



# CAPE HAZE RESORT COMMUNITY ASSOCIATION, INC.

## Minutes

### Board of Directors Meeting

Cape Haze Clubhouse

Tuesday, April 16, 2019 10:00 a.m. Local Time

#### 1. Determination of Quorum

Mark Watkins certified a quorum with all 6 board members present.

#### 2. Certification of Notice

Bridget Spence certified that the meeting had been properly noticed.

#### 3. Call to Order

The meeting was called to order by President Mark Watkins at 10:01.

#### 4. Approval of Minutes

**MOTION:** Upon motion duly made, seconded and unanimously passed, the reading of the minutes of March 19, 2019 was dispensed with and the minutes were approved.

#### 5. Officers' Reports

##### a. President's Report (Oral).

Mark Watkins announced the board will be moving to quarterly meetings, the next one being in July 2019. He announced that Bridget Spence is extending the contract with Casey Management for another year beginning 1 June 2019.

##### b. Treasurer's Report (Appendix A).

In response to a question regarding the \$24,000 from operations obligated to reserves, Mr. Mottola said that payment could be held for a period of time depending on what other expenses the Association had.

In response to a question about the increase in site staff expenses Ms. Spence said the apparent increase was due to a reshuffling of expense categories as well as an increase in hours, but the latter was temporary and hours will decrease for the rest of the year.

##### c. Secretary's Report (Oral).

##### d. Pete Travers reviewed the content of the web site and its ongoing



development. He also described the proof-of-concept use of Zoom conferencing for meetings of the boards and committees and indicated that Zoom conferencing would replace the old telephone call-in system for meetings. An update on the use of the Zoom system would be posted on the web site.

## 6. Property Manager's Report (Appendix B).

Ms. Spence described the reduced office hours for staff and her plan to be at the Tuesdays and Thursdays during summer months. With the ongoing work of multiple committees, Ms. Spence expects to have a true "action list" for the summer. Scott makes regular end of the week reports to Ms. Spence and these reports will go to board and committees regularly. Summer office hours will be 9 AM to 2 PM.

## 7. Committee Reports

- a. Activities (No report)
- b. Communications (Appendix C)
- c. Decorating (No report)
- d. Facilities (Appendix D)

Mr. Wilson reviewed the clubhouse water intrusion, the carport canopies, pool resurfacing, pickle ball court resurfacing and fitness equipment repair.

**MOTION:** Upon motion duly made and seconded, the Board unanimously approved an expenditure from reserves of up to \$18,000 to (1) install a sealant package to 2 sections of window banks in the common area buildings and (2) perform repairs, installation of additional railings and chemical treatments for the pool.

**MOTION:** Upon motion duly made and seconded, the board approved 5-0 with one abstention (Mottola) an expense of \$1800 to remove cables from the canopies.

**MOTION:** Upon motion duly made and seconded, the board unanimously approved an expenditure of \$1,600 to a test of cheaper cabling in the section of canopies identified by Karin's engineering as the "worst".

- e. Finance (No report)
- f. Fines (No report)
- g. Golf (No report)
- h. Grounds (Appendix E)

**MOTION:** Upon motion duly made and seconded, the Board approved 5-0 with one abstention (Mottola) an expense of \$1,077.30 for landscaping the 17 condo islands.

**MOTION:** A motion duly made and seconded for landscaping involving the



area around a new grill totaling \$1,165.10 was withdrawn by the Grounds Committee.

i. Safety and Security (Oral)

Jim Powell presented the report for the committee. He described the transition for the front gate in May (fob system plus a coded transmitter). He provided several scenarios for owners and visitors and answered a few questions about how the system will work.

j. Strategic Planning (Appendix F)

## 8. Unfinished Business

a. Approval of Amendments to the Rules & Regulations

**MOTION:** It was moved and seconded to adopted the Revised Rules and Regulations designated as Version 8.7.

**MOTION TO AMEND:** Pete Travers moved that the motion be amended as follows: Section IX (C) be amended to delete the remainder of the paragraph following "...replace the flooring in the Unit owner's Unit." The motion was seconded and unanimously passed.

**MOTION TO AMEND:** Pete Travers moved that the motion be further amended as follows: Section I (A) (1) be amended from "One hour after sunrise" to "One half hour after sunrise". The motion was seconded and unanimously passed.

There being no further amendments, the question on the original motion as amended was called and the motion passed unanimously.

Pete Travers will forward a copy of the approved Rules & Regulations to our attorney, Michael Cochran for recordation.

## 9. New Business

a. Complaints/Violations

None

## 10. Owner Comments

The owner of Unit 8409 asked about an inconsistency in the Rules and Regulations regarding bicycle storage on lanais. Pete Travers reviewed the wording and indicated that the inconsistency had been previously discovered and corrected. The owner asked about the process for choosing to proceed with front gate security changes. The board indicated that these changes were part of committee reports and Board minutes at previous meetings and that those reports had been posted on the web site for



everyone's information over the last three months.

## **11. Adjournment**

**MOTION:** Upon motion duly made, seconded and unanimously passed, the meeting adjourned at 1047.

Prepared by: Pete Travers

## APPENDIX A



CAPE HAZE COMMUNITY  
ASSOCIATION BOARD

CAPE HAZE RESORT

PLACIDA, FLORIDA

OFFICE OF THE TREASURER

# Treasurer's Report

## April 16, 2019

### *Financial Summary*

The Community Association has \$14,599.63 in the operating accounts as of March 31, 2019. At this time we have \$341,772.39 cash on hand in the various reserve accounts for a total of \$356,372.02 cash on hand.

### *Quarterly Performance vs Budget*

As of March 31, 2019 we are \$13,533.78 over budget. We have had \$3,352.03 in pool repairs so far this year. The landscaping category is over budget \$10,042.02 year to date. However, it is anticipated that this line item will even out over the year. The major landscaping upgrades were done during season while owners could all enjoy them.

1 owner still owe the first installment of the special assessment. Collections are in process with management.

### *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*

Per the pooled reserve schedule the pool resurfacing is due in 2019 at a cost of approximately \$18,500.00.

The safety committee has been approved for the front gate project and that will be paid for out of the working capital on the balance sheet.

The projects that are being investigated by facilities committee will be reviewed as recommendations are made.

## APPENDIX B

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

16-Apr-19

DATE	ACTION	ASSIGNEE	STATUS
2/19/2019 4/16/2019	Pool Re-surface + heaters Two Vendors Interviewed	Casey Mgt / Fac Comm	Open
2/19/2019 4/16/2019	Access Control Project Confirm Start Date in May	Casey Mgt / S&S Comm	Open
2/19/2019 4/16/2019	Carport Project Quotes Received	Casey Mgt / Fac Comm	Open
2/19/2019	Fitness Facility Audit Facilities Committee Review	Casey Mgt / Fac Comm	Open
2/19/2019 3/19/2019	Residents e-mail permission Created File in Office	Casey Mgt / Com Comm	Open
	Letters to Owners - Rental Rules Letters to Owners- Sales Procedures Key Check Procedure	Casey Management Casey Management	Open Open
2/19/2019 4/16/2019	Garage/Storage/ Electrical Appliances Annual Billing Completed	Casey Management Inform Owners-Inspection	Open
1/22/2019 3/19/2019	Website Management Intern Selected	Casey Mgt / Com Comm	Open
1/22/2019	New Entry Gates	Casey Mgt / S&S Comm	Open
1/22/2019 4/16/2019	Asphalt Re-surface Meeting with Vendors for Quotes	Casey Mgt / Fac Comm	Open
1/22/2019 2/19/2019	Concrete Repairs Minor Work-Completed	Casey Mgt / Fac Comm more to be scheduled	Open
1/22/2019 4/16/2019	Garage / Dehumidifier Project Quotes Received	Casey Condo Boards	Open



# APPENDIX C



## CAPE HAZE RESORT COMMUNITY ASSOCIATION BOARD OF DIRECTOR'S REPORT

**Date:** 04/16/19

**To:** Cape Haze Community Association Board of Directors

**From:** Jan Schweitzer

Members: Andy Sykes

Margaret Riley

Representatives from Casey (if any): None

Board liaison: Pete Traverse

### 1. Administration

### 2. Committee Work Plan / Tasks

- a. **Television/ internet survey update:** The questionnaire regarding television and internet services was distributed to owners via email and on the web site. 46 Replies have been received to date. A report and recommendations will be sent to a future Board meeting.
- b. **Directory update:** The directory has been updated (correct owners/ shared owners names, email addresses and phone numbers) and shared with Casey Management to be used for complete contacts/ communications. Only 14 permission slips were returned from the website and on-grounds. We will be emailing the revised Directory Permission/ email permission request now that we have an updated emailing list.
- c. **Website update:** Our web intern has successfully used his log-in credentials to access the site but has not communicated any sort of work plan to date.
- d. **Multi-purpose meeting communications update:** We have purchased the equipment that was authorized at the last Board meeting, conducted several tests and will do a "live" test at the April 16<sup>th</sup> board meeting. "Zoom," the web-conference software that we have selected, has undergone testing and appears to exceed our expectations. It will be tested at the meeting on the 16<sup>th</sup> as well.
- e. **Welcome/ Information packet update:** We are in the process of outlining helpful information for owners/renters that can be assembled in a packet for Cape Haze Resort (steps for opening/ closing your unit, possible sources for repair needs, how to utilize the web-site, etc.) in coordination with Casey Management and other committees.

### 3. Recommendations to the Board

No specific recommendations or requests made at this time.

# APPENDIX D



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

**Date:** 16 April 2019

**To:** Cape Haze Community Association Board of Directors

**From:** Rick Wilson, Committee Chair

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

Representatives from Casey: Scott Diamond

Board liaison: Richard Bolles

### 1. Administration

- A. Updated audit forms
- B. Scheduled biweekly project status update meetings with Casey Management

### 2. Committee Work Plan / Tasks

- A. Clubhouse water intrusion project – A water test was done on the fitness center corner window. After three minutes of simulated light rain, water started to appear in the building. A sealant package was reviewed as an alternative to removing the windows. The sealant was applied and a follow up water test was completed. This sealant did do the job. See recommendation below.
- B. Carport canopy repair / replacements - Quotes have been obtained for full replacement of the canopy. The quotes range from \$95,000 to \$118,000. Further information provided found that replacing the stainless steel cables would cost three to four times more. Two independent vendors have stated that the cables will be impossible to be used on new canopies and that cables and canopies need to be replaced at the same time. This is because once tension is applied to the cables they become formed to the shape of the canopy. Therefore fishing the cables through again will leave very little room for error as the potential for tearing, poking through or fraying the canopy is very great. See the recommendation below.
- C. Pool resurfacing project – Vendors have been out to evaluate the condition of the pool. A full resurfacing is not needed at this time. See recommendation below.
- D. Pickle ball court resurface/ repair project – Lawson Court has been out to evaluate the courts. A bid has been presented but more information is needed.
- E. Fitness equipment repair / replacement project - Exercise bike replacement complete. The vendor has been out and adjusted the bicycle. However, the issue has returned. A certified letter to the vendor requesting a new bicycle is being sent as this seat appears to have not been properly aligned in manufacturing.



### **3. Recommendations to the Board**

The committee is recommending that the board approve up to \$11,000.00 for the installation of the sealant package to 2 sections of window banks in the common area buildings. This cost will also include the necessary drywall work after the water tests are completed.

The committee is recommending that we proceed with the repairs, installation of additional railings into the pool, and chemical treatments that are necessary for the pool. The cost of this is estimated at \$5000.00 but not to exceed \$7000.00.

The committee is recommending that the cables on all carport canopies be removed at a cost not to exceed \$1800.00. This will allow for the canopy fabric to remain in place, but will eliminate the potential hazard of broken cables.

The committee is recommending to proceed with the replacement of the cabling system in the section of carports deemed as the worst by Karin's Engineering, with the cheaper cabling product at a cost not to exceed \$1600.00. This will allow us to evaluate this as a viable option in the fall.

# APPENDIX E

## CAPE HAZE RESORT GROUNDS COMMITTEE REPORT

**Members:** Alice Fay, Lucy Mottola, Wally Phaer, Sally Travers, Debbie Vicario, Yvonne Young; Board Liaison: Jim Powell

**Report From:** Kate Giordano (Chair)

**Date:** April 10, 2019

**RECOMMENDATIONS TO THE BOARD:** Committee met on Monday April 8th unanimously recommends the board approve two written quotes from Artis Tree (one was submitted at the March 19th board meeting (Enhancement of 17 islands in front of all 5 condo buildings cost \$1,077.30) the other quote sent separately (on 4/10/19) which is the addition of shrubs around the new grill at the end of entrance driveway.

### FIRST QUOTE:

17 CONDO ISLANDS (these are the islands between parking and sidewalks in front of buildings). Cost \$1,077.30

### REASONS FOR RECOMMENDATION:

- 1- Islands are a focal point in front of each condo building, seen by all entering and leaving their units.
- 2- Late Spring is the ideal time to plant with the onset of the rain season, establishing them for Fall and Winter when our population increases and enhancement can be enjoyed.
- 3- Have been neglected for a long period (years) yet viewed by all

### SECOND QUOTE:

GRILL AREA LANDSCAPE: cost \$1,165.10

### REASONS FOR RECOMMENDATION:

- 1- Highly visible location
- 2- planting now is ideal time with onset of rain season, plants should be well established by Fall/Winter season.

**SIDE NOTE:** The Grounds Committee was never consulted or included in the location decision of this grilling area yet its location is a highly visible location on Cape Haze Resort grounds. Many people outside of this committee have voiced disapproval of the location. The committee feels landscaping this area is a very high priority.

ADMINISTRATION AND WORK PLAN/TASKS:

At our meeting Monday 4/8/19 we discussed (in addition to the above top priorities), to hold off on the "Club House Island Enhancement" (quote of \$509.62 submitted 3/19/19), also to hold off on "Main Drive Center Island Enhancement" (quote submitted in 2/2019).

Much discussion of mulch: Committee suggest property management obtain a second quote and then compare with Artis Tree's quote of 2 1/2 truckloads of mulch (submitted 3/19//19 total cost \$13,800.00).

Committee also suggests considering crushed shells or stone under air conditioning units vs mulch.

Work task in the next month include grooming of main drive entrance island #1 and maintaining planters without irrigation, also replaced one plant in pool area.

# APPENDIX F

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

**Date:** 04/16/19

**To:** Cape Haze Community Association Board of Directors

**From:** Chair: Ron Sanford  
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") will meet on the first Wednesday of each month over the summer beginning May; the meeting will be conducted with "dial-in/conference call" as available using the new hardware/software being tested by the Communications Committee.

### 2. Committee Work Plan / Tasks

- a. The 'New Land' Owner Survey was distributed via website posting and was also included in the Board's direct mail meeting notice on 4/2/19. As of Friday April 12th, 40 responses have been received. I will work on tabulating the responses over the next few weeks and should have a summary for the May Board meeting.
- b. Mark Watkins, Don Bergen and Ron Sanford met with Matt Trepal, at the Charlotte County Planning and Zoning office on Thursday, April 4<sup>th</sup> to discuss potential uses and approval processes related to development of the new land area. Matt brought the original paper files and plan documents related to the original approvals for Cape Haze to the meeting. We discussed having some or all of the documents digitally scanned, the potential costs for that work, and the time frame and associated costs for the scanning.

On a follow-up call on Monday, April 8<sup>th</sup> Matt said he had discovered that Charlotte County Planning and Zoning has recently begun the process of digitizing all of their project files. He said if we could wait 4-6 weeks he would 'bump up' the scanning of our documents and that the completed file would then be available for download at no cost via an Internet web link; I replied that that would be acceptable.

Matt also agreed to review the list of documents we have requested from our attorney(s) and let us know which of those documents are included in the County file. As of 4/13/19 he has not replied with that information.

### 3. Committee Request

There are no Committee requests at this time.