

Cape Haze Resort B 3/5 Condominium Association, Inc

Board of Directors Administration Meeting

Minutes of Meeting

16 July, 2019 at 1:00 EST

Approved October 22, 2019

Call to Order: Meeting was called to order at 1:05 pm and chaired by Pete Travers.

Board Members present: Pete Travers (via Zoom), Mark Watkins (via Zoom), Andy Sykes (via Zoom)

Others present:

Casey Management: Bridget

Unit owners: (1) Bob & Joan Sokolowicz (via Zoom)

Certificate of Notice : Bridget (Casey Management): The meeting was properly noticed.

Quorum: Pete T., president, declared a quorum.

Agenda Items:

1) *Approval of Minutes*

- a. *Of previous meeting (16 April 2019):* Motion by Andy S, seconded by Mark W. Motion passed unanimously.
- b. *Of special meeting (June 28 2019):* Motion by Mark W, seconded by Andy S. Motion passed unanimously.

2) *Report of Secretary-Treasurer:*

Bridget reported on first half financials. Highlights: Cash position is at \$67888 and Reserve fund is at \$270883. Operating costs (including building maintenance) at the end of the first 6 months continue to be well under budget (\$11k under budget). Bridget anticipates that there will be an increase in our insurance policy with Atlas Insurance when it comes up for renewal – this increase is as a result of the recent hurricane. As of July 15, one delinquent owner has been put into collection with our lawyers.

3) *Report of Property Manager:*

Bridget reported that the final work on the air conditioning shrouds has been completed to satisfaction. One viable quote has been received for the sidewalk in front of Building 3; a second competitive quote is pending. Quotes have been circulated for some small asphalt repairs.

4) *Preparation for the 2019 Annual Meeting:*

- a) Modifications to the proposed bylaws are currently under review by M Cochrane and Mark W, and will be distributed for final review prior to inclusion in the Agenda for the AGM.
- b) Pete T circulated a memo from M Cochrane providing acceptable wording of the proxy membership vote to change the reserve funding model to the 'pooling' method. Bridget will include the question in the AGM package that will be prepared by Becker and sent to all unit owners prior to the AGM.
- c) Reserve Study Review: On July 23rd, Cairns Engineering will perform the site inspection for the highly-anticipated reserve study. All 3 Associations are participating in the reserve study.

5) *Other Business:*

None

6) *Owner Comments:*

- i. Bob & Joan S. commented favourably on our new Zoom conferencing process, particularly clarity and ease of participation.

7) *Adjournment:*

Motion to adjourn by Mark W, seconded by Pete T. Motion passed unanimously at 1:30 pm

Prepared by: Andy Sykes