

**NOTICE OF MEETING**

DATE & TIME: Wednesday, August 21, 2024 at 5:30 p.m., local time

LOCATION: Zoom.US // Meeting ID: **827 1506 5419** // Meeting Passcode: **657 730**  
To join via phone, dial: +1 (305) 224-1968

**AGENDA ITEMS**

1. Call to order by President [5:35 pm](#)
2. Quorum of Board Members  
| [X](#) | (P) J. Leopold | [X](#) | (VP) Bill Hahne | [X](#) | (S) K. Donahue | [X](#) | (T) M. Kimmey | [X](#) | (D) M. Nesbitt
3. Members present: [Bob Porter \(416\)](#); [Kurt Massing \(209\)](#); [Rick Dobreff \(315\)](#)
4. Disposition of previous meeting's minutes // Secretary's signature

- a. MOTION to waive reading and accept meeting minutes from the meeting on 06 AUG 2024 into the records of the Association.

<b>MOTION</b> S	<b>SECOND</b> P	<b>OBJECTIONS</b> None	<b>MOTION IS:</b> Adopted
Secretary approves electronic signature on minutes.			

5. Old and Current Business:
  - a. Milestone Reserve Study (SB-4 Requirement Due by 31 DEC 2024)
    - i. Manager to get quotes for Inspection and Study. Present to Board in SEP 2024.
  - b. Roof / Insurance Issue – *The insurance company wants the roof replaced or they will cancel the insurance. Just the tar & gravel roof needs to be replaced. A letter from an engineer will not work according to the insurer as the roof is beyond its usable life. Manager to check in with his brokers for alternative insurance.*
  - c. Staffing and Personnel
    - i. Ms. Saint (Janitorial & Maintenance):
      1. Contract from AUG 2023:
        - a. 01 NOV – 30 APR 5x/wk - \$1,600.00 / mo.;
        - b. 01 MAY – 31 OCT 3x/wk - \$975.00 / mo.;
        - c. Task list is on existing contract;

2. Supplies – not being reimbursed; Althea @ Enumerate; Ms. Saint to text manager supplies as needed. Manager will order supplies and then deliver them to the storage room.
      3. Manager to get insurances from them.
      4. Contract – Review and then sign an amendment or new contract.
    - ii. Debra — Through 31 AUG 2024;
  - d. Schedule for electrical work and notices to owners
    - i. 2024.08.21 – Finishing up with 218; Following week, 118; Week after 318
      1. Manager to speak to electrician about schedule;
      2. Individual Unit Panels (includes new riser wire, new breakers, service upgrade to 200amp service, 10-yr smoke detector battery. ~ \$3K/unit.)
      3. Individual units may be charged a LIMITED Special Assessment.
  - e. Special Assessment Letter for Association’s side of the electrical work
    - i. 3 large switch panels \$154K; Manager to get other quotes.
6. New Business
- a. Projects and Priority of each
  - b. Website
    - i. MOTION for management to develop a website pursuant to the contract.
- |  | <i>MOTION</i> | <i>SECOND</i> | <i>OBJECTIONS</i> | <i>MOTION IS:</i> |
|--|---------------|---------------|-------------------|-------------------|
|  | VP            | S             | None              | Adopted           |
7. Next meeting date & time: TBD when bids come in.
- a. Item(s) for next meeting: (A) Back-up pump; \*Brian in 311 (tenant) was able to offer information about a pump with larger impeller (high-volume pump vs. the medium-volume/medium-pressure pump currently in-place.) Aloha A/C installed last pump. AB Electric supplied current pump.
8. Annual Meeting is 14 DEC 2024
9. Motion to Adjourn
- | <i>MOTION</i> | <i>SECOND</i> | <i>OBJECTIONS</i> | <i>ADJOURNED AT:</i> |
|---------------|---------------|-------------------|----------------------|
| VP            | T             | None              | 6:51 pm              |

**APPROVED**

**BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

*Kathy Donahue, Secretary of the Board*

**Short-term action items:**

- Semi-annual tree cut / trim (October)
- Pest Control (2<sup>nd</sup> Tuesday of each month)
- Improve security cameras – move monitor to the office
- Pressure clean & seal front driveway / paint repair bumpers
- Replace / repair tile in meeting room
- Seal asphalt of driveway
- Evaluate Waste management contract
- Identify all rental units have emergency contact per Ft. Lauderdale law with Management.
- Back up pump
- Notice of Electrical unit panel replacement schedule and financial requirements.
- Address Ms. Saint's schedule
- Update List of Emergency keys for units
- Plan / Schedule discussion on special assessment.
- Timeline for battery change on keyless entries

**Long-term action items:**

- Sea-wall repair / replace main electrical panel & unit panels
- Check under wood deck for condition of the seawall