



## Board of Directors Meeting Minutes August 22, 2015

### 1. **Calling the Meeting to Order**

The meeting was called to order by Roger Vinci, Board President, at 10:02 AM.

### 2. **Establish Quorum**

All Board members were present either in person (Roger Vinci, President; Lars Eriksson, Vice President; Robert Glassmyer, Treasurer; James Lacovara, Director) or by speakerphone (Kenneth Rhodes, Secretary; Dale Fage, Director).

### 3. **Proof of Notice**

Tyler Brown, Association Manager, stated that proper notice of the meeting had been given.

### 4. **Reading of Minutes of Previous Board Meeting**

#### a. **June 13, 2015**

A motion was made by Robert Glassmyer, seconded by James Lacovara, and approved unanimously to accept the June 13, 2015, Board meeting minutes as written.

### 5. **Treasurer's Report**

A report was given consisting of the association account balances as of July 31, 2015. A copy of the Treasurer's Report will be made part of the record of this meeting.

### 6. **Manager's Report**

A summary of the written report was given. A copy of the full report will be made part of the record of this meeting. A few items were addressed specifically:

#### a. **Pool Bands**

The usage and function of the pool bands was discussed at length. Pool bands are used between Memorial Day and Labor Day. We need to obtain 100% participation with the pool bands for them to function as intended. All people at the pool or coming up from the beach must wear pool bands. Alternatives and improvements to the pool bands will be considered during the winter months.

#### b. **Courtyard Usage**

It was reported that some owners were extending their first floor patios into the courtyard grassy areas. Our standing rules prohibit this practice and we ask that you please keep personal property such as chairs and beach equipment on your patio deck.

#### c. **Parking Lot Shrubbery**

We ask that people not cut through the bushes between the parking lot and building. This practice can damage the bushes making it harder to keep the property looking well kept.

**d. Flood Insurance**

It was reported that the association had renewed the flood insurance policies for the main structure, office, clubhouse, and maintenance shop.

A motion was made by Lars Eriksson, seconded by Kenneth Rhodes, and after discussion approved unanimously to not renew the flood policies for the pool pump house or the pool bathrooms.

**7. Committee Reports**

**a. Rental Committee**

A report was given by Lars Eriksson consisting of rental percentages and other updates on rental issues.

**i. Credit Card Acceptance for Multi-Month Rentals**

A proposal was presented to restrict the use of credit cards for those monthly renters that already receive a discount by staying three or more months. After discussion it was decided that this was not a desirable way to correct for credit card charges incurred when a renter pays by credit card. It was also pointed out that a rental rate increase was previously imposed to cover the additional cost of the fees associated with this form of payment. The board asked that the manager and rental committee investigate the discounts other communities provide to multi-month renters and report back with recommendations.

**b. Technology Committee**

**i. Website**

It was reported that several web design companies had been contacted to give us ideas and cost estimates to update the Errol by the Sea website. It was recommended to proceed with this update through Hosting NSB. This recommendation was accepted by the board without objection.

**c. Security Committee**

No report was given.

**d. Grounds Committee**

**i. Office Flooring**

A proposal to replace the flooring in the office was given to the board for consideration.

A motion was made by Lars Eriksson, seconded by James Lacovara, and after discussion voted down 2-4, with Lars Eriksson and James Lacovara voting in favor, to tile the entire office.

A motion was made by Kenneth Rhodes, seconded by Robert Glassmyer, and after discussion approved 5-1, with James Lacovara voting no, to install a combination of tile and carpet in the office. This combination will include tile in the traffic areas and walking paths with carpeting to be installed in the manager's and rental offices.

**e. Maintenance Committee**

**i. Projects**

**1. Door Thresholds**

Throughout the fall and winter months we will be replacing the exterior door thresholds as needed.

**2. Door Numbers**

Door numbers will be repainted during the fall and winter months. This will necessitate their removal for a period of time.

During this time we will be writing unit numbers in the space that the number would have occupied.

**3. Water Valves**

Some stack shut off valves on the one bedroom side of the property need to be replaced. This is an objective for this fall. During these replacements the water will be off to the entire property for select days. During replacement the water should be back on by the evening hours. More information will be provided and posted around the property as the schedule for this project becomes more certain.

**8. Unfinished Business**

**a. Pool Umbrellas**

A motion was made by James Lacovara, seconded by Robert Glassmyer, and after discussion approved 5-1, with Lars Eriksson voting no, to purchase and install twenty umbrellas on the ocean deck in a pattern to be determined by management and the grounds committee. The umbrellas purchased should be non-tilting and crank operated. Design of the canopy fabric will be left to management and the grounds committee.

**9. New Business**

Kenneth Rhodes had to leave the conference call due to a prior commitment.

**a. Club House Rental Fee**

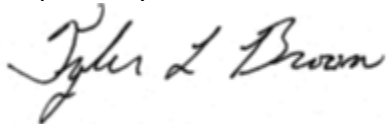
A motion was made by James Lacovara, seconded by Robert Glassmyer, and after discussion not approved 2-2, with Lars Eriksson and Dale Fage voting no and Roger Vinci abstaining, to charge a rental fee of \$100.00 and a deposit of \$50.00 for renters to utilize the clubhouse for events. This rental fee did not include the use of the clubhouse by winter renters.

A proposal was submitted to the board by Jennifer Bennett, co-owner of Unit 102, to update and improve the appearance of the front entrance to Errol. This proposal included a redesign of the entrance columns and the installation of a permit wall with retractable sides to replace the current latticed cover for the electrical transformer near the entrance. A copy of the proposal has been included in the record of this meeting.

**10. Adjournment**

There being no further business to come before the board, the meeting was adjourned at 11:48AM.

Respectfully Submitted:



Tyler Brown CFCAM, CMCA, AMS, PCAM  
Manager, Errol by the Sea Condominium Association, Inc.



Kenneth Rhodes  
Secretary, Errol by the Sea Condominium Association, Inc.