



SAND AND SURF CONDOMINIUM ASSOCIATION

2535 SOUTH ATLANTIC AVENUE DAYTONA BEACH SHORES FLORIDA 32118

Minutes of the Board Meeting held on Jan17th, 2026 at the resort.

Present: Bob Ford - President, Jeni Sellers - Vice President, Ray Graber - Treasurer, John Hauser – Secretary, Stu Gee – Board Member, Vicky Freeman – Alternate Board Member, Kaila Johnson – Manager

Bob announces that we will have our software developer onsite on Wednesday to go over and input data into our upcoming online reservation system and invited Board members who could be here to join in the work session.

10:am meeting called to order. Bob introduces our new manager Kaila Johnson to the Board.

Motion to approve December minutes made by Ray second by Jeni. Minutes are approved.

Managers' Report- Kaila

Do we need to shut down for two weeks in October? Discussion among Board about how to schedule deep cleaning for each room once a year. We would benefit by opening for business 2 weeks in October and get most rooms done in January when it's slower.

Motion made by Ray second by John. Motion approved to use October weeks to be available inventory as floating units going forward.

Do we need 3 maintenance men? Kaila discusses issues with our present crew concerning pool issues and work hours. Board discusses our present crew and issues with accountability and performance. Bob will meet all the guys on Tuesday and determine what we need to do going forward.

We need to establish a set vacation and sick leave policy. Vicky proposes a system where an employee can accrue paid leave that does not distinguish between vacation or sick time and it would work out to 15 paid leave days that can be earned in a year. Discussion by the Board about how we would implement this policy for new employees and how many days could be carried over into another year. Vicky agrees to work with Kaila and write up new paid leave policy based on her recommendations and Board discussion.

Board authorizes Kaila to order new barbeque utensils as requested in her report.

Pool temp is set at 80 degrees, and pool is serviced 2 times a week.

End of Managers report.

New Business, Bob:

We have discovered more irregularities in accounting that happened with our former manager. Specifically, a case where \$1,500.00 in cash was taken from an owner with no deposit recorded or receipt given in exchange for maintenance fees. More issues are being uncovered, and Kaila has been given a discrepancy list to help locate other possible irregularities. It's been reported by staff that there are no Keurig's anywhere on the property after we had purchased several over the past 2 years.

Bob talks about the new reservation software that we are implementing that will allow Owners to make and manage their reservations online as well as provide accounting and automated management features.

Discussion about the Legacy Bricks we have sold. We need to input our order forms onto the Brick company's website to get them made. This is a job that's been long neglected. Bob directed the Kaila to make completing this a priority once our new software is up and running.

10:50am, Lisa our assistant property manager is called into the meeting. Lisa goes over a file of deed-back request letters she has reviewed for the Board. Board reviews letters and considers some based on hardship. Any deed backs that we approve must have accounts paid up to date and pay a \$125.00 deed transfer fee.

Lisa leaves the meeting.

Financial Report, Ray:

Our total cash outlay for December was \$29,354.28, if you deduct special items, it was \$2,510.06 more than December 2024. Revenue for December was \$26,912.30 which was \$3,353.81 more than December 2024.

Motion to approve treasurers report made by John, 2nd by Stu. Report is approved.

New and Old Business, Bob:

Lisa has asked to have her salary reduced in order not to have an income that would lower her Social Security payments. This will also limit her ability to make sales commissions throughout the year. Board will comply.

Board discussion about reservations and how we require full payment to lock in a reservation and that all reservations including for fixed owners who are currently delinquent as of November 14th, 2025, are to be cancelled and those weeks put into our available exchange inventory as soon as we get our software database online.

Payroll is now being processed on Mondays and employees get paid the following day. The Board requires all employees to log a weekly time sheet. Ray reminds Board we have to keep payroll records for 25 years.

Ray says we recently found that Donna Raucher a former manager had her name still embedded as a user on our QuickBooks account software and we had to go through several layers of account security to remove it.

Discussion of the 25-year age limit for staying alone at our resort. John goes over the story of many years ago when he tried to change this policy and how it was set in stone by longtime manager Bonnie Hoss. After discussion of the legal age limit, underage drinking and how we would still require a credit report from any potential owner the Board considers a motion that we will now allow an 18-year-old to be able to purchase or stay in a Sand and Surf Unit.

Motion made by Ray, 2nd by Stu. Motion is approved

Board confirms our policy of only taking credit card damage deposits from RCI guests, Interval guests and guests of Owners but not from Owners themselves to Kaila

We have a situation where without authorization Nicole exchanged an upcoming July Unit week to an owner who lost use of his regular week because of last years hurricane which is in violation of Sand and Surf policy. This same owner is not in good standing because of an unpaid fee on a deed he is supposed to have returned to us.

Ray said our Workman's Comp audit revealed that we owed an additional amount of \$360.00 for last year.

11:50 am Kaila leaves meeting

Bob reminds everyone about Wednesday and how we are looking to upload a significant portion of our data base into the software and get everything online in the coming month.

Bob will meet with individually with our maintenance guys on Tuesday morning and make sure they are going to all be on the same page going forward.

Brief discussion reaffirming the points of our new paid leave policy that Vicky will write up for review at our next meeting.

Next meeting will be at the resort on February 7th at 9:am

Motion to adjourn made by John, 2nd by Ray.

12:30pm meeting is adjourned.

Minutes taken by John Hauser - Secretary