



## Minutes of the Board of Directors

### CAPE HAZE RESORT COMMUNITY ASSOCIATION, INC.

Cape Haze Clubhouse  
Tuesday, February 19, 2019  
Approved 19 March 2019

1. Determination of Quorum

Present were Mark Watkins, Ted Mottola, Jim Powell, Larry Bowie, Pete Travers and Richard Bolles. Mark Watkins declared a quorum. Also present were Scott Diamond and Bridget Spence of Casey Condominium Management.

2. Certification of Notice

Scott Diamond certified that proper notice has been given

3. Call to Order

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

4. Approval of Minutes of January Meeting

The minutes were corrected regarding the Grounds Committee report.

**MOTION:** Upon motion duly made, seconded and unanimously passed, the reading of the minutes was waived and the minutes were approved as corrected.

5. Treasurer's Report (Appendix A)

Ted Mottola presented the treasurer's report. Under *Reserve Status* the expected amount to be collected with the 2<sup>nd</sup> installment of the special assessment will be less than the \$144,000 reported because a number of owners had paid the amount in full with the first assessment. Under *Special Projects and Financial Implications*, Mr. Mottola reported that of the \$6,650 allocated to 8 current projects, \$3,090 would be coming from reserves.

6. Property Manager's Report

a. Projects/Work Order Updates (Appendix B)

Bridget Spence reviewed the following projects of the Association: sidewalk repair, bocce court repair and some drywall work (\$600); ceiling tile where AC system was replaced; repairs to the volleyball court; and paver work.

b. Update on Special Assessment Collections

Ms. Spence reported continuing work with 6 of the 7 owners that are delinquent; the seventh has been referred to an attorney for collection and is part of a closing.

c. Update on Swipe Card Entry for Common Areas

This was deferred to the Safety and Security Committee report.

7. Committee Reports

**Strategic Planning**

The report was presented by chairman Ron Sanford. The committee is meeting every other week. Frank Hauck has resigned as secretary and was replaced by Midge Mason. Owner forums are scheduled for February and March; one was held in January. In addition, the committee wants to conduct an owner survey with some additional survey questions added by the Communications Committee. There was a general discussion of surveys.

**MOTION:** Upon motion duly made, seconded and unanimously passed, the Board authorized the Strategic Planning Committee to formulate and distribute a to owners asking for thoughts and suggestions about the future use of the new land.

**Fines**

Board liaison Mark Watkins had no report.

**Grounds**

Kate taking care of many plants on her own time. Additional plantings are scheduled for tomorrow. Some additional landscaping donated around the pool area. A proposed contract for tree trimming was reviewed.

**MOTION:** Upon motion duly made, seconded and unanimously passed the Board authorized the expenditure of \$1425 for tree trimming and removal.

**Facilities**

**MOTION:** Upon motion duly made, seconded and unanimously passed, the Facilities Committee with Rick Wilson (Chair), Joanna Wood (secretary) and members Al Woody, Margaret Burnett, Bob Baran and Dave Ertel and the remit published on the web site was established.

Rick Wilson reported for the committee. The committee developed a facilities asset form and then assigned committee members to specific assets (e.g. pool, fitness room). Committee has initiated work orders, some of which are infrastructure related. Additional engineering review must be done, since some of the infrastructure issues were not included in the Association's Capital Reserve Study.

*Carport Canopies.* There is concern that damaged canopy tensioning cables may become a

safety issue, although this is not immediate. Nonetheless, specific cables may present more of a risk than others and need to be identified by Karins Engineering.

**MOTION:** Upon motion duly made, seconded and unanimously approved, the Board allocated up to \$2,000 for a review by Karins Engineering of the canopy cables to identify those which are a priority for replacement due to safety issues.

*Gas Grills.* The gas grills on the property are deteriorating and may pose a safety hazard. The Facilities Committee would like to be able to replace them.

**MOTION:** Upon motion duly made, seconded and unanimously passed, the Board approved the expenditure of up to \$3,000 for new grills and authorized the president, after review of bids with the treasurer, to authorize the purchase.

### Safety and Security

Mark Ikemire reported for the committee. The committee is gathering information for presentation of a multi-year project to enhance general security at the campus. The initial phase of the project will be the front gate.

Items being pursued by the committee include: (1) investigating elevator maintenance; (2) signage to address traffic safety concerns; (3) fencing barriers; (4) smoking locations and other policies; and (5) agreements with an electrical/mechanical contractor for emergencies.

The committee noted only one Automatic Electronic Defibrillator (AED) device around the clubhouse and considered that additional ones may be needed. The Fire Department is willing to do a presentation on cardiac life support and use of AEDs and thereafter do an cardiac life support course for a participant fee. The Fire Department is also willing to conduct training in use of hand-held fire extinguishers. Sign-up sheets are available for each of these.

The committee is thinking about having the Sheriff come to do a presentation on general safety.

### Communications

The report was presented by board liaison Pete Travers.

*Remote Communications.* The committee is investigating improving the communications equipment to allow more effective remote meeting participation.

*Comcast Contract.* The committee, represented primarily by Andy Sykes, is gathering information about our cable/internet infrastructure, the current provisions of our Comcast contract and the exploration of other potential vendors for cable and internet services. As a part of that, the committee will include some additional questions on the Strategic Planning Committee survey.

Without objection, the board, by consensus, assigned Andy Sykes to take the lead in negotiations with Comcast.

*Web site.* The committee has identified an individual to assist with maintenance and further development of our web site.

*Directory.* The committee is developing a Cape Haze Resort directory with owners voluntarily providing name, address, email and phone information and giving permission for those elements to be incorporated into the directory. Only those owners or long-term renters who grant written permission will be included in the directory.

*Logo.* The committee presented the Association's proposed logo (shown below), designed by Jim Powell, for consideration.



**MOTION:** Upon motion duly made, seconded and unanimously approved, the Board adopted the logo as the official logo of the Cape Haze Resort.

*Standardized Committee Reports.* To facilitate reporting and consistency of the information, the committee believes there should be standardized reports and that a standard template be shared with all committee chairs.

**MOTION:** Upon motion duly made, seconded and unanimously approved, the Board authorized the committee to develop and disseminate a standardized committee board report format to include the committee name, the name of the chair, the names of the members and the date of the report with a separate section for recommendations to the board.

## 8. Unfinished Business

### a. Approval of Amendments to the Declarations and Articles

Mark Watkins reported that additional changes were forwarded to our attorney, but the attorney was not responsive. Therefore, the Board cannot approve the changes at this time.

Mark Watkins announced that the Community Association will be changing legal firms.

## 9. New business

### a. Complaints/Violations

Mark Watkins submitted a written request for relief from compliance with article VI, section E of the CHR Rules & Regulations in order that he may have access to the common facilities to attend to his duties as a director and officer of the CHR Community Association. (Appendix C).

**MOTION:** Upon motion duly made and seconded, the Board voted 5-0, with Mark Watkins abstaining, to exempt Mark Watkins from compliance with Article VI, section E of the Rules and Regulations while he serves as a member of an Association or



Condominium Board of Administration.

10. Correspondence

*Request from owners*

A request regarding rules and regulations was received from 18 owners. The individual prepared to discuss the request had to leave the meeting prior to its presentation.

**MOTION:** Upon motion duly made, seconded and unanimously passed, the board tabled the consideration of the request until its meeting in March 2019.

11. Owner Comments

Mark Watkins pointed out that we include this on our agendas, but that our practice has been to accept owner comments and questions at relevant points throughout the meeting.

12. Adjournment

Upon motion duly made, seconded and unanimously passed, the meeting was adjourned by Mark Watkins, president, at 12:12 PM.

Prepared by: Henry Travers, Secretary

## Appendix A

Cape Haze Community  
Association Board

CAPE HAZE RESORT  
PLACIDA, FLORIDA

Office of the Treasurer

### Treasurer's Report

#### *Financial Summary*

The Community Association has \$179,518.05 in the operating accounts as of January 31, 2019. This includes funds that were collected as the special assessment and that will be transferred to the reserve accounts. At this time we have \$197,926.05 cash on hand in the various reserve accounts for a total of \$376,900.26 cash on hand.

#### *Quarterly Performance vs Budget*

As of January 31, 2019 we are \$6,333.72 over budget. Half of this overage is in the landscaping category where we approved expenses that needed to be done in the first quarter of this year. While we are over budget in this category at this time we will catch up as we move through the year. We were also over budget in the social line item and again this is a seasonal event and will even out as we move through the year. We continue to monitor the line items and will be making adjustments to specific account headings as we move through the year.

5 owners 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. An additional \$144,000 will be collected on the second installment of the special assessment which will help to replenish the money utilized from the reserves for the purchase.

#### *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. An expense was approved at the last meeting for a purchase of an exercise bike from the reserves at a cost of approximately \$4,500.00.

Research is being done on the front gate system as well as the carport systems. These projects could be viewed as reserve expenses and will be reviewed when the committees make recommendations.

## Appendix B

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

**19-Feb-19**

DATE	ACTION	ASSIGNEE
1/22/19 2/19/19	Pool Re-surface + heaters Facilities Committee Review	Casey Mgt / Fac Comm
1/22/19 2/19/19	Access Control Project Safety & Security Committee Review	Casey Mgt / S&S Comm
1/22/19 2/19/19	Carport Project One Quote Received for Entire Project	Casey Mgt / Fac Comm
1/22/19	Fitness Facility Audit Facilities Committee Review	Casey Mgt / Fac Comm
1/22/19 2/19/19	Residents e-mail permission Committee Generated Approval Forms	Casey Mgt / Com Comm
1/22/19 1/31/19	Letters to Owners - Rental Rules Letters to Owners- Sales Procedures	Casey Management Casey Management
1/22/19 2/19/19	Key Check Procedure Garage/Storage/ Electrical Appliances	Casey Management Inform Owners-Inspection
1/22/19	Website Management	Casey Mgt / Com Comm
1/22/19	New Entry Gates	Casey Mgt / S&S Comm
1/22/19	Asphalt Re-surface	Casey Mgt / Fac Comm
1/22/19 2/19/19	Concrete Repairs Minor Work-Completed	Casey Mgt / Fac Comm more to be scheduled
1/22/19	Garage / Dehumidifier Project	Casey Condo Boards

# Appendix C

MARK E. WATKINS

8405 PLACIDA ROAD – UNIT 206 · CAPE HAZE, FLORIDA 33946

email: [mewatkins@yahoo.com](mailto:mewatkins@yahoo.com)

19 February, 2019

To the CHR Board of Directors:

This shall constitute my request for relief from compliance with Article VI, Section E of the Cape Haze Resort Rules and Regulations in order that I may have access to the common facilities to attend to my duties as Director and Officer of the Community Association.

Respectfully submitted,

s/ mew

Mark E. Watkins