



Cape Haze Resort B 3/5 Condominium Association, Inc

Board of Directors Administration Meeting

Minutes of Meeting

17 February, 2019 at 12:36 EST

Call to Order: Meeting was called to order at 12:36 pm and chaired by Pete Travers.

Board Members present: Pete Travers, Mark Watkins, Andy Sykes

Others present:

Casey Management: Bridget Spence, Scott Diamond

Unit owners: (8) Dessoify (J), Maloof (K), Salamon (L), Wilson (R), Sokolowski (B & J), Sweeney (M & D)

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

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

Agenda Items:

1) *Approval of Minutes of previous meeting (10 November 2018):*

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

2) *Adoption of B3/5 logo:*

Motion by Andy S moved that the new logo designed by Jim Powell (in concert with the 2 other Condo Association and Community Association) be approved for use in all communications.

Mark Watkins seconded and the motion passed unanimously.

3) *2018 Year End Financial review:*

Pete T presented an overview of the year end financials for B 3/5. Highlights:

- The Association is in good financial condition at year's end, and has a small surplus of approx. \$6k remaining from the operation of our Association.
- With the input from Casey, we are in the process of re-aligning our various line items to better reflect our actual costs
- We are also reviewing a 'pooled' vs specified reserve funding statement that will provide a more timely access to funds for necessary expenses.
 - Action: Board to draw up a resolution to make the change and then send it and a proxy out by mail to each owner so we can take action at the next meeting.

4) *2019 Budget review and Update:*

Pete T presented an overview of the 2019 budget for B 3/5, and the opportunity of using the 2018 surplus to fund special projects for B 3/5. Scott (Casey) suggested 2 projects for consideration:

- 1) "Roofacide' treatment for our 2 buildings to prolong the roof life
- 2) a drain solution for the garage dehumidifiers.

Discussion points: As the benefit derived from item 2 will be realized by only the unit owners with garages (and subsequently, with dehumidifiers) the Board will determine an equitable funding and operating model and present to the unit owners at a later date.

- Action: Scott (Casey) will present to the Board for consideration quotes for the 2 above projects.

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

- Bridget confirmed that the air conditioning shrouds were in production with the supplier and would be installed by Walt. No timeline for installation available as of yet.
- Scott confirmed that the stucco repairs to the 8403 south stairwell are now on the priority list of the contractor

6) *Capital Reserve Study:*

Pete T confirmed that we have a \$3500 (\$2500 if we do it in concert with A & C) quote from Karins for a Reserve Study of our 2 buildings. Discussion points: As results from such a study are crucial in the development and implementation of a long term reserve budget, there is concern that Karins (based on their Reserve Study for the Community Assoc) will not provide the level of detail needed for such an analysis.

Motion by Pete T that Casey will contact and receive 3 bids for a Capital Reserve Study - not to exceed \$3500. Seconded by Mark W. Motion passed unanimously

7) *Owner Comments:*

- Safety issue with plants etc protruding past front door alcove in some units.
 - Action: Pete T to discuss with owners directly.
- Rules and regulations regarding appliances in lockers and garages and payment of associated costs
 - Action: Board will take item under advisement and report at next meeting.
- Schedule of window cleaning of units.
 - Action: Casey to follow up.
- Notice boards to be updated with relevant information.
 - Action: Casey to follow up.

8) *Adjournment:*

Motion to adjourn by Pete T, seconded by Andy S. Motion passed unanimously at 1:36 pm

Prepared by: Andy Sykes
Secretary