



Errol by the Sea

4501 S. Atlantic, New Smyrna Beach, FL 32169 (386) 427-3641

Board Meeting Minutes

Date and Location: January 20, 2018, Errol by the Sea Condominium Clubhouse

Time: 11:00 AM

1. Call to Order

The meeting was called to order at 10:33 AM by President, Kenneth Rhodes.

2. Establish Quorum

There was a quorum at the meeting with 6 board members present in person or by phone conference 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. An affidavit of notice has been made part of the record of the meeting.

4. Approval of Minutes of Previous Board Meeting

a. December 9, 2017

A motion was made by Dale Fage, seconded by James Lacovara and passed unanimously to accept the December 9, 2017 minutes as written.

5. Treasurer's Report

A treasurer's report was given consisting of bank balances as of December 31, 2017. A copy has been made part of the record of the meeting.

6. Manager's Report

A written manager's report was submitted to the board for review. Any questions concerning this report were answered. A copy will be made part of the record of the meeting.

Motion by Ken Rhodes to reinstitute the Credit and Collections Policy 2nd by Larry "Lars" Eriksson, but that the amounts should only apply to those amounts \$5.00 and above. **Vote:** Unanimous

7. Unfinished Business

a. Restoration Project – Sheila McCollum

i. Change Orders/Budget Update

There are no new change orders.

ii. Schedule – On time to finish Mid-Late February

iii. Elevator Interiors are scheduled for next week.

b. Front Entrance Update – Permit was issued this week, and the project will take 5 weeks.

- c. **IRS – Motion** by Ken Rhodes 2nd by Dale Fage to move all excess monies for 2017 to the reserves account. **Vote:** Unanimous
- d. **Hurricane Shutter Policy – Motion** by Ken Rhodes 2nd by Larry “Lars” Eriksson to approve the policy as amended. **Vote:** Unanimous
- e. **Vendor Policy – Motion** by Ken Rhodes, 2nd by Dale Fage, **Discussion, Motion** by Dale Fage 2nd by Jim Lacovara Amended to Accept the Vendor Policy as amended, and that the manager should use good judgement for variances to the policy. **Vote:** Unanimous.

8. New Business

- a. **Collections Policy** – approved during manager’s report.
- b. **Change of Bank to BB&T – Motion** by Ken Rhodes 2nd by Larry “Lars” Eriksson to approve the move of all accounts into BB&T so long as they are FDIC Insured. **Vote** Unanimous.
- c. **Billable Maintenance** – The Board asked for more information on the deployment of maintenance in addition to the Maintenance Action Items. **TABLED**
- d. **Insurance Claim** – The insurance claim for the roof damage has been received the Entire claim was \$41,158.56 and the deductible is \$37,567.00, so the check received is \$3,591.56.
- e. **Stair Repair to Ocean** – The steps are now in. The process to repair the steps was complicated by:
 - i. Trying to get a contractor right after the storm – many much bigger jobs to work on.
 - ii. Trying to get a permit
 - 1. Last permit took 2 months without Turtle approval.
 - 2. Anything on the Beach must go through the Beach Permit process.
 - 3. The county relaxed the requirement to get a permit for replacement of the steps due to the amount of storm damage in the area.
 - iii. Finding a vendor who had the materials.
- f. **Rental Program Management Fee** – The management fee will remain at 11%

9. Open Session for Homeowners

- a. Mary Lou Addison brought up the need for improved parking lot lighting. .

10. Adjournment

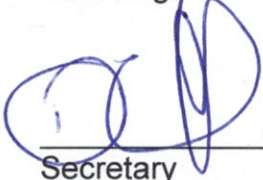
There being no further business to come before the board, the meeting was adjourned at 12:05 PM.

Respectfully Submitted,



Sheila McCollum, CAM, CFCAM, CMCA
Manager, Errol by the Sea Condominium Association, Inc.

Dale Fage


Secretary