

Cape Haze Resort B 3/5 Condominium Association, Inc

Board of Directors Administration Meeting

Minutes of Meeting

16 April, 2019 at 12:00 EST

Call to Order: Meeting was called to order at 12:06 pm and chaired by Pete Travers.

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

Others present:

Casey Management: Bridget Spence, Scott Diamond

Unit owners: (11) Vollmar (P), Maloof (K), Sykes (M), Sweeney (M & D), Buccine (B&R), Reitmeyer (P), Wood (J), Hamilton (C), Kurzydlo (J)

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

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

Agenda Items:

1) Approval of Minutes of previous meeting (17 February 2019):

Motion by Mark W, seconded by Andy. Motion passed unanimously.

2) Report of Secretary-Treasurer:

Bridget reported on first quarter financials. Highlights: Cash position is at \$99458 and Reserve fund is at \$260512. Operating costs (including building maintenance) at the end of the quarter were about 6k under budget. In concert with the Community Assoc & the A & C Boards, we have changed brokers to Atlas Insurance (Sarasota). In doing so, we now have a policy that better reflects our current and future requirements, and at a lower annual premium.

Andy reported that the new increase in the service contract with Comcast will put that line item \$6K over budget for the year.

Motion to approve report by Mark W, seconded by Andy. Motion passed unanimously.

3) *Status of Delinquent Owners:*

Bridget reported that we have one unit owner that is delinquent on the first quarter HOA fees. Casey is pursuing and will send to lawyers for resolution.

4) *Capital Reserve Study:*

Bridget reported that a quote of \$3500 was received in February from Karins Engineering for all 3 Boards. There was a discount of \$1000 if all 3 Boards participated. A quote from a second company was received recently but the company could not do the project until October, which would not allow timely inclusion in our Budget process for next year. Mark commented that there was dissatisfaction expressed by various Board and sub-committee members with the survey Karins did last year for the Community Association. In concert with A & C and the Facilities sub-committee, Bridget will clearly define our expectations, submit to Karins to confirm the quote, and send to the Board members for final approval and proceed with the work if the proposed cost remains as quoted.

Motion to proceed with Karins by Mark W, seconded by Andy. Motion passed unanimously.

5) *Engage Wells & Olah as legal Counsel For B 3/5:*

Pete T asked that, in concert with A, C, and the Community Assoc, we accept the contract for services for Wells & Olah. Mark had favourable comments on the services of Mike Cochrane to date for the Community Association, and Wells & Olah offered better rates than our previous counsel.

Motion to engage Wells & Olah by Mark W, seconded by Andy. Motion passed unanimously.

6) *Amended Documents:*

Pete T mentioned that he had just received confirmation from Mike Cochrane that none of our amended documents for A,B,C Associations and the Community Association were properly registered with the County by our previous Property Manager. Discussion took place regarding the 1 Year time limit for filing, how this oversight occurred, when/if we will need unit owners to vote for approval, etc. Action: Mark made the recommendation that we defer to Mike Cochrane for advice on moving forward.

7) *Status & Update of B 3/5 Outstanding Work Orders:*

Bridget and Scott reported that:

- Roof-a-cide treatment was completed satisfactorily last week
- Stairwell Stucco on Building 3 will be completed asap and painted

- Air conditioner shrouds are finally completed by Omni Marine. Walt will begin installing in the last week of April
- Sidewalk in front of B 3 is scheduled and should be completed in the next month
- Elevator issues: Casey received a \$1500 quote per elevator for a consultant to produce a comprehensive analysis of 1 elevator. Bridget mentioned that Mowery (one of our 2 elevator services) felt that 'operational issues' by owners & tenants might be causing many of the issues with our elevators. A \$350/per elevator Inspection Guidebook is now required.
- Fungus issue on some buildings – Bridget confirmed that the painting contract provides for removal
- Garage Sprinkler piping – Bridget confirmed that some garage pipes in A and C are showing rust and will be repainted. Casey will inspect our garages.

8) *Owner Comments:*

- Garage Dehumidifiers: Jim Wood had a concern that, during the installation of the piping systems, the installers will be moving shelves, etc. that may contain personal items. Action: Facilities sub-committee to provide schedule of install.
- Pond 'scum' in south retention pond: Bridget mentioned that this is a normal occurrence at this time of year and will clear with summer rainfall.
- Tree trimming: Final trimming by Artistry will clear off remaining dead branches

9) *Adjournment:*

Motion to adjourn by Mark, seconded by Pete. Motion passed unanimously at 12:45 pm

Prepared by: Andy Sykes