

# KEY BISCAYNE BEACH CLUB, INC

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

October 15<sup>th</sup>, 2020

## 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: 6:04 PM

**MOTION** by Hewett: To approve minutes from September 16, 2020 BOD meeting. Passed unanimously.

## Old Business:

Concession: Hewett informed the BOD that all excavation details were sent to the Florida Dept of Health. We are waiting for the Village (Jake Ozyman) to confirm the sewer lateral hookup. We still need to see if the Dept of Health will approve our grease trap as is. Hewett also mentioned that our electric panel may need to be updated if it cannot handle the energy needs of the new kitchen.

Sewer Lateral: Hewett reported that there was not much change since our last meeting. We are still waiting for node construction by the Village. The Village capped our neighbor's drainage pipe. The flooding situation has improved, but has not been eliminated.

SUP/Kayak Racks Update: Zuccarini informed us that all 36 spaces are under contract. Renters have 3 months to use their respective spaces, otherwise they forfeit their contract. Zuccarini will make sure that all signed contracts have the 90-day usage clause included.

Manager's Goals Update: Zuccarini provided an update to several of the goals, as follows:

- A new hire SOP has been produced.
- An employee development program has been launched. Zuccarini has created a daily employee task sheet for his staff, which is signed off on a daily basis, scanned and added to each employee's folder for record keeping.
- Manager was asked to create a template with checklist for house and grounds report.
- Regarding member entry onto the property, the BOD and Zuccarini discussed ways to tighten up the beachside entrance in order to keep non-members out.
- Regarding developing a system to organize and coordinate incoming and outgoing office business, Zuccarini is copying his Admin Assistant on all issues so that they are on the same page. Zuccarini will get a stamp in order to mark the date of all incoming mail. We discussed setting up a new office computer terminal and purchasing new office furniture for this terminal in order to foster a more efficient administration of the Club.

## New Business:

Members' Guests: The BOD reviewed the new guest policy and made some adjustments. Zuccarini will, from now on, mention the new guest policy when giving new members their certificates. **MOTION BY BIGGERS:** To accept the new guest policy. Seconded by Bracken. Passed unanimously. See below the new policies.

6. Members must register their names and addresses in the guest book at the club house. Guests must register their names, addresses and the name of their host in the guest book at the club house. It is the policy of the KBBC to foster member use and enjoyment of the KBBC and, to that end, members have the qualified privilege of bringing family and other guests on an infrequent basis. The KBBC management and Board of Directors reserve the right to refuse admission to guests of members who attend the KBBC so frequently as to constitute an abuse of the privilege by the host member. The determination of a member's abuse of the privilege to bring guests shall be wholly within the discretion of the KBBC management and the Board of Directors. Members may obtain a KBBC pass, not to exceed two weeks in duration, for out of town guests of members.
8. Guests must be accompanied by their host member, or in the case of out of town guests, must be introduced to the club manager. Due to limited parking spaces, there are no spaces provided for guests' vehicles - guests must arrive with host member.

Umbrellas and Chairs Purchase: **MOTION BY BIGGERS:** To discuss the purchase of new umbrellas and chairs. Seconded by Bracken. We have had chair shortage issues on weekends.  
**MOTION BY BIGGERS:** To accept the proposal to purchase 6 new umbrellas and 6 new "senior" chairs at a total cost of \$1,590.00. Seconded by Bracken. Passed unanimously.  
Club Software: Campano has upcoming appointments with several club software providers, including Club Runner and Wild Africa. For us to make a change, the new software must interface with Quick Books.

### **Manager's Report** See Attached

Membership Report: 553 members are fully paid through 2020. 12 members owe partial dues for 2020 and 49 members have not paid. Those that have not paid do not have access to Club.  
House & Grounds: See Managers Property report, which includes our intentions to get rid of the old bar-b-ques and adding a *Private Property for Members Only* sign at the beachside pathway entrance.  
Inventory Report: We have designed and purchased new Club t-shirts in different bright colors, which look great and will no doubt sell!  
Dumpster Update: Hardie reports that the grass was removed for the new dumpster area and the concrete has been poured.

### **Treasurer's Report** See Attached

Financial Discussion: Biggers reported that our financials continue to shine. YTD, our net income is well over budget. The government PPP loan has been moved from the income statement to our balance sheet. We have until March 2021 to declare its use and receive forgiveness from the government.

**MOTION TO ADJOURN** by Stoner-Downs, seconded by Biggers.  
Meeting adjourned at 7:37 PM. Recorded by Jack Macia.

Next BOD meeting: November 17, 2020 @ 6:00 PM KBBC

Post Meeting Business from Saturday 10/17/20:

Motion by Hardie, Seconded by Bracken: *Spearfishing is prohibited at the Key Biscayne Beach Club. No spearfishing gear is allowed to be brought into the Key Biscayne Beach Club property. This includes Hawaiian slings or any device which can be used as a weapon in the water.*