

**NOTICE OF MEETING**

DATE & TIME: Monday, October 28, 2024 at 5:30 p.m., local time

LOCATION: Zoom.US // Meeting ID: **831 3362 1008** // Meeting Passcode: **372 243**  
To join via phone, dial: +1 (305) 224-1968

**AGENDA**

1. Call to Order
2. Notice of Meeting
3. Board Members Present

(P) J. Leopold	(VP) Bill Hahne	(S) K. Donahue	(T) M. Kimmey	(D) M. Nesbitt
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4. Members Present: *Rick Dobroff #315*,
5. Previous Meetings Minutes (*September 23, 2024 attached herewith*)

**MOTION: to waive reading and accept into the records of the Association minutes from 22 OCT 2024.**

<b>MOTION</b>	<b>SECOND</b>	<b>OBJECTIONS</b>	<b>MOTION IS:</b>
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*Does the Secretary of the Association grant management the authority to apply an electronic signature in the approval of any minute(s) that have been adopted? YES*

6. Current Business
  - a. Contract with Enumerate
    - i. Open a new account with CHASE BANK.
    - ii. Apply for ePay setup \$ 300.00
  - b. Electrical Panels in Units
  - c. Electrical Switches in Building (3 large switches)
  - d. Spare A/C pump
  - e. SB-4 Requirements
7. New Business
  - a. Pressure Washing (Front of Bldg) = \$3,000.00 + materials
8. Member Concerns
  - a. 311 — Past Due Balance
    - i. Owners asked for wire information; replied next-day that they have to send a bank-issued check, money order or cashier's check and provided address. As of 28 OCT 2024, balance remains.
  - b. Unit Owners w/o Keys in the office – Bill & Ricky will verify and finalize with next pest treatment.

- c. #315 — Leak is persisting; Look at window area and see if it was re-caulked.  
Awning people to come check on caulking.
    - i. 28 OCT 2024 – Manager was on-site and looked at the window awning.  
Videos and photos taken. No apparent / visible damage.
  - d. Someone took the luggage cart. Manager to order.
  - e. Locking toilet paper holder.
  - f. Two notice boards 1 near the elevator; 1 near main entry;
9. Next Meeting 28 OCT 2024 (Budget Mtg.)
- a. Will double-check the list of owners 2<sup>nd</sup> TUE in NOV.
10. 2024 Annual Meeting — December 14, 2024; 1<sup>st</sup> Notice on/before October 14, 2024
11. Adjournment

<i>MOTION</i>	<i>SECOND</i>	<i>OBJECTIONS</i>	<i>MOTION IS:</i>
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**MINUTES**

**APPROVED:** \_\_\_\_\_  
Kathy Donahue as Secretary of the Board

\_\_\_\_\_ Date

**MANAGEMENT TO-DO LIST**

- ☐ Order new luggage cart
- ☐ Order two (2) new notice boards for elevator and main entry areas
- ☐ Order locking toilet paper holders for bathrooms

**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