



CAPE HAZE RESORT COMMUNITY ASSOCIATION

Board Meeting

22 January 2019

Approved 19 February 2019

- I. **Determination of a Quorum:** Board members present were Mark Watkins, Ted Mottola, Jim Powell, and Larry Bowie and Pete Travers. A quorum was declared. Also present were Scott Diamond, Bridget Spence and Trish Carter of Casey Condominium Management.
- II. **Certification of Notice:** Scott Diamond provided certificate of proper notice.
- III. **Call to Order:** The meeting of the board was called to order by Mark Watkins at 10:04 A.M. Eastern Standard Time.
- IV. **Approval of Minutes and Meeting Resolution**

MOTION: Upon motion duly made and seconded, the reading of the minutes of the previous (December 18, 2018) meeting was waived and the minutes were unanimously approved without modification.

As secretary, Pete Travers introduced a Board Resolution (Appendix A) previously sent to the Board to “clean up” an administrative requirement for the establishment of scheduled meetings.

MOTION: Upon motion duly made and seconded, the Resolution passed unanimously and was duly signed and recorded by the Secretary.

Mark Watkins discussed the topic of meeting schedules, including moving the annual meeting from November to January each year.

V. **Treasurer’s Report**

General. The treasurer reported on the 2018 financial results and the 2019 budget. He indicated that the 2019 budget is being revised, but specific line items will not be populated until the 2020 budget. His report included a discussion of reserves, those seven owners in arrears for their special assessments, the air conditioning screen project, what cash surpluses exist in Association accounts from previous years and the need for replacement of an Office air conditioner.

Garage Appliances. The treasurer apprised the Board of the provision in the Rules & Regulations specifying a charge to be levied against owners who have major appliances in garages or storage rooms (e.g. dehumidifiers, refrigerators). There is a \$5 fee per appliance that, to date, has not been implemented. There was a brief discussion of how the collection of these fees would be accomplished including the physical inspection of garages/storage units to inventory appliances in use.

Project Funding. The treasurer reviewed some of the projects contemplated by committees that have not received line-item funding. He discussed, as an example, the use of the \$17,000 for common grounds budget, some of which is already committed, for grounds projects. With respect to that specifically, Bridget Spence suggested holding funding from that source until the effects of any possible winter frost could be determined.

Owner Questions. (a) One owner asked whether Association funds were in accounts that provided earnings on the balances. Bridget Spence confirmed that all accounts provided earnings. (b) One owner asked about the status of a previous reserve “set aside” of \$75,000 for special projects. Bridget Spence confirmed that that amount was reduced to \$0 through the end of 2018 because of the land purchase, but that it would be largely replenished through the second round of special assessment funding in February 2019.

Mark Watkins reminded the board of the Community Association Board’s authority to use reserves for purposes other than originally intended, and that such authority does not extend to the Condominium Association Boards with respect to their own reserves.

VI. Unfinished Business

a. Filing and Recording of Amended Documents (Casey)

Mark Watkins explained that amendments were approved in November 2018 by the Board and in December 2018 the Members approved the Articles and Declarations. Certificates were received from our attorneys, prior to officially filing our documents, with the request that we confirm the approved and the filed documents were identical. They were not. Other problems were discovered in this process, including issues around the term “assessable share” and another problem in the bylaws. We will need more time to deal with these before we seek reapproval.

b. Incomplete Documents from the Developer.

It was reported that the documents the Developer was required to turn over as part of our purchase, seem incomplete. Files (including our attorney’s files) and electronic sources will be searched by Casey Management, and a list of documents still missing thereafter will be sent to Mr. Morris with a request to produce them.

c. Update on Special Assessment Collections (Casey)

Certified letters have been sent requesting payment.

d. Update on Swipe Card Entry for Common Areas (Casey)

Final bids are due next week. Casey will provide bid results to the Board.

- e. Complete the organization of Facilities, Security and Strategic Planning Committees

Safety & Security

The Safety and Security Committee (with Mark Ikemire, chair; Jim Burnett, secretary; Debbie Vicario, member; and Jim Powell, board liaison) is now organized.

MOTION: Upon motion duly made, seconded and unanimously passed, the board authorizes the establishment of the Safety & Security Committee with the remit posted on the web site.

Strategic Planning

The Strategic Planning Committee (with Ron Sanford, chair; Frank Hauck, secretary; and members Sonny Young, Bob Baran, Rick Wilson, Don Bergen, Midge Mason and Jim Wood) met January 21, 2019 and plans a community meeting for January 25, 2019 to involve the community, discuss a survey and get as much information from the community as possible.

MOTION: Upon motion duly made, seconded and unanimously passed, the board authorizes the establishment of the Strategic Planning Committee with the remit posted on the web site.

Facilities

The Facilities Committee is not yet organized.

Mark reminded board of the requirement for board members to complete a course in condominium board education.

VII. New Business

a. Committee Reports

1. Activities

Larry Bowie reported for the committee. The Committee submitted a budget request for 24 chairs with racks: \$1,200, but would prefer a budget grant between \$1,500 to \$2,000.

Owners commented on other needs (including gym equipment) and the president first referred the general matter to the Facilities Committee and then addressed the expressed immediate need for gym equipment with the motion below.

2. Communications (Appendix B)

Pete Travers reported for the committee and outlined its activities and plans. The Committee requests a budget of \$500 to cover a stipend for an intern.

3. Grounds

Jim Powell reported for the committee, mentioning, among other things new plants around pool and the dedication of Kate Giordano in supervised the planting. The committee requests permission to spend an additional \$979 to enhance the entrance. This is part of the \$3,000 budget already granted of which approximately \$2,060 has been expended. The committee plans to focus on beautification rather than grounds maintenance.

4. Decorating

Ted Mottola reported for the committee. The committee's budget request for 2019 is \$750.

MOTION: Upon motion duly made, seconded and unanimously passed, the Board approved budgets of \$1,500 for the Activities Committee, \$500 for the Communications Committee, \$979 for the Grounds Committee and \$750 for the Decorating Committee and further authorized Mark Watkins, after consultation with Richard Bolles and the Facilities Committee, to approve an expenditure for replacement of the work-out bike up to a maximum of \$6,000 if it is deemed appropriate.

b. Vendor Management

There was an expressed need to tighten vendor management. Bridget Spence reported that adding a 3rd office person allows Scott/Rob the opportunity to spend more time supervising vendors. Casey Management will maintain an ongoing list of projects (Appendix C).

c. Board Access to Locked Rooms

A new set of keys was requested; Bridget will have them prepared.

VIII. Owner Comments

(a) One owner commented that, upon entering the empty fitness center, two TVs had been left running. Reminders to be good stewards of Association common areas will be enhanced.

(b) One owner pointed out that the locks around the pool area were being thwarted, sometimes after hours. Some felt this should be handled by the Facilities Committee, others by Casey Management. No specific action was taken.

(c) One owner pointed out that the web site section for direct email communications sign up does not provide a confirmatory email to those who sign up. Pete Travers, webmaster, commented that owner emails were, in fact, being collected, but that the function had not so far been used. Bob Baran recommended testing the email contact addresses and this will be done before the end of the day.

(d) Another owner asked about the work order forms. The 'experiment' on the web site is complete and the section has been removed from the site. It will be replaced by another section using work order forms identical to those used by Casey Management and will new instructions based on what was learned from the experiment.

Ted Mottola pointed out to the board that Casey has done work with renters – primarily dealing with specific problems brought to the office by renters - and that the Association is “subsidizing” owners and realtors. He indicated that Casey personnel have referred renters to their realtors or owners. He requested issue be explored, but no specific action was taken.

IX. Adjournment

Upon a motion duly made, seconded and unanimously approved, the meeting was adjourned at 12:05 P.M. Eastern Standard Time.

By:
Pete Travers, Secretary

APPENDIX A



CAPE HAZE RESORT
COMMUNITY ASSOCIATION

CAPE HAZE RESORT

PLACIDA, FLORIDA

BOARD OF DIRECTORS

RESOLUTION

WHEREAS, the Bylaws of the Association as amended on 29 November 2018 provide for the establishment of a schedule for monthly meetings of the Board of Directors (Article VII, Section 2); and

WHEREAS, the Board is desirous of establishing a schedule of monthly meetings; therefore be it

RESOLVED, that the Board of Directors of the Cape Haze Community Association will meet monthly on the third Tuesday following the first Monday of each month.

ADOPTED:

22 January 2019

A handwritten signature in black ink, appearing to read "Henry Travers".

Henry Travers, Secretary

APPENDIX E

Cape Haze Resort HOA

Communications Committee Report

22 January 2019

- I. Remote Association Meetings - No Update
 - a. HOW handle
 - b. Costs?
- II. Comcast Contract Review (Andy Sykes)
 - a. *Jan got hold of latest communications with Comcast and contract expires 2022*
 - b. *When Andy returns, he will follow up with Comcast as the direct contact to confirm that date and determine details*
 - c. *Andy will research other alternatives including costs, etc. to give to the Board*
Ron Dekker will assist Andy on technical aspects as needed
- III. Website – Once the committee is on-site, we will meet and
 - a. Determine what we need/ change on the website
 - i. Password protected section for owners (budgets, directory, Board minutes, personnel, etc.)
 - ii. Full month activity calendar
 - iii. Work Order request section has been added and is being tested by Pete for better use to be reviewed for priorities
 - iv. Andy has pulled together a draft copy of a “job description” for a possible intern with Pete’s valuable input. **We are requesting an initial allocation of \$500 to be used as an honorarium** if we solicit “cheap labor” to develop the format for the HTML/ website
- IV. Improved Communications
 - a. Boards: *Will they all join at some point – what is communication structure now?*
 - HOA- A: Bldgs 8403 and 8405
 - B: Bldgs 8407 and 8409
 - C: Bldgs 8411 and 8413

b. Committees – *how do they filter requests from the community?*

c. Management

i. Who's duties to do what – Casey Mgmt vs Committees ???

d. Individuals

i. Directory – Jan is working on combining/ updating current lists that may be available, verifying, calculating any costs associated

1. Paper vs. email – pictures to identify (?) to share with residents

2. Owners list and Renters list

3. Privacy issues/ getting permissions to use info. will be discussed by the committee

ii. Bulletin Boards at Buildings

iii. Information Posted in Library

1. Activities Committee has posted a list of activities as well as sign-ups in the library and posted on bulletin board at Club House

**CAPE HAZE RESORT
BOARD OF DIRECTORS MEETINGS
ACTION ITEMS
AS OF**

22-Jan-19

DATE	ACTION	ASSIGNEE	STATUS
1/22/2019	Pool Re-surface + heaters	Casey Mgt / Fac Comm	Open
1/22/2019	Access Control Project	Casey Mgt / S&S Comm	Open
1/22/2019	Carport Project	Casey Mgt / Fac Comm	Open
1/22/2019	Fitness Facility Audit	Casey Mgt / Fac Comm	Open
1/22/2019	Residents e-mail permission	Casey Mgt / Com Comm	Open
1/22/2019	Letters to Owners - Rental Rules	Casey Management	Open
1/22/2019	Key Check Procedure	Casey Management	Open
1/22/2019	Website Management	Casey Mgt / Com Comm	Open
1/22/2019	New Entry Gates	Casey Mgt / S&S Comm	Open
1/22/2019	Asphalt Re-surface	Casey Mgt / Fac Comm	Open
1/22/2019	Concrete Repairs	Casey Mgt / Fac Comm	Open
1/22/2019	Garage / Dehumidifier Project	Casey Condo Boards	Open

Board of Directors - Certification Course

Attorney Retainer - 2019

Insurance Renewal - April 1, 2019

Strategic Planning - Property Purchase

Preliminary Review of Comcast Agreement