



Board Meeting Minutes

Date and Location: April 8, 2017, Errol by the Sea Condominium Clubhouse

Time: 10:00AM

1. Call to Order

The meeting was called to order by Kenneth Rhodes, Association President, at 10:00AM.

2. Establish Quorum

A quorum of the board was present to conduct business (Kenneth Rhodes, President; Lars Eriksson, Vice President; Dale Fage, Secretary; James Lacovara, Treasurer; Jennifer Bennett, Director).

3. Proof of Notice

Tyler Brown, Association Manager, stated that notice of the meeting had been supplied to all owners.

4. Reading of Minutes of Previous Board Meeting

a. March 4, 2017

A motion was made by Dale Fage, seconded by Lars Eriksson, and approved unanimously to accept the March 4, 2017 board meeting minutes as written.

5. Treasurer's Report

A treasurer's report consisting of the bank balances as of March 31, 2017 was given. A copy will be made part of the record of the meeting

6. Manager's Report

a. Lease Agreement

The previously approved rental lease agreement has been input into Barefoot and should be operational shortly.

b. Policy and Procedure Review

A discussion concerning the need for a thorough policy and procedure review for all operation aspect of Errol by the Sea was held. This discussion yielded a consistence that the board and membership where interested in undertaking this project. The manager was asked to notify owners of this endeavor and encourage involvement from owners that may have expertise in areas we desire to establish policies for Errol.

7. Unfinished Business

a. Restoration Project

An update was given on the restoration project including all changes orders, budget, progress, and schedule.

i. Change Orders

A motion was made by Kenneth Rhodes, seconded by Dale Fage, and approved unanimously to accept changes orders 14 and 15. Copies of those change orders will be made part of the record of the meeting.

ii. Budget Update

Based on current extrapolated estimates based on a project completion of 40% we are under the restoration budget projection even when taking into account approved change orders.

iii. Schedule

We are currently on schedule with the project.

iv. Progress

An update concerning the progress of the project was given. Currently it is our stated goal to be completed with the two bedroom wing of the building by June 1st. It is anticipated that work will be started on the one bedroom wing before that date.

v. Front Entrance Update

An update was given concerning the stone veneers and landscaping on this aspect of the project. Samples of the various materials were presented and left in the clubhouse for owner review.

vi. Window Frame Painting

It was reported that we have received pricing of \$75.00 per window frame to have peeling or degraded window frames painted. This process will be undertaken after final punch out of the entire two bedroom wing of the building. Inspection will be performed by the office and painting charged back to owners. If you had new windows installed or your frames are not in need of painting your frames will not be painted. This process is only for windows that are on the walkway side of the building and does not include dining room windows or sliders.

b. Smoke Free Campus

A motion was made by Ken Rhodes, seconded by James Lacovara, and after significant discussion approved 3-2 with Dale Fage and Lars Eriksson voting no to adopt the following smoking policy for Errol by the Sea:

In keeping with public health concerns the Errol by the Sea Board of Directors desires to implement a smoke free campus in accordance with the following guidelines:

- 1. There shall be no smoking on the common areas to include the pool/ocean decks, front walkways, stairwells, elevators, courtyard, and parking areas.*
- 2. Smoking will be permitted on individual unit balconies and at both BBQ grill locations.*

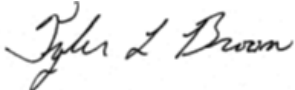
8. New Business

There was no new business to come before the board at this time.

9. Adjournment

There being no additional business, the meeting was adjourned at 11:13AM.

Respectfully Submitted:



Tyler Brown CFCAM, CMCA, AMS, PCAM

Manager, Errol by the Sea Condominium Association, Inc.