



## Board Meeting Minutes

**Date:** April 07, 2018  
**Location:** Errol by the Sea Condominium Clubhouse  
**Time:** 09:00 AM

### 1. Call to Order

The meeting was called to order at 09:00 AM by President, Kenneth Rhodes.

### 2. Establish Quorum

There was a quorum at the meeting with 6 board members present all in person Kenneth Rhodes, President, Lars Eriksson, Vice President, James Lacovara, Treasurer, Dale Fage, Secretary, Jennifer Bennett, Director, and Mark Hilborn, Director

### 3. Proof of Notice

Sheila McCollum, association manager, stated that notice had been given in accordance with board direction and statute.

### POINT OF ORDER

### 4. R&J Coatings, Keystone Eng. – End of Project Final Payment

- a. The project came in under budget!

**Motion** by Ken Rhodes 2<sup>nd</sup> by Jim Lacovara to accept the \$116,650.67 as the final payment for the contract with R&J Coating (Subject to finalization of punch list) for coming in under budget and before the deadline. **Vote:** Unanimous

### 5. Legal Update for the Board for the 2017 Law Changes to Statute 718 – Patrick Burton of The Law Offices of John DiMasi who specializes in only Condo & HOA law.

- a. Fiduciary Duties
- b. Officers
- c. Governing Documents, and their priority
  - i. Declaration or CC&R's Most important and override other documents
  - ii. Articles of Incorporation
  - iii. By Laws
  - iv. Rules & Regulations but must be authorized in one of the 3 above documents.
- d. Recommends have a Policy for Records Request.
- e. Discussed the law changes for Condo Websites, and Sheila McCollum stated she had already changed the Errol by the Sea website to be compliant.
- f. Communications and email rules
- g. Reserves – The need for a Reserve Study is not optional
  - i. **Motion** by Ken Rhodes 2<sup>nd</sup> by Dale Fage to authorize Sheila McCollum to get 3 bids for a Reserve Study for Errol. **Vote:** Unanimous
- h. Bid rules and how they need to be applied per 718.3026(1) of the Florida Statutes.

- i. Expense over 5% of budget must have bids.
- ii. Exception – Emergency
- iii. Exception – Only one vendor in county

## **POINT OF ORDER**

### **6. Approval of Minutes of Previous Board Meeting January 20, 2018**

A motion was made by Dale Fage, seconded by James Lacovara and passed unanimously to accept the January 20, 2018 minutes as written.

### **7. Treasurer's Report**

A treasurer's report was given consisting of bank balances as of April 2, 2018. A copy has been made part of the record of the meeting.

The Financial Statements for Jan, Feb, and YTD Feb have been changed to include business P&L for Condo, Reserves, & Rentals. The Rental program is running in the negative due to maintenance expenses.

### **8. Manager's Report**

A written manager's report was submitted to the board for review. Any questions concerning this report were answered. The report is 8 pages long with 1 page for closed session employee issues.

#### **Details included:**

**Number of projects** to be done is out stripping available time to do it appropriately  
**RFPs** are out for all roofs, and the pool area.

The **front entrance** Paver Install – BOD Dale Fage asked Sheila McCollum to ensure the warranty on the contract for labor and materials and time period.

**ROOF** – 4 Main buildings Discussion regarding the replacement of the 4 buildings roofing system with a Protective Coating which brings the cost from \$750K to \$250K. The RFP is out for this, and we have one bid in the BOD Packet.

**Motion** by Dale Fage 2<sup>nd</sup> by Ken Rhodes to install new water lines, electric lines and wind diversion on the roofs of the 4-main building so a/c units can be cleaned to potentially extend useful life. Motion specifies a maximum of \$2,500.00 with warranty on materials & labor. **Vote:** Unanimous.

**ROOF – Clubhouse, maintenance, and office** regarding the increase cost.

**Motion:** Ken Rhodes 2<sup>nd</sup> by Mark Hilborn to rescind the approval of the Aluminum Roof for the clubhouse after it went from \$40,000 to \$49,000 a 23% increase. **Vote:** Yeah – Ken Rhodes, Dale Fage, Mark Hilborn, Larry Eriksson. Nay – Jim Lacovara, Jennifer Bennett. Motion passes.

**Motion:** Larry Eriksson to move the Hip roof to a future period. No second Motion fails.

**Motion:** Ken Rhodes 2<sup>nd</sup> Larry Eriksson to hire an Architect to create Gable Plans, and a timeframe prior to Hurricane Season. Sheila McCollum discussed that 3 roofing companies have failed to bid on the change of structure from Hip to Gable. Jennifer Bennett asked if the carpenter piece could be split from the RFP and put out for a separate bid. Sheila McCollum will look into getting a separate carpenter. **Vote:**

Unanimous approval for manager to proceed with design/development/planning process for gable style addition to existing office and clubhouse roofs.

**Motion:** Ken Rhodes 2<sup>nd</sup> Larry Eriksson to authorize the manager to have the office, maintenance & clubhouse roofs repaired until the final roofs are authorized.

**Vote:** Unanimous

Asphalt Restoration – discussion regarding the types of restoration and their impact. BOD Larry Eriksson would like me to contact Seminole Asphalt who installed the parking lot for a bid.

#### **Small Projects were detailed**

The Large Project of the pool area will need someone to coordinate all the vendors involved.

Discussion regarding a walk-in ramp for the pool to help ADA access. Two owners with handicap children stated they would never use it. They will use the manual lift that is now stored away. Anyone may call the office to have the lift deployed. It will be put away each night to prevent children from playing with it.

**Motion:** Ken Rhodes 2<sup>nd</sup> by Mark Hilborn to hire Contractor/Engineering firm to take over the management of complex future projects like we had for the restoration. **Vote:** Unanimous. Sheila McCollum will contact Keystone to arrange a meeting to discuss the parameters and timeline.

Discussion by Ken Rhodes – President regarding manager protocol with the Board, and that meetings for Ken & Sheila will be Monday mornings at 10AM via Video Phone. Any board member on site at that time is welcome to join the debrief.

#### **Rental Program – Issues from the Winter Season**

Amount of maintenance for inside the unit issues

Number of appliances that failed without owner contact for several days

Number of Refrigerators that failed was 2

Number of dishwashers that failed was more than 5

The Office needs a Policy to deal with broken: Dishwasher, Refrigerator, Washer/Dryer and Air Conditioner, and how long to get repaired. Being referred back by the Board to the Rental Committee.

Renters with Multiple month contracts that cancelled at the last minutes and owe money to the association should be pursued with an Attorney Demand Letter.

**Motion** by Ken Rhodes 2<sup>nd</sup> by Mark Hilborn that Problem Rental Maintenance will be sent to the owner with the expectation of 48-hour response for all, and 24-hour response for air conditioning. If no response the manager/office is authorized to proceed to remedy the situation, and the owner will be responsible for the cost. **Vote:** Unanimous.

**Motion** by Ken Rhodes 2<sup>nd</sup> by Dale Fage to allow the manager to send cancellations that have not paid the prescribed amounts to the attorney for a demand letter. **Vote:** Unanimous.

**New Renter Packet** – referred to the rental committee.

**Elevators** – have been problematic after the upgrades for both electrical and interiors. There was a legal issue with Oracle Elevator and we are severing our relationship with them. The new company will be Premier Elevator who will work up the quote on the other items they see that need to be repaired/replaced/updated.

**Legal Update** was a point of order and presented earlier in the meeting.

**9. Unfinished Business**

- a. **Restoration Project – Point of Order**
- b. **Front Entrance Update – Pavers are scheduled for 4/9 installation**
  - i. All unit owners, and all cars were given the schedule for the parking lots.
- c. **Billable Maintenance** – The current policy/practice is that each owner has 15 minutes of free maintenance per month.
  - i. **Motion by Ken Rhodes 2<sup>nd</sup>** by Dale Fage to remove the 15 minutes of free maintenance from all owners. Owners in the future will be billed for each task performed inside their unit at a to be determined appropriate hourly rate. **Vote: 5** – Yeahs, 1- Ney from Larry Eriksson. Motion passed.
- d. **BB&T transition** has been delayed due to so many projects. This is now anticipated for the next week. Owners' will be notified of the new payment options.

**10. New Business**

- a. **Reserve Study – Point of Order** – The board approved a reserve study, and Sheila McCollum will obtain 3 bids.
- b. **Rental Program – New Policy** – Owner response time previously discussed.

**11. Open Session for Homeowners**

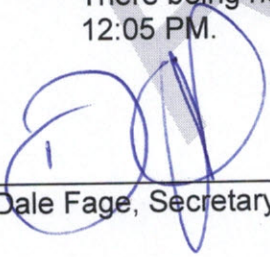
- a. David Hancock – Presentation about gates for the front entrance, and documents on the research he has done.
- b. Terry Fedea 107 – Thinks the Roof should be aluminum.
- c. Bob Dugan 303 – Thinks the Roof should be aluminum.
- d. David Hancock 204 – Thinks the Roof should be aluminum.
- e. Mary Lou Addison 220 – When can the stairwells get cleaned on a consistent basis?
- f. Kitty Caldwell 518 - on the Maintenance changes to the rental units, and how will that affect the owners? Mark Hilborn stated that all these changes will be addressed by the Rental Committee.

**12. Motion** by Dale Fage 2<sup>nd</sup> by Jim Lacovara to rescind the rescind on disallowing the aluminum roof. i.e. Metal roof for office, shop and clubhouse back on the table. **Vote: Unanimous.**

The Board will be accepting bids from at least 3 vendors for the changes to the roof line, and the roof in aluminum.

**13. Adjournment**

There being no further business to come before the board, the meeting was adjourned at 12:05 PM.

  
\_\_\_\_\_  
Dale Fage, Secretary