

ROYAL ST. ANDREW ASSOCIATION, INC.
Board of Directors Meeting – In Person & Zoom Conference
Tuesday, December 16, 2025

Minutes

Call to Order by Manager Steve Mannik at 4:06pm

Quorum Established – Four board members were in attendance: President Tom Dudar, Vice President Mark Rosenfeld, Secretary Joe Cvengros, Treasurer Bahr Mahony, as well as Manager Steve Mannik and 4 owners in person and 7 owners on Zoom.

Confirmation of Proper Meeting Notice – Steve Mannik confirmed the board meeting notice and agenda went out to owners on Friday December 12, 2025 and was posted in the mail room.

Additions/Corrections to Agenda: Bahr said that RSA has not received the November financial report from RealManage so there would be no financial report update.

Approval of Board Meeting Minutes: Steve noted that the minutes from the board meeting held on November 18, 2025 were approved by the board via email and have been posted to the owner's page of the RSA website.

President's Report: None

Treasurer's Report: No report due to not having received the November financial report prior to the meeting.

Manager's Report:

Roof Replacement Project: The roof has been completed, but the metal cap on the parapet wall was not done to the specifications in the design. The engineer is reviewing the material used and the installation to determine if it meets all the code requirements, or if it will need to be replaced. The engineer confirmed the metal meets the requirements, but he is still working on confirming if the installation method meets codes. There is additional cleanup needed to be done by Crowther. Some black tar-like material splattered onto some areas of the pool deck and the side of the building which Crowther has been made aware of, and they will have it cleaned.

There was a question about the lawsuit against Simon in which Steve replied that there is no update beyond the attorney statement made at the last board meeting.

Generator: The hold up on the generator has been with the gas permitting. As of last Friday, Steve was informed that the contractor had received what he needed to submit the permit application. Steve said as of today he has not seen the application listed on the City of Sarasota's

website, so he has been contacting the contractor to confirm the status. Steve noted that the generator is currently holding up a few projects. We cannot get an operating permit for the north elevator until it can be tested with the generator. We cannot resurface the south parking lot until the generator is installed because this will require a large crane. And the south carports cannot be installed until after the crane and parking lot resurfacing. Steve mentioned that the parking lot contractor, Mailloux, may still do the concrete apron at the exit to Palm Ave, and possibly the valley gutter if it can be done without risk of damage from a crane. There was also a question about whether we can do the elevator flooring and stainless-steel work now. Steve noted that the elevator needs to be shut down during the process so both need to be operational.

Committee Reports:

Project Committee: Owner, Mark Rosenfeld (committee chair)

Mark said there was a project committee meeting last week and Jason Poma attended to show a proposed 12" border around the architectural metal screen being installed on the back of the building. This was suggested by Poma so that there will be clean straight lines going up the building. Mark said that laser measuring done by Poma revealed that the wall along the utility balconies is not perfectly straight so the metal panels would have varying sizes of gaps along the sides. We are still hopeful the metal will be installed in January.

Parking Lot: The installation of the concrete area near the roof drains created a tripping hazard, so Poma will be putting together a proposal for a handrailing that would use the same pattern as the architectural metal wall being installed on the back of the building. Poma will also provide a price for a taller barrier in the area of the recycle trash bins to hide them from view. There was some additional discussion on the location and need for the railing. No recommendation will be made until pricing is received.

Other committee reports:

Grounds Committee: Vicki said the committee has plans to meet with the owner of Tropical Gardens on Jan 7th to discuss landscaping upgrade plans. After the meeting the committee will put a recommendation together for the board and owners to consider.

Planning Committee: Mark said there was an initial meeting of the committee on Dec 8th. There are 8 owners currently interested in being on the committee. The next meetings are scheduled for January 19th at 9AM and February 9th at 4PM. He said that owners are encouraged to send ideas to the committee on future improvements they would like to see. Send suggestions to Mark or Steve thru February 8th. Afterwards a survey will be developed and sent out sometime in March to gather ownership thoughts on suggested improvements to our community.

Cable Internet Evaluation: Steve said he has received 26 responses with a variety of answers. The group overseeing this will analyze the results in the coming weeks.

Board Business:

Project Spending Update: Bahr displayed a series of spreadsheets which showed what was allocated for each project, what has been spent, the estimated future spending, and what money, if any, may be remaining when a project is completed. The summary spreadsheet is attached to these minutes.

Parking Restriction after the parking lot resurface. Tom said the board is considering adding parking restrictions for the parking lot after the resurfacing is complete to help reduce the chances of damage being done to the new surface. Tom was curious about what other properties in our area are doing for restriction. Steve will investigate this. There was some discussion on the subject but no determination at this time.

Good Neighbor Section:

There were no good neighbor comments, but one owner asked about 2026 quarterly dues coupon books. Steve said the coupons will most likely not arrive until after the first of the year so he will be emailing invoices to owners who are not set up for automatic payments. He stressed that if an owner uses a bill pay service through their bank, they need to have the dollar amount updated with the 2026 amounts. There was also a discussion on window cleaning and that we should try to change the pattern to May and November in 2026.

Adjournment: Mark made a motion to adjourn, Joe second, all were in favor. The meeting adjourned at 5:15 PM.

Respectfully submitted,

Approved:

Steve Mannik, Manager

Overall Summary

Project	Est Cost	Reserves	Assessment	Paid to Date	Remaining	Est. Future Spent	Est. Balance	Balance Adjust	Net Balance	Notes
Assess. #1 (Roof, Elevators)	1,226,800	309,333	917,467	770,800	456,000	346,160	109,840	(50,000)	59,840	\$50K credited in Assessment #3
Assess. #2 (Carport, Concrete)	1,077,592	254,650	822,942	731,446	346,147	195,693	150,454	(100,000)	50,454	\$30K of project management + \$70K of carport contingency credited in Assessment #3
Assess. #3 (Paving, Deco Block)	1,105,000	474,000	631,000	515,799	589,201	563,284	25,917	-	25,917	
Assess. #4 (Roof Replacement)	396,000	-	396,000	255,458	140,542	110,836	29,706	-	29,706	
Subtotal	3,805,392	1,037,983	2,767,409	2,273,503	1,531,890	1,215,973	315,917	(150,000)	165,917	