

**NOTICE OF MEETING**

DATE & TIME: Monday, September 23, 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 |
|----------------|-----------------|----------------|---------------|----------------|

4. Previous Meetings Minutes (*August 21, 2024 attached herewith*)

**MOTION:**

| <i>MOTION</i> | <i>SECOND</i> | <i>OBJECTIONS</i> | <i>MOTION IS:</i> |
|---------------|---------------|-------------------|-------------------|
|---------------|---------------|-------------------|-------------------|

*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/No?*

5. Current Business

**a. State Bill 4 Requirements — Florida Engineering, LLC Quote**

- |  |                   |
|--|-------------------|
| <b>i. Milestone Structural Inspection Quote:</b>     | <b>\$4,500.00</b> |
| <b>ii. Milestone Structural Reserve Study Quote:</b> | <b>\$3,150.00</b> |
| <b>iii. TOTAL:</b>                                   | <b>\$7,650.00</b> |

**iv. MOTION:**

| <i>MOTION</i> | <i>SECOND</i> | <i>OBJECTIONS</i> | <i>MOTION IS:</i> |
|---------------|---------------|-------------------|-------------------|
|---------------|---------------|-------------------|-------------------|

**b. Wind Insurance**

- |  |                     |
|--|---------------------|
| <b>i. Premium from Citizen's (who has dropped the Assn.):</b>      | <b>\$ 93,610.00</b> |
| <b>ii. Premium from RLI Insurance Company:</b>                     | <b>\$138,619.75</b> |
| <b>iii. Budget Shortfall (to be levied as Special Assessment):</b> | <b>\$ 45,009.75</b> |

**iv. MOTION:**

| <i>MOTION</i> | <i>SECOND</i> | <i>OBJECTIONS</i> | <i>MOTION IS:</i> |
|---------------|---------------|-------------------|-------------------|
|---------------|---------------|-------------------|-------------------|

**c. Contract with Enumerate — Attached separately; Does the Association wish to continue?**

**d. Electrical Panels in Units — Manager to present options how to handle after conversation with electricians.**

**e. Electrical Switches in Building (3 large switches) — Manager working on three quotes.**

**f. Spare A/C pump — Manager reviewed and is not a specialist, but believes the pump suggest may work. Recommend having the vendor who changes them look at it and then proceed to decision on ordering.**

**g. WEBSITE — Will be started soon!**

- h. CODE VIOLATION HEARING:** Scheduled for 17 OCT 2024. Manager is reaching out to code enforcement officer. (*Left VM for him on 13 SEP 2024.*)
6. New Business
- a. Marine License Renewal Status — Manager emailed about MFOL Renewal on 13 SEP 2024.
  - b. LaTour Fire Equipment – Hose inspections need to be handled. There are 11 and each costs \$58.25 to inspect. \$640.75 in the aggregate. (*Budget category 5519 – “Fire & Safety” – has a remaining budget of \$2,000.00, so this is well-within that.*) **Any objections to proceeding? (Motion not needed due to approved budget.)**
  - c. Management termination agreement with LBM – Letter for specific performance from Becker for email passwords. (*Motion directing Manager to work with attorney.*)
7. Member Concerns
- a. UNIT #206 — Smoking letter emailed to board on 12 SEP 2024. (*Need motion directing manager to send.*)
  - b. UNIT #314 — Water leak needs to be assessed by Association. (*Need discussion on vendor to use and approach.*)
  - c. UNIT #216 — Notice regarding not leaving checks at the office. (*Manager sending a letter.*)
8. Next Meeting
9. 2025 Budget Meeting — Manager recommends Monday, October 28, 2024. Notice would have to go out before Monday, October 14, 2024 (post office closed due to Columbus day.)
10. 2024 Annual Meeting — December 14, 2024; 1<sup>st</sup> Notice on/before October 14, 2024
- a. **NOTE:** Notices for the budget meeting and the annual election will go out in same mailing.

11. Adjournment

|                      |                      |                          |                          |
|----------------------|----------------------|--------------------------|--------------------------|
| <i><b>MOTION</b></i> | <i><b>SECOND</b></i> | <i><b>OBJECTIONS</b></i> | <i><b>MOTION IS:</b></i> |
|----------------------|----------------------|--------------------------|--------------------------|

**MINUTES**

**APPROVED:**

Kathy Donahue as Secretary of the Board

Date

**MEETING MINUTES FROM 21 AUG 2024 @ 5:30 p.m., via Zoom.US**

1. Call to order by President [5:35 pm](#)
2. Quorum of Board Members  

|                           |                            |                           |                          |                           |
|---------------------------|----------------------------|---------------------------|--------------------------|---------------------------|
| <b>X</b>   (P) J. Leopold | <b>X</b>   (VP) Bill Hahne | <b>X</b>   (S) K. Donahue | <b>X</b>   (T) M. Kimmey | <b>X</b>   (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><br>S | <b>SECOND</b><br>P | <b>OBJECTIONS</b><br>None | <b>MOTION IS:</b><br>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.
- 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

|  |               |               |                   |                   |
|--|---------------|---------------|-------------------|-------------------|
|  | <b>MOTION</b> | <b>SECOND</b> | <b>OBJECTIONS</b> | <b>MOTION IS:</b> |
|  | VP            | S             | None              | Adopted           |

|               |               |                   |                      |
|---------------|---------------|-------------------|----------------------|
| <b>MOTION</b> | <b>SECOND</b> | <b>OBJECTIONS</b> | <b>ADJOURNED AT:</b> |
| 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