

KEY BISCAYNE BEACH CLUB, INC

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

January 13, 2021

ATTENDEES:

Present at Club:

Dwight Hewett

Michael Bracken

Chris Biggers

Craig Hardie

Sixto Campano

Jack Macia

Paul Zuccarini, Manager

Present by Phone:

Nancy Stoner-Downs

Call to order: 6:00 PM

MOTION by Bracken: To approve minutes from November 17, 2020 BOD meeting. Seconded by Hardie. Passed unanimously.

Old Business:

Concession: Hewett reported that the state Dept of Health (DOH) has been helpful but slow to respond to our efforts to open the concession. The main problem we have is that our grease trap is non-compliant, as it is connected to a drain field and not the sewer. Hewett has attempted to have our grease trap grandfathered in, to no avail. Hewett is now engaged in directing us through a variance process with the DOH in Tallahassee, but this is time consuming. Hewett will be presenting our position to the DOH in February. Once the DOH signs off, then the DBPR signs off, then DERM, then the Village. The DOH is the big one.

Manager's Goals 2020-2021 Update: Zuccarini provided a written update to the Goals. The BOD spent time discussing the development of a sequenced parking decal system in order to control parking more efficiently. We must, however, come up with a procedure that reduces the time it takes to administer this task every year. Stoner-Downs suggested that we tie in decal numbers to the members' respective club numbers. The BOD supports this idea.

Electric Panels: We will be installing a new, more robust electric panel in the kitchen and a new one in the office. We have received several quotes.

Reserves Schedule: See Financial Discussion in the Treasurer's Report section.

Sewer Lateral: Hewett reported that the Village's Jake Ozyman confirmed that the sewer lateral node construction will be completed by March 31. The Club then has to complete the hookup. We have several bids that we will vote on at the Feb 2021 BOD meeting.

Dumpster: Hardie reported that he has contacted the Village to install a barrier around the dumpster for better aesthetics.

New Business:

Membership Approval: The BOD discussed implementing a formal membership approval process. We discussed the following:

- A Membership Committee should be formed to review new member applications and to make recommendations to the BOD for a final vote.
- All new members to be required to sign the rules and policies manual.
- All new members to undergo a background check prior to final membership approval.

Senior Membership: The BOD engaged in a discussion regarding the implementation of a senior membership program. **MOTION by Bracken:** To create a senior membership category beginning at age 75, at a reduced annual membership rate of \$550.00, effective this year and retroactive to January 1, 2021. Seconded by Biggers, approved unanimously. The BOD also engaged in a discussion regarding reduced initiation fees for 75+ year-olds that are applying for new memberships. The BOD agreed to take this up on a case by case basis.

Manager's Report

Current Membership Report: See Financial Discussion in the Treasurer's Report section.

Inventory Report: Zuccarini reported very strong store sales in December and provided a written sales report.

Treasurer's Report See Attached

Financial Discussion: Biggers reported that the Club finished 2020 in excellent financial shape (congratulations to Chris Biggers, Paul Zuccarini and the accounting team). The Club was able to transfer \$167,000 from the operating account to the reserve account, bringing the total reserve account to over \$202,000. Bracken and the Reserve Account Committee are going to generate a reserve policy which will allocate short and long-term funding needs to be covered by the reserve account. The BOD discussed installing hurricane resistant, storefront-style windows and doors in the clubhouse. Zuccarini has produced an electronic process for the collection of annual dues that is working well. Our Paycheck Protection Plan (PPP) government loan has been forgiven as of January 11, 2021 and has been moved from a liability to income on our financials. We will take a look at the conditions and regulations regarding a second PPP program, as well as assess our financial needs, to determine if we should apply for a second PPP loan. Our total number of members is 614. We estimate 580 will pay full dues by Feb 15, 2021. We still have 58 members that owe dues from 2020 and prior years. These members have until Feb 15 to pay their past due balances or they will forfeit their respective memberships. A letter has been sent to them as a last reminder.

MOTION TO ADJOURN by Biggers, seconded by Hardie.
Meeting adjourned at 7:23 PM. Recorded by Jack Macia.

Next BOD meeting: Feb 17, 2021 @ 6:00 PM KBBC