

BEACH VILLA OWNERS ASSOCIATION

BOARD OF DIRECTORS MEETING

MAY 25, 2023

1. **Call to Order:** The meeting was called to order by Chair, Steve Wainwright at 4:11 pm. Those in attendance were Steve Wainwright, Bill McLean, Bill Chew, Susan Slaff, Allen Butts, Joni Manz and Sharon McCann. General Manager, Shantell Brutus was also present.
2. **Minutes of April 2, 2023:** A motion to approve the minutes was made by Allen Butts and seconded by Bill McLean. Vote to approve was unanimous.
3. **Approval of 2022 Audit:** Treasurer, Sharon McCann outlined information contained in the audit pertaining to the sewer project and discussed details added in the notes for greater clarification of the amounts set aside for the reserve accounts. Sharon also indicated that the reserves amounts should be specifically delineated in a board meeting for benefit of future audits. Steve Wainwright and Sharon McCann indicated the policy statement that reserves will only be spent on capital projects/pension which was duly noted by General Manager, Shantell Brutus. A motion to approve the 2022 Audit was made by Susan Slaff and seconded by Joni Manz. Vote to approve was unanimous.
4. **Distribution of Audit and Date for the Continuation of the AGM:** The final report with required signature(s) would be distributed by the end of May. The continuation of the Association's General Meeting will be held on Wednesday, June 21, 2023 at 4pm. Chair, Steve Wainwright will send out the notice to the members.
5. **Committee Assignments:**
 - Building:** The board hopes that John Monaghan will continue in his role given his expertise and years of experience.
 - Pool/Beach:** Bill McLean will head the committee with Bill Chew and Steve Wainwright participating.
 - Fire/Safety/Security:** Bill Chew will remain in his role. Bill Chew and Bill McLean will present a specific proposal to the Board at the next meeting regarding a contribution to TCESO for the operating expenses of the fire department. This would be an effort in coordination with the other associations to rebuild community services.

Finance Committee: Treasurer, Sharon McCann will head the committee. Susan Slaff will continue to participate.

Landscaping/Lighting: Joni Manz will remain in her role.

6. **General Manager's Report:** Shantell Brutus provided an update as to the current projects to be completed this summer/2023 (please see details below).

Shantell gave an update regarding the villas that need repair. Owner of Villa 535 is in receipt of the letter sent by the association outlining the lack of compliance and notice that fines will begin on June 1, 2023. Non-Compliance letters will go out to the owners of Villa 585 and 571 as both have failed to make progress with their repairs. The letters will provide notice that the fines will begin July 1, 2023. Repairs to Villa 514 are almost complete and the work needed for Villa 695 is currently being done.

The Landscaping personnel will be taking their annual vacations during July and August. Shantell will hire local sub-contractors to help out during this time period.

Work to clear the path to the beach next to the McCann villa will begin. The path is overgrown and there is a problem with sand build-up. There is a plan to plant palm trees and create a wall from the left over rocks from the beach wall project to help deal with the sand issue.

Summer security will begin in June and run through the month of August. Louben has volunteered to take on this responsibility - Saturday and Sunday from 11am-6pm at \$8.00 per hour.

Mary, who does the janitorial work at the villa office, has tendered her resignation as of May 26, 2023. Shantell will be looking for a replacement.

Sewer project: The lift stations are fully functional however there are issues with the electrical boards given their poor quality. Bill McLean indicated that this is a period of testing and he will further explore the electrical issue with the other HOAs and BPL.

The owner of Villa 714 is interested in doing some work on the dune as it has not been touched since Hurricane Dorian. Bill McLean reiterated the dune policy that no owner can touch the dune without prior written permission from the board and a board member must be present to

supervise any approved work. Sketches and a proposal should be given to the board for its consideration.

Repossession of Villa 522: The official process has begun. The owner has been served with notice and all required notices are posted on the villa.

Chair, Steve Wainwright requested that Shantell keep a list of completed projects for 2023.

Bill McLean requested that Shantell provide Weekly Reports to the board as has been the practice during the summer months when board members are not on the property.

7. **Status of Current Projects/Projects to be Addressed in 2023:** Shantell Brutus presented an update of the current projects moving forward this summer. She reported that the association had received one quote for the golf cart parking lot and is awaiting another before the project can move forward.

Options for replacing the tiles that edge the pool are currently being explored. It was agreed that Selisha Thompson and Leo Pratt will explore decorative tiles with coping options.

Israel will repair the pool pump in August. The pool will be drained in the second week of August to repair the main drain. Quotes for this work are pending.

Quotes for repairs of the Fox Lane parking lot and the parking area in front of Villa 521 are pending.

The walkway to the beach will be stained this summer.

Bill Chew recommended that 3 more Tiki Huts should be ordered and quotes should be obtained. They would be duty free if ordered this year. Chair, Steve Wainwright suggested that the Board consider this item after receiving the quotes for all of the proposed projects discussed.

8. **Family Leave Act:** Chair, Steve Wainwright proposed two (2) days of family leave for emergency situations for all employees effective immediately. Motion to approve was made by Bill McLean and seconded by Joni Manz. Vote to approve was unanimous.

9. **Decorative Lighting at Three Road Entrances:** Joni Manz continues to explore appropriate lighting for the entrances to the villa area. Most solar options seem to be more decorative than functional. Steve Wainwright and Joni have been exploring different options but none seem to put out as much light as those we had previously. Joni will provide additional information before the next board meeting. Bill McLean asked Shantell to find out how close the electrical wiring/power source is to each entrance for more functional lighting. One option may be to have different lighting options at the entrances given the location of existing power sources.

10. **Other Business:** Chair, Steve Wainwright addressed the ongoing issue of owners who rent their villas do not have property managers available to deal directly with renters when issues arise so renters are coming to Shantell and the landscaping crew to solve problems that they should not be handling. Shantell spends approximately 2-3 hours a day dealing with these distractions and it has become an impediment to completing her own work. Steve Wainwright will send a letter to every owner with a list of what information needs to be posted in their villa for renters including the name and number of their privately hired property manager, information about trash removal, restaurants, etc. If the owner has not hired a property manager, then their own phone numbers must be provided to the renters. Villa owners must provide a copy of the specific information provided to their renters to the BVOA/Shantell for its records. Shantell will then be able to hand the paperwork to the renter if there is a problem but she will no longer take further action. Bill McLean will forward the template of required information that had been distributed to owners in prior years to Steve for updating in light of Hurricane Dorian. This will be particularly helpful to the new owners who may not know the needed information.

Susan Slaff will resend the inventory list to the board.
Bill McLean will help with the depreciation figures.

Painting of the poles is about 95% completed and looks great.

Irrigation donuts have protected the irrigation heads when people park on top of them. The BVOA will be purchasing more of them.

Steve Wainwright has approached TD Bank to open an account and found that the association needs to register in the United States in addition to having a tax ID number. He

will explore further. He proposed moving forward with a resolution authorizing Steve Wainwright, Bill McLean, Sharon McCann and Susan Slaff as signatories on the TD Bank account. Bill McLean moved to approve the resolution and it was seconded by Allan Butts. Vote to approve was unanimous.

11. **Adjournment:** There being no further business to conduct, the meeting was adjourned at 5:39pm.

Respectfully submitted,

Susan Slaff, Secretary