



MINUTES

Of the Regularly Scheduled Meeting of the Board of Administration

CAPE HAZE RESORT COMMUNITY ASSOCIATION, INC.

Cape Haze Clubhouse

Tuesday, July 16, 2019

10:00 a.m. Eastern Daylight Time

Via Zoom

<https://zoom.us/j/989619552>

Approved 22 October 2019

1. Call to Order

The meeting was called to order by the president, Mark Watkins, at 10:00 AM Eastern time.

2. Certificate of Notice

Bridget Spence certified that notice was properly given.

3. Determination of Quorum

Present were Mark Watkins, Jim Powell, Richard Bolles, Pete Travers and Ted Mottola. A quorum was declared.

4. Approval of Minutes

MOTION: Upon motion duly made, seconded and unanimously passed, the minutes of the special board meeting on June 7, 2019 were approved as distributed.

5. Officers' Reports

a. President's Report

Mark Watkins reviewed the progress and accomplishments of the Community Association for 2019

b. Treasurer's Report (Attachment A)

c. Secretary's Report

Pete Travers discussed the web site and its utility.

6. Property Manager's Report

a. Projects Update

Bridget Spence reviewed the progress in entrance security (the transition to fobs), the repairs for water intrusion and the fitness room. She presented a



proposal to change vendors for fitness equipment maintenance.

MOTION: Upon motion duly made, seconded and unanimously passed, the board approved a contract with *Commercial Fitness Products* at a cost of \$40/year more than the contract with the current vendor.

7. Committee Reports

a. Strategic planning (Attachment B)

Ron Sanford reviewed the owners' survey and acknowledged that there was no consensus among owners. After some discussion, the board noted that (a) the Association may have, over the next few years, unanticipated infrastructure expenses and (b) the Association needs to direct its strategic efforts such that the land purchase results in a financial benefit to the Association. The Strategic Planning Committee was instructed to develop a specific recommendation for the board that would accomplish (b) and report its progress at the October Board meeting.

b. Grounds (Attachment C)

There was discussion of the contract renewal with Artistree. Bridget advised that it might be September 1st or later before needed information could be developed to finalize the contract.

c. Facilities (Attachment D)

MOTION: A motion was duly made and seconded to approve up to \$5,000 to replace the carpet in the fitness room because of water intrusion damage and resulting mold as well as significant wear and tear.

There was discussion about what flooring surface would be appropriate for the fitness room. It was established that an interim measure of removing the water damaged areas of carpet and treatment of any associated mold could be done immediately.

MOTION: Upon motion duly made, seconded and unanimously passed, the motion to approve the \$5,000 expenditure was *tabled*.

Staff was asked to work with the Facilities Committee and look further into appropriate fitness room surfaces and report back to the Board in October.

d. Communications (Appendix E)

Pete Travers reviewed the report with the Board.

e. Activities, Decorating, Finance, Fines and Golf Committees

No reports.

8. Unfinished Business

None

9. New business

a. Policies and procedures for tenancy review

The draft policy and forms for renters was presented and discussed.

MOTION: Upon motion duly made, seconded and unanimously passed, the Board approved the draft policy and forms and asked staff to prepare and distribute them to owners with a request for comment.

10. Owner Comments



- a. An owner asked after the status of the parking canopies. Bridget reported that the perimeter cables had all been removed.

11. Adjournment

Mark Watkins reminded the Board of the next scheduled meeting in October 2019.

MOTION: Upon motion duly made, seconded and unanimously passed, the meeting adjourned at 11:30 AM Eastern time.

Prepared by: Pete Travers



Treasurer's Report

July 15, 2019

Financial Summary

The Community Association has \$38,303.87 in the operating accounts as of June 30, 2019. At this time we have \$365,927.02 cash on hand in the various reserve accounts for a total of \$404,230.89 cash on hand.

Quarterly Performance vs Budget

As of June 30, 2019 we are \$26,174.20 over budget. The categories that continue to be excessively over budget are as follows:

General Maintenance \$2057.90
 Grounds Maintenance \$10,030.33
 Pool Repair \$2348.52
 Legal Services \$3,319.66
 Site Staff \$8,718.07

While we understand we are over budget in the operating portion of the budget we still have some expenses that are accrued and will level out over the balance of the year. However, some tough choices will need to be made on the items scheduled for fourth quarter, such as mulch. At this time we have not made up enough savings to cover the mulch expense in the overall operating budget. Management will meet with the landscaping committee to review the needs and wants and budget restrictions.

Based on the cash position of the association we do anticipate that we will be able to cover the overage if it stays under \$30,000.00 at year end with the "fund balance" from previous years. However, we are proceeding with caution on any discretionary spending.

13 owners owe the second installment of the special assessment. Collection process has started for those owners with the reminder notification process. We have 1 owner delinquent on both and the attorney is involved in that collection.

Reserve Status

The reserves are calculated using the "pooled" method versus the straight line method. There are no changes at this time to this method.

*Investments*

The association has investment accounts with Fidelity Bank as well as sweep accounts with Centennial Bank.

Special Projects and Financial Implications

The pool project has started. The tile work has been completed and a new light installed. The reserve schedule called for \$18,000.00 to be expensed for pool upgrades this year. We will be under this budget. However, we are waiting on the custom made pool railing to be delivered before this final billing will be completed.

The window project has been completed. We have expensed \$14071.49 to date for this project. However, we have the final time and materials bid that is to be submitted by the vendor this week.

The gate system, fob system and camera system has been installed. Management is distributing the fobs and working through the protocols for this new system. This was expensed from "WORKING CAPITAL FUNDING" on the balance sheet and no longer impacts our budget comparison for 2019.

2020 BUDGET PROCESS-

The finance committee will begin working with Management at the end of August beginning of September to build the 2020 budget worksheet. Committees should start discussing the future planning and budgetary needs they have for 2020 now. We request that you prioritize the budgetary needs as funds. This will help the committee and the board determine what funds are needed to be allocated for 2020.



STRATEGIC PLANNING COMMITTEE
CAPE HAZE RESORT COMMUNITY ASSOCIATION
REPORT TO THE BOARD OF DIRECTOR'S

Date: 07/16/19

To: Cape Haze Community Association Board of Directors

From: Chair: Ron Sanford / Chair – Strategic Planning Committee
Members: Don Bergen, Frank Hauch, Midge Mason, Jim Wood, Patricia Vollmar
Casey Rep: Scott Diamond
Board Liaison: Mark Watkins

1. Administrative Matters

- a. The Strategic Planning Committee (“SPC”) has a video call/meeting scheduled for Friday 7/12. This will be a ‘catch-up’ call/video conference to discuss summer ‘work tasks’ progress as it is our first meeting since March. (Meeting scheduled for June was canceled as nothing of note had been done at that time).

2. Committee Work Plan / Tasks

- a. The Owner Survey distributed by the SPC in early April to the Cape Haze owner group had 33 returned and completed surveys (previous reference to 40 returned was in error - I believe because some of the returns were on multiple pages). Ron Sanford distributed a summary of the survey questions to Community Association Board/Strategic Planning Committee members in early June. The summary contained some analysis of the survey results that we can discuss at the CA Board Meeting on Tuesday 7/16.
- b. As referenced in the last SPC report in early April Mark Watkins, Don Bergen and Ron Sanford met with County Zoning staff (Matt Trepal) to discuss new potential development at Cape Haze.

Recap: Mr. Trepal will be our point-of-contact but we will defer on-site meetings to discuss specific development until we have a better direction established for the new land. The County's file appears to be fairly complete and Matt stated the County is in the process of digitizing all of their 'building/zoning department' files. Further, they could provide them at no cost if we are prepared to wait until that has been accomplished; Ron S has checked back with Mr. Trepal twice since the meeting. The files have apparently not been digitized to this point in time since Matt has not called back. Ron S will continue to check in with him over the summer.

3. Committee Request

- a. None at this time.

CAPE HAZE RESORT

OWNER'S SURVEY CONCERNING USE / DISPOSITION OF NEW LAND

- The Table Below (Left) Shows #: Favoring/Not Favoring, Average (Mean), and Median of the Respondents'
- Summary of Most Preferred, Least Preferred (and 'Tied') Uses Are Shown At Right
- The 'Average' of the Use Preferences Range From 4.2 to 8.1; The 'Median' Ranges from 3.0 to 9.5.... (Not Sure How Useful Those Numbers Are In A Small Sample Like We Have)
- For Planning Purposes, The Range of Uses Are Not Mutually Exclusive i.e., 'Least Favored' - Dog Park, Community Garden, And Car Wash Station Might Be Incorporated Into an Integrated Site Plan With (some of) 'Most Favored' Additional Surface Parking, Additional Garages/Storage Buildings, New Villas/Townhomes, And Nature/Preserve Areas

1 Should the property be:						***See Comments at Right	
a. Sold to a developer with use/density restrictions, independent of Cape Haze Resort and not connected to our amenities?				count 1 1 1 1 1 1 1 1 1 1		Number In Favor	
b. Or, should part of the property be sold and part be retained for community				count 1 1 1 1 1 1 1 1 1 1		9	
c. Or, should all the property be retained for community use.				count 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		16	
2 If you chose option "b" or "c" above, please rank the options below from 1 to 10, with 1 being the most important and 10 being the least important:							
# Very Important (1, 2 or 3)	# Least Important (8, 9 or 10)	Mean (Ave.)	Median	# Most or Very Important	# Not or Least Important	Count	Average Score (Low is More Favored)
** Colored Cells Below Indicates "Winner" of Each Category							
10	2	4.2	4.0	Additional (surface) vehicle parking	1 3 3 1 2 5 1 9 7 8 6 1 3 3 2 7 4 3 5 5 5 4	23	4.2
9	7	5.3	5.0	Screened boat, RV, and trailer parking	2 2 2 1 3 1 10 7 9 5 10 7 4 4 3 9 7 10 6 6 6 5 1 3	24	5.3
9	9	5.0	4.0	Additional garages / storage building(s)	4 1 4 1 2 1 10 8 1 5 10 1 2 4 7 1 9 7 7 7 10 2	22	5.0
4	14	8.1	9.5	Additional residential condominiums	10 7 ## 9 ## ## 2 7 9 10 10 1 1 10 ## 8 10 10 8 2	20	8.1
11	11	5.5	6.0	Residential villas or townhomes	8 8 1 2 ## 3 10 1 9 8 1 2 9 6 ## 9 6 9 1 9 1 2 1 1	24	5.5
11	5	5.4	4.0	Walking paths	4 ## 1 4 8 6 6 9 8 2 3 3 3 7 5 9 2 3 2 2 2 2 ## 7	23	5.4
4	7	6.7	6.0	Community garden	5 8 5 6 4 7 10 5 3 10 2 10 6 7 8 6 8 4 3 3 4 ## 7	22	6.7
1	9	7.3	7.0	Dog park	1 ## 9 7 5 8 10 6 4 4 7 10 8 10 7 4 5 5 4 4 9 ## 6	22	7.3
2	11	7.5	7.5	Car wash station	5 ## 5 7 9 ## 3 10 2 4 3 10 6 10 ## 6 7 8 8 10 10 5	22	7.5
13	5	4.3	3.0	Park /nature preserve, natural area(s)	3 5 1 9 8 4 10 4 1 6 1 1 5 8 5 1 2 1 1 1 3 2 9 1 7	24	4.3

Selling all or part of the new land is least popular. NOTE: Option "C" (Retaining all of the property for community use) includes building on or developing at least a portion of the site

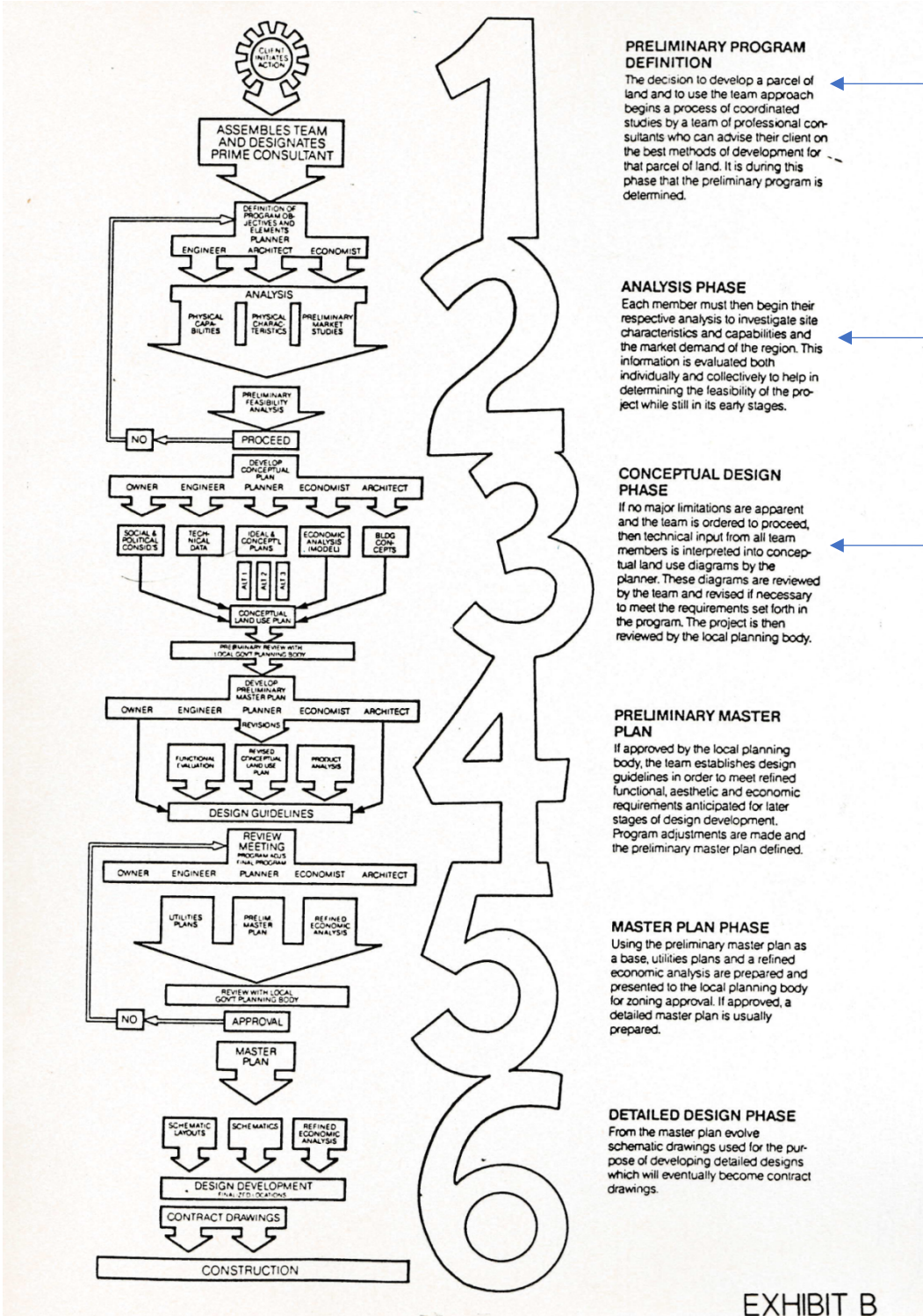
Most Favored Uses Are: Additional Vehicle Parking, Screened Boat, RV, and Trailer Parking; Walking Paths; Nature/Preserve Areas

Least Favored Uses are: Additional Residential Condo's; Community Garden; Dog Park, Car Wash Station

Additional Garages/Storage Building and Residential Villas/Townhomes resulted in a tie of number of respondents favoring/not favoring each use.

Other/your idea:

- * Children's playground
- * By owning and controlling the property we enhance current value and prevent misuse. Additional parking is very important to me.
- * Covered area for boats, trailers, RV's and extra vehicles would enhance value for resale and generate ongoing income for us. This could be tastefully accomplished and we could still have room for walking paths, gardens and car wash/boat wash station.
- * Outdoor pavilion within park
- * Combination garden with paths for walking
- * Fake sandy beach area adjacent to existing pool and to a new park/nature preserve/natural area
- * We just purchased the property why are we now talking about selling it? If it gets sold - do we get our assessment money returned?
- * I chose to live at Cape Haze Resort for the natural beauty. Placida is the of the last areas in Florida's Gulf Coast that is somewhat natural and (not over developed). Let us keep it that way in the future. That will increase our value.
- * Sell 100 TDU, keep 20
- * Money to reserves for asphalt, entry, electrical, clubhouse and pool
- * (Sketch provided): Includes, villas, 'wash station', screened boat and trailer parking, dog park, open/nature space, garages/storage buildings,
- * Walking paths and community garden can be incorporate withing "park/preserve, natural areas"



PRELIMINARY PROGRAM DEFINITION
 The decision to develop a parcel of land and to use the team approach begins a process of coordinated studies by a team of professional consultants who can advise their client on the best methods of development for that parcel of land. It is during this phase that the preliminary program is determined.

“The decision to develop a parcel of land and to use the team approach begins a process of coordinated studies by a team of professional consultants....it is during this phase that the preliminary program is determined”

ANALYSIS PHASE
 Each member must then begin their respective analysis to investigate site characteristics and capabilities and the market demand of the region. This information is evaluated both individually and collectively to help in determining the feasibility of the project while still in its early stages.

“Each member must then begin their respective analysis to investigate site characteristics and capabilities and the market demand....”

CONCEPTUAL DESIGN PHASE
 If no major limitations are apparent and the team is ordered to proceed, then technical input from all team members is interpreted into conceptual land use diagrams by the planner. These diagrams are reviewed by the team and revised if necessary to meet the requirements set forth in the program. The project is then reviewed by the local planning body.

“If no major limitations are apparent....then technical input from all team members is interpreted into conceptual land use diagrams...”

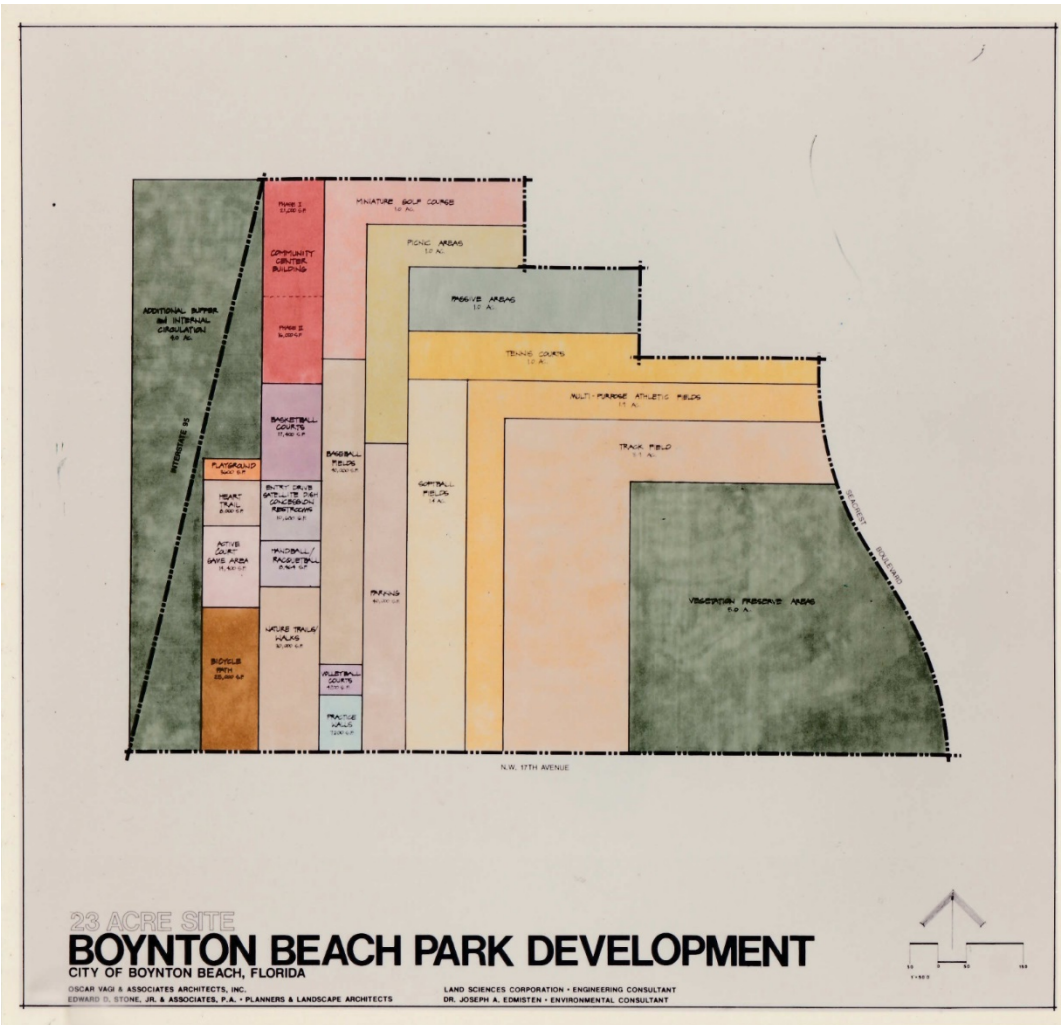
PRELIMINARY MASTER PLAN
 If approved by the local planning body, the team establishes design guidelines in order to meet refined functional, aesthetic and economic requirements anticipated for later stages of design development. Program adjustments are made and the preliminary master plan defined.

MASTER PLAN PHASE
 Using the preliminary master plan as a base, utilities plans and a refined economic analysis are prepared and presented to the local planning body for zoning approval. If approved, a detailed master plan is usually prepared.

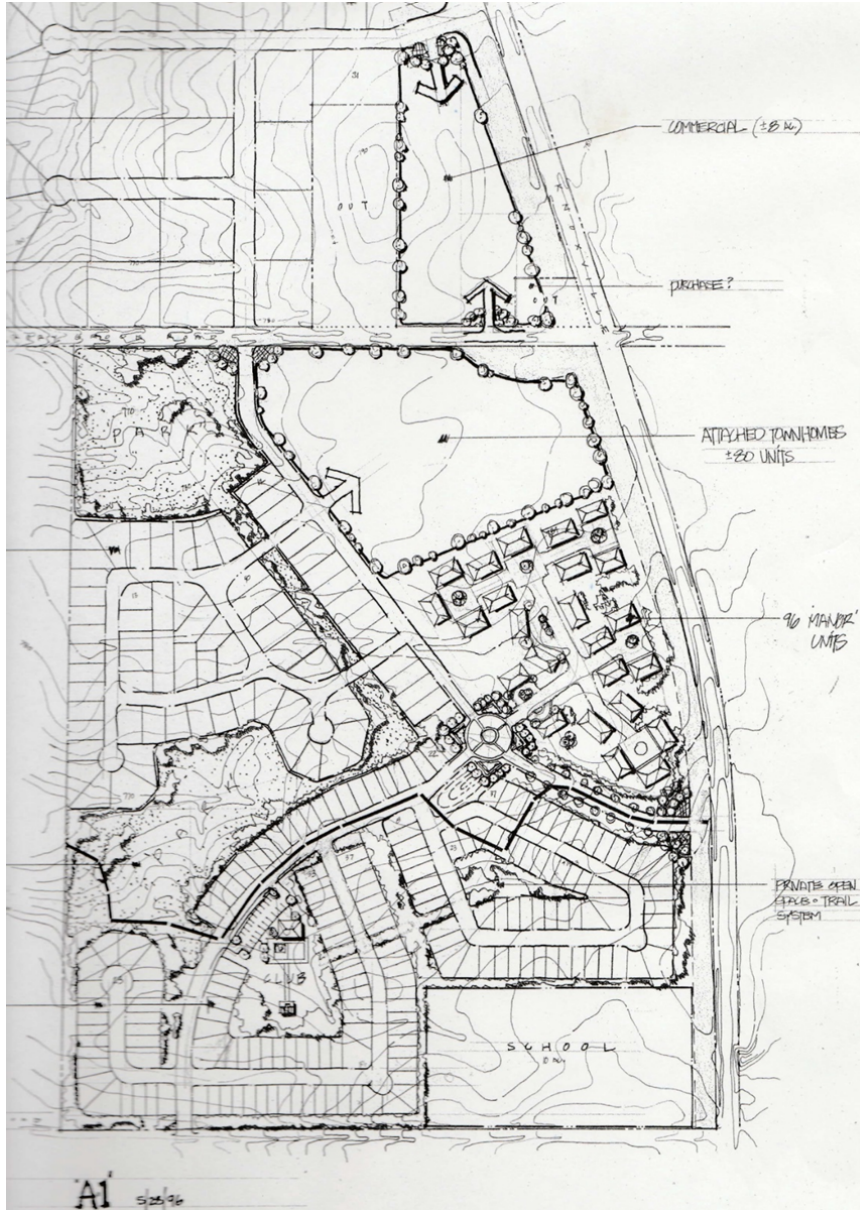
DETAILED DESIGN PHASE
 From the master plan evolve schematic drawings used for the purpose of developing detailed designs which will eventually become contract drawings.

EXHIBIT B

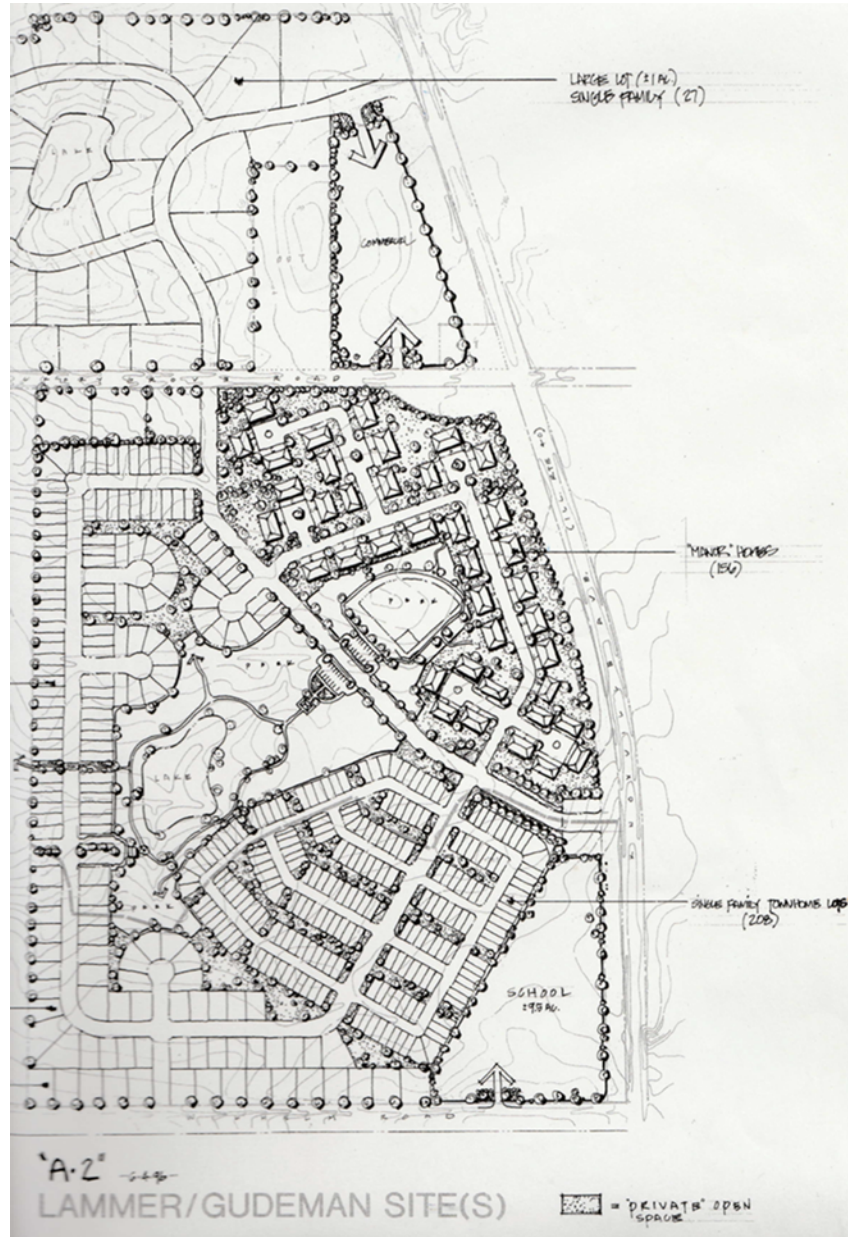
BLOCK DIAGRAM ILLUSTRATES SITE CAPACITY OF DESIRED PROGRAM ELEMENTS



A CONCEPT ALTERNATIVE.....



ANOTHER CONCEPT ALTERNATIVE....



ATTACHMENT C

From: Kate Giordano kategiordano4@gmail.com
Subject: Fwd: Grounds Committee report (revised)
Date: July 14, 2019 at 1:55 PM
To: Jim Powell jim@jphoto.com, Henry Travers sdobwan@icloud.com, Ted Mottola tmottola64@gmail.com, larry@bowiecontracting.com, Richard Bolles kbrhbolles@gmail.com

Grounds Committee
Cape Haze Resort Community Association
Board of Director's Report
7/16/2019

From: Kate Giordano

Board Liaison: Jim Powell

Members: Lucy Mottola, Wally Phaer Alice Fay, Debbie Vicario, Sally Travers, Yvonne Young and Kate Giordano (chair)

1.

Administration: Preparing a list of Grounds maintenance concerns that management will discuss with Artis Tree before renewal of their contract.

2.

Committee Work Plan/Tasks: All members except Kate are away, busy watering plants not on irrigation, pruning and weeding.

Artis Tree plant installations: May 9th planting around main entrance grill of 4 7gal. Pitch Apple shrubs, 3gal. Red Fountain Grasses, and mulch. To lesson impact on irrigation system the 17 Island plant installation is in 2 phases, 1st phase on June 26th and included islands in front of buildings 8413, 8409 & 8407. Phase 2 is scheduled for July 31st and will include islands in front of buildings 8403, 8405 & 8411.

3.

Recommendations to the Board: Grounds Committee recommends the Board consider the addition of one and half more truck loads of mulch to control weeds throughout CHR property. Artis Tree's Sales Quotation dated 3/18/2019, total cost for 2 and a half truck loads of mulch = \$13,800 an increase of \$8,200, think this quote was tabled. Mulching is scheduled between Oct & Nov. Another thought is exploring what it would cost to add hand picking of weeds to Artis Tree's new 3 year contract.



FACILITIES COMMITTEE
CAPE HAZE RESORT COMMUNITY ASSOCIATION
BOARD OF DIRECTOR'S REPORT

Date: 16 July 2019

To: Cape Haze Community Association Board of Directors

From: Rick Wilson, Committee Chair

Members: Margaret Burnett, Dave Ertel, Joanna Wood, Al Woody

Representatives from Casey: Scott Diamond

Board liaisons: Richard Bolles; Larry Bowie

1. Administration

- A. Bob Baran resigned from committee; Larry Bowie was designated by the Board as liaison for building and construction matters
- B. Project status meeting with Casey Management 7/2
- C. Audit performed 7/6. Seven work orders generated, which should be taken care of within current budget.

2. Committee Work Plan / Tasks

- A. Clubhouse water intrusion project – Unlimited Contracting was hired to make repairs due to damage from water intrusion. All windows except those under the pavilion were involved. Windows received new sealant. Walls and floors are being repaired as needed. During the demolition phase mold was discovered, requiring additional wall removal and remediation. An additional \$20,000 was approved for the mold remediation and wall repair. The project is about 85% complete. Also, mold and disintegration of carpet in the Fitness Room was found. See recommendation below.
- B. Carport canopy repair / replacements – Cables have been removed from canopies. Quotes have been requested for full replacement.
- C. Pool resurfacing project – Pool was shut down for 3 days for water treatment to remove stains on the bottom. Some tiles were repaired at the same time. One more treatment is planned soon to further reduce the staining. Safety rails for the steps were received, but were incorrect and have been returned to vendor. New rails are on order. A new pole, with PVC cover and cap, for the outdoor shower (by hot tub) is on order. Pole will be installed in concrete. In addition, Casey Management is developing a service report form for the pool vendor, currently Aqua Doc, to fill out each time they are onsite to perform a service.
- D. Pickle ball court resurface/ repair project – Bubbling and raised surfaces on the courts is not currently evident. Casey Management will monitor the condition of the courts and record location, size, frequency and time of any issues, so they can be addressed as needed.



Other asphalt repairs to parking areas have not taken place, but will be part of regular maintenance budget.

- E. Fitness equipment repair / replacement project – The current fitness equipment maintenance company has been deemed unsatisfactory due to ongoing maintenance issues. See recommendation below.
- F. Irrigation – Artistry will provide a schematic diagram to include location of watering zones, heads, timers, etc. as well as specifications on length of time for watering, etc. This report is expected this summer. It will be paid for within the maintenance budget.

3. Recommendations to the Board

The committee is recommending that the Fitness Room carpet be replaced due to damage from water intrusion. Two options are available: 1) replace a 12” wide border of carpet around the perimeter of the room at a cost of \$1875.00. 2) replace the entire carpet at a cost of \$4220.00. The committee is recommending total replacement (\$4220.00), as the carpet is not only damaged, but badly stained, and after 12 years does not clean well.

The committee is recommending that the Board approve a change of service contract for the Fitness room equipment maintenance to a company recommended by Casey Management.



Communications Committee
Cape Haze Resort Community Association
Board of Directors Report

Date: 16 July 2019

To: Cape Haze Community Association of Directors

From: Chair: Jan Schweitzer Sanford
Members: Andy Sykes, Margaret Riley
Board Liaison Pete Travers

I. The Committee met via Zoom in June of 2019 to review progress on our assigned tasks.

II. Committee Work Plan/ Tasks

The intern that we hoped would help in the development of the website is no longer a viable asset. The Committee continues to work on their assigned tasks of:

- (1) website development and investigating the tools necessary for the specific needs of the Cape Haze HOA
- (2) coordinating the results of the Communications Survey with the research of comparative companies that can provide the best service for TV/ internet to the Cape Haze community at the best cost
- (3) updating the directory of owners' contact information and pursuing the needed permission slips to share that information and
- (4) compilation of beneficial materials to put into an owners as well as a renters "welcome/ information" package.

III. There are no recommendations to the Board at this time.