

Southbrooke Condominium Association, Inc.

Board of Directors Meeting Minutes

March 23, 2023

Southbrooke Condominium Association, Inc. Board of Directors meeting was held at 5230 SW 91 Drive Suite C Gainesville, FL 32608.

Quorum and Call to Order: The meeting began by establishing a quorum, quorum was established. The meeting was called to order at 4:33 p.m. by Linda Webb (Lynne). Board Members Present: Mary K. Henderson (Kathy) and Marilyn Wodlinger

OTHERS PRESENT: Bobbie Jo Blackwell, CAM **Owners present:** Robert Mounts

Approve Minutes from February 21, 2023. Marilyn made a motion to approve draft minutes. Kathy seconded. Motion passed unanimously.

Manager's Report (and Discussion about Topics) on February 21, 2023:

Mulch and Irrigation: Approved: 20 yards of pine bark mulch \$1700 plus \$400 for prep prior to mulch. (Southbrooke Landscaper) Gerald agreed to come look at your Irrigation issues and assist management with finding heads and locations. Management agreed to locate system controls and attempt to determine what needs fixed and notify the board at the next meeting. Management agreed to locate all valves prior to the installation of mulch to ensure the valves were not covered by mulch. HVAC Rooms Crystal Air was contacted by the BOD and a quote was received for \$23,947 per AC room. A copy of the estimate was presented to the BOD. The BOD and Management agreed that both parties should continue to propose viable solutions to a developer-created problem during construction phases regarding the installation and location of the equipment. (Estimates should offer solutions/proposals for fixing problems in place with the AC units in place or offer solutions/proposals to relocate systems to the exterior of the building.) Management informed the BOD that WW Gay refused to do the work, or to provide an estimate whatsoever due to the complexity of the design-flaws and liability issues related to the requested proposal. HVAC Room Fan motor was installed as requested and approved. Gator Fire re: building 4735 antifreeze (prior issues). The BOD approved the estimate from Gator Fire to shut down the fire alarm system and drain the systems to perform scope of work provided, adding a test port and adjusting the antifreeze levels. Elevator New phone lines were installed by Kings, outlets were installed in both fire rooms as required and approved for elevator phone lines. Elevators non-expired certificates will be installed once all 2022 deficiencies are resolved and they are received. Exterior Lighting and Exit Signs Approved: Fix all exterior lights that are inoperable (both buildings), replace two broken exit signs and on both buildings, the exit signs

Southbrooke Condominium Association, Inc.

Board of Directors Meeting Minutes

March 23, 2023

are missing bulbs and need batteries also; it is less expensive to replace the exit signs. Fixtures on both buildings: bulbs are discontinued and so for all future purposes, the fixtures are approved for replacement for easy future light bulb changes. Larger Recycle Bins Waste Pro said that larger bins will not fit in this area unless the area is reconfigured. Project is on hold. Entry Gate Repair for Building 4715 Approved: Pickup gate to have sandblasted and repainted and re-installed. Parking Lot Repairs and Resurfacing: BOD was provided an estimate from SNG Pavement and Sealcoating. The BOD had questions during the meeting, so the vendor joined the meeting on speakerphone. Cleaning Services BOD should develop a specific scope of work and provide to the manager to include frequency of the work and specific locations. Property Updates for Owners Owner updates be provided to owners through the Nabr site rather than by mail. Owners should include/add their renters contact information in this system as well as their own for "Renter notifications." Nabr network site is expected to be launched in April. Issues such as "Skateboarders," or other important topics can be added by the manager or by the BOD President as management agrees to make the President an admin on this site. Roofing/Soffit Repair Perry Roofing \$2577. Install date is approximately 5 weeks out after the BOD signs the Perry Roofing quote at the BOD meeting. J&S roofing in Haile Village quoted \$4701.83. (Copies at Meeting) **Kathy made a motion to hire Perry Roofing (approve estimate) for the repair and to pay from Reserves as permitted. Marilyn seconded the motion. Motion carries unanimously.** Financial Reports the Accounting Firm stated that they expect to provide the 1st quarter reports for BOD review in April 2023.

Old Business: None.

New Business: Crime Prevention: The BOD asked Management to continue to request a copy of the contract to verify that Crime Prevention was not invoicing for the elevator phone lines and to update the Call-Out List prior to the next meeting. Modifying the Condo Rental Policy The BOD agreed to table this discussion. Skateboarders: Management agreed to provide a notification to all owners in April on the Nabr site established for owner communications. Items not on the agenda but were discussed: BOD asked Management to obtain estimates from Orkin for mosquitos and all unit pest control services prior to the next BOD meeting.

Adjournment

There being no further business, the meeting was adjourned at 6:30 p.m.