

# BEACHWOOD PLACE

## ANNUAL MEETING

**DRAFT**

**SATURDAY, MAY 18, 2019**

### CALL TO ORDER

The Beachwood Place Annual Meeting was called to order on Saturday, May 18, 2019, at 10 a.m., at the offices of Association Services, Inc. (hereinafter referred to as “ASI”). Board Members present were Ms. Rosanne Ball, Mr. Jack Doornbos, and Ms. Jonnie Ghetti. Mr. Brian Boutwell participated via telephone conference. Due to Ms. Flanagan’s maternity leave, Ms. Katie Hazelbaker represented ASI.

### CALLING OF THE ROLL AND CERTIFYING OF PROXIES

The quorum was established.

### PROOF OF NOTICE OF MEETING OR WAIVER OF NOTICE

The proof of notice was provided.

### READING OF 2018 MINUTES

Mr. Sutter (2G) made a motion seconded by Ms. Heise (1C) to approve the 2018 Annual Meeting minutes as presented. All were in favor. **The motion passed.**

### REPORTS OF OFFICERS

**President’s Report** – Ms. Ball encouraged all members to sign up for TownSq.

Ms. Ball found it disturbing that owners of 6 units completely ignored the Annual Meeting notice and failed to attend or submit proxies. A letter will be sent to these members, encouraging them to participate by submitting proxies if they are unable to attend.

Ms. Ball reported that this year a new washer was installed on the first floor and a new dryer on the third floor. A water heater on the 3<sup>rd</sup> floor will be replaced this week.

A member inquired about water heater replacements in individual units. It is the owners’ responsibility to replace the water heaters in their units, and they may use a plumber of their choice.

**Financial Report** – Mr. Doornbos reviewed the Reserve Plan and how the funds are accrued for the Capital projects, such as painting of the buildings, parking lot repaving, hallway

flooring, pool repair, gutters, roofs on 2 buildings, and elevator. According to the plan, cash flow is positive until 2025. At that time, a special assessment would be needed. 10% of the annual budget plus an additional \$500 per month are set aside into the Reserve.

Mr. Doornbos noted that income from washing machines is used for the replacement of the machines and water heaters.

According to the Plan, roof replacement was planned for the end of 2018. A specialist who inspected the roof indicated that it was in good condition. Hence, the project was pushed back.

Ms. Ball reminded that building walkway flooring was replaced about 5 years ago. Re-coating of the surface is recommended every 5 years. It will be done during the offseason.

Mr. Doornbos reviewed the operating financial reports. As of December 31, 2018, the operating account balance was \$53,000 and Reserve \$85,000. As of April 30, the operating account balance was \$63,000 and \$90,000 in the Reserve. Since only about \$25,000 is needed for normal operating cash flow, the additional funds provide a comfort buffer. Year to date, operating expenses were about \$1,500 over budget, mainly due to the timing of paying the landscaping invoices and elevator repair bill. Two windows on the ocean side failed this year and two more pose concerns. Owners and the Regime shared the replacement expenses. Although window expenses were not budgeted, they were paid out of the operating account. The parking lot drain was repaired.

3 villa owners are sending the wrong regime fee amounts. They were notified.

Mr. Doornbos indicated that the Board plans to explore the Spectrum's proposal for the bulk cable and internet service to lower the expenses.

## **REPORTS OF COMMITTEES**

**Landscaping** – Ms. Ghetti reported that the Board is satisfied with the Greenery's performance. The Town approved the removal of 3 dead pines on the beach side of the complex without requiring mitigation. Two more trees are either dead or dying and are being monitored. A 50-foot limb overhanging the parking lot was removed. Dune vegetation and bamboo were trimmed in April. The second trimming is scheduled for the fall.

The Greenery does not maintain the planters by the pool. Ms. Ghetti encouraged owners to help with planting the vegetation in the pots after the Annual Meeting and later watering them. Ms. Ghetti asked owners to submit any landscaping-related concerns and suggestions to the Board.

**Insurance** – Mr. Boutwell indicated that insurance policies renewed on May 1 with the same company. The increase was about 9%. Next year, Mr. Boutwell plans to solicit multiple bids before renewing the policy.

Members who have questions regarding the Regime's insurance policies may submit questions to Mr. Boutwell via email.

## **REVIEW OF FINANCIAL STATEMENT AND MONTHLY REGIME CHARGES**

See Reports of Officers.

## **UNFINISHED BUSINESS**

Ms. Ball informed that the Board is soliciting proposals for caulking the windows and siding.

Parking lot globes cleaning is scheduled.

New pool light has been ordered.

The Board is considering the removal of burnt out surge protectors from the roof. According to the Board's knowledge, only a few of them remain on the roof. Directors are considering obtaining a quote from Gray's Heating and Air to have them removed.

## **NEW BUSINESS**

Gate codes will be changed on July 1, 2019 to avoid having locals in possession of the codes from accessing the Regime's property. Guards used during the last 4<sup>th</sup> of July weekend were ineffective. Ms. Ball reminded members to notify their rental companies about the change. New renter entry gate and beach code will be 3245. Vendor entry gate code will be 9102. Beach gate and pedestrian gate code will be 3245.

Ms. Ball noted that the parking lot gate is squeaky and needs to be oiled.

Ms. Ball will send a message to all property owners reminding that all bikes stored on site must be marked with the unit number. She may include pictures of the unmarked bikes. The unidentified and unmarked bicycles will be discarded after July 1, 2019. Several property owners in attendance agreed to serve on the bike committee.

A property owner volunteered to remove discarded items accumulated at the base of the first floor stairs on the beach side of the property. Per owners' request, ASI will post a sign prohibiting storing items in that area.

Ms. Pyle volunteered to remove old chairs from the laundry rooms and cleaning/painting them. She suggested regularly cleaning the dryer vents in the laundry rooms. Ms. Pyle agreed to clean out a key box and post simple laundry room rules and property rules in the laundry areas.

Ms. Ball reminded that Beachwood is a pet-free community. Property owners who break the rules will be fined. Owners suggested increasing the fines or making them progressive/cumulative.

Updated property rules and regulations will be posted on TownSq. Owners of rental properties were recommended to display them in the units.

A lock was installed on an electrical room. A copy of the key will be stored in a key box.

It was reported that a can of paint for screen doors is stored in the second floor elevator storage room. The gray color approved for screen doors is called Sherwin Williams Mindful Gray, and white door color is Sherwin Williams Eider White.

New emergency lights in the stairwells were installed, except for two locations: between the first and second floor on the beach side, as well as between the second and third floor on the street side. ASI will correct.

It was reported that lights by the pool and landscaping lights on the beach side are not working.

## **ELECTION OF DIRECTORS**

Ms. Ball asked owners to consider serving on the Board in the future.

Three (3) nominations were received for three (3) open Board positions. A motion was made and seconded to elect Ms. Rosanne Ball, Mr. Brian Boutwell, and Ms. Eileen Giglia by acclamation. All were in favor. **The motion passed.**

Residents thanked Board members for their dedicated service.

## **ADJOURNMENT**

There being no further business, a motion was made and seconded to adjourn the meeting.

\_\_\_\_\_  
President

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Date Signed

**Note:** Meeting Minutes are independently transcribed from a digital recording and are only intended to provide a reference summary of the proceedings and not a verbatim record of same. Association Services Inc. does not retain copies of meeting recordings.