjournment**

Upon a motion duly made, seconded and unanimously approved, the meeting was adjourned at 12:13 A.M. Eastern Daylight Time.

By:
Pete Travers, Secretary