

SEA COAST CONDOMINIUMS



Board of Director's Meeting June 20, 2020

Joe called the meeting to order at 10:00 AM. Board members present at the meeting were Joe, Sheryl, Conrad, Mike B and Dan. Jack participated by teleconference. Sheri was absent.

Posting of Meeting Notice was acknowledged and signed by the Secretary

Minutes

We had two sets of minutes to approve – the February Board Meeting minutes and the Special Meeting minutes held on May 27th. Dan made a motion to approve the February minutes, Conrad seconded and the motion passed. Dan then made a motion to approve the Special Meeting Minutes, Conrad seconded and the motion passed.

Treasurers Report

Operation Account Balance:

1100 Operating cash balance per Bank Statement	45,019.06
1200 Reserve balance per Bank Statement	357,545.62

Reserve Balance in QuickBooks:

6410 Roof Replacement (1250.00)	72,642.64
6420 Building Painting (708.33)	75,106.09
6430 Parking Lot (200.00)	18,321.52
6440 Deferred Maintenance – CE (1000.00)	162,475.37
Interest: 9.04 to DM-CE	
NOTE: Insurance Funding for 2020	29,000.00

Total Reserve Balance per QuickBooks:

357,545.62

1100 - INCOME:

5001-Sea Coast Monthly Maintenance Fee Payments	28,355.32
5002-Sea Coast RSF Payment:	5,500.00
5003-Unit 112 rental income: May	1232.00
5004-Laundry Income:	306.50
5100-Other Income:	0.00
5005-Interest Income:	.35

Our Insurance premium was paid on June 2nd. Sheryl made a motion to accept the Treasurer's report, Conrad seconded and the motion passed.

Dan then presented the Budget Tracking Report and advised it is posted on the Seacoast website. Hard copies are available in the office upon request. Insurance went up almost 20% from last year but we stayed with Morse Agency as they were the most reasonable.

We then reviewed the Sea Coast Rental Tracking Report which reflects a low-income balance due to Covid-19 shut down for rentals. Dan advised that we are looking into separating most of the Sea Coast Rental, Inc. corporation's pass through expenditures from Sea Coast Management, Inc. financial statement and make it much easier to understand.

Mike B asked if the Reserve Fund allocation is broken down. That breakdown is provided on the Monthly Financial Report. There is also a separate reserve account that provided the income and expenditure tracking of how those funds are used. There was a discussion about our Deferred Maintenance Capital Expenditure usage. Dan reiterated that those funds are only used for deferred maintenance replacement issues. Mike B asked for further clarity on use of the funds for camera security. Dan said, at the current time, cameras are not a reserve common element category.

The 2018 Financial Report is on the Owner page of our website and the 2019 Financial Report is in the office and will be posted on the Owner web page hopefully by next week. Our accountant will send us the 2017, 2018 and 2019 reports electronically. While we had 120-day from year end to produce the 2018-2019 report, due to Covid-19 an extension was granted by DBPR for the 2019 report, but we have it on premises now.

REMINDER: To access our website go to seacoastcondominium.com...go to OWNER tab and enter user name – owners and then the password – palmbreeze.

Manager's Report

- The State of Florida has opened up Phase 2. This allows us to once again have rentals but we must be aware of the States where our renters are coming from. Those coming from high risk Covid-19 states, will have to stay 14 days or more.

- Along with Covid-19 procedures, we are cleaning daily; have hand sanitizers in the office, a glass window for the office door has been installed. The office is back on regular hours; however, the clubhouse is currently not available for large gatherings, but open to get umbrellas, shuffle board and books.
 - We have painted and fixed drains around the pool area as well as pressure washed the pool area and the building.
 - Landscapers started 3 weeks ago. They should have all the beds cleaned out by July 4th.
 - Owners who are behind on their maintenance dues have been notified.
 - We have a new roof door that will be installed in the next few weeks. The current door is old and may be the issue of water intrusion on the 5th floor.
 - New umbrellas have arrived and we are waiting for 23 new lounge chairs and 4 straight chairs to arrive.
 - July 4th is coming up and Mike asked for Board approval for the office to only provide renters the number of wristbands per the allowable number of sleeping occupancy in a unit...6 bands for 2 bedrooms and 4 bands for 1 bedroom. The Board approved this request. Please note that this does NOT apply to owners who are occupying their units during this time.
 - It should also be noted that the grass parking area across the street has been locked as there are ropes blocking entrance from the street along with multiple tow signs.
 - Mike will be sending out requests to owners who are not rented for parking permission to use their assigned spots. Will have a better idea once we get closer to that date.
 - Please insure you have your parking sticker visible on your vehicle. If you don't have one, please stop in the office to get your sticker. If you have heavy window tinting in the rear, please put stickers in the front window. If Mike or Security cannot see them, you will be towed at your expense.
 - Security guards will be on premises Saturday July 4th from 9AM to 7 PM as well as Sunday (3 guards). 2 guards will be on premises through Thursday from 9AM to 5PM
- Dan made a motion to move \$3000 from the Operating Budget to the Security account as we now have extended our need for Security Guards. Jack seconded. Mike B opposed, all other board members approved, motion passed.
- Mike thanked Joe, Dan and Conrad for their help a few weeks ago with the project that were completed.
 - Unit 114 is for sale at the asking price of \$325,000. Please contact Meredith at 828-335-9232 if you are interested as she is the listing agent.

Old Business

- The west staircase is finished and looks great.
- Elevator Repair Status – Repair work and heavy maintenance is needed for our elevators. Conrad met with Elcon and they will begin the work. This work will be paid out of our Deferred Maintenance Account.
- Hot Water Heaters – Mike has the names of 9 owners who are interested in purchasing new HTWs. Dan is looking into another company whose prices might be less than \$825.00. The last time many of us bought new HTWs was in 2011. If you did not notify

Mike, please do so immediately as we need to put in our order if you would like to be on the list.

- Condo Security Issue – We were talking about installing a swing or roller gate on the South side which would extend from the side of the South Dumpster to the end of our property line...Here are a few estimates:

Dave's Fencing at a cost of \$7,797. which does NOT include labor and installation.

Allphases LLC at a cost of \$16,400. for an electronic gate

\$14,800. For a cantilever slide gate or a dual swing gate

AAA Fence gave us an estimate of \$16,500.

Mike Bono received additional estimates from Kings Access Control which covers 4 different phases of security:

- a) \$12,700 – Swing gate with keypad
- b) \$14,500 – Access control system for four of the glass doors accesses in the lobby.
- c) \$12,500 – Camera system for the front of the building (see attached schematic)
- d) \$11,900 – Camera system for rear of building capturing the pool, back gate and beach front

We are looking at approximately \$30,000 to complete the four glass door locks using the current doors and the camera system for the front of the building. One of the owners asked if we have any background on these companies and references. Mike B stated he had several communities using Kings Access Control. In addition, we are looking to repair/replace our rear Southeast 4-foot fence on the southside of our building with a 6-foot fence and extending it to the property line of our neighboring condo preventing trespassers from accessing the beach from the rear of our property.

Joe made a motion that we move forward with repairing or replacing the South parking lot fence, raising it to about 6 ft and eliminating the gap between our fence and our neighboring condominium at a cost up to \$5000.00.

Sheryl seconded the motion. The motion passed with approval by Sheryl, Joe, Jack, Conrad and Mike B with Dan opposing.

Joe made a second motion for access control on the doors and front of the building cameras and to move up to \$30,000 from DM-CE (Deferred Maintenance) with the approval of a vote from the membership to move that money. Dan seconded the motion, however, he opposed it but the motion passed with an affirmative vote from Jack, Joe, Mike B, Sheryl and Conrad.

- DBPR Consent Order - Joe, Dan and Mike wrote a response to the DBPR requesting consideration for a waiver or reduction of the fine of \$1800 levied upon us after an owner submitted a written complaint to them. Following the meeting, they had telephonic conversation with the Investigator, Nicholas Parker laying out our mitigating circumstances. A week later, they heard back from Mr. Parker who advised they never had a complaint of this nature and he asked his supervisor to waive the fine. The supervisor denied that request and, in the end, they reduced our fine of \$1800. by 25% although we were hoping for a complete waiver. Originally, we were fined \$20 per unit which was then reduced to \$15. per unit so the total fine is \$1350. Dan made a motion to authorize the Association to pay the \$1350. Sheryl seconded. The motion passed unanimously.

Jack then stated in reference to the order stating we need to post the order; he would like to see the letter that was sent to the DBPR be posted as well. We agreed to posting all documentation on our website. Joe said he was following the Consent Letter exactly which states to post the Consent Order “in a conspicuous place on the condominium property or where notice for our meetings are normally posted for thirty (30) continuous days.”

During discussion, owner Julie Clarke sent a text message to Manager Mike I. which read, “Mike, I can’t call in to the meeting, but I want to share this link with the board regarding Dan’s comment. Year-end reviewed financial statements have to be completed by a CPA”. The link she attached was: <https://www.flrules.org/gateway/readFile.asp?sid=0&tid=69051556&type=1&File=61B-22.006.doc>.

Joe also advised that in discussion with Mr. Nicholas Parker investigator with DBPR, he confirmed that we are NOT required to have a CPA prepare the financial statement, only an authorized Accounting Professional. Mr. Parker had followed up with this statement with an email to Joe writing “That language in the consent order cannot be changed or revised. That’s the way the division has constructed the consent order. It’s not stating that you need to get a CPA or accountant it just a suggestion.

New Business

-AED Discussion – Sheryl made a presentation to the Board in reference to the need for an AED on the premises in light of recent drowning on the beach. Jack stated that the Board discussed this years ago and they did not approve having one on premises. Dan made a motion to table the issue for now and to discuss it further at the annual meeting as old business. Sheryl seconded and the motion passed unanimously. The vote for an AED on premises will be up to the owners.

-Security Guard Funding – See Manager Report

-Committee Report – Linda advised there will be a meeting after the August meeting. We got the Covid-19 cleaning guidelines for our cleaning company, maintenance. Mike I advised a contractor came on two Sundays to inspect our property with our cleaning of common area from People Ready as a safety measure for our owners and guests.

-A/C Protocol Issue - If you have a problem with your A/C and you call your A/C company and they tell you it is a line in the Chase, call Mike in the office first to discuss.

- RSF - Mike I is going to provide us with a list of owners who are in arrears...Joe will then send a letter to each of these owners who have not yet paid and if not paid by 7/15/20, a Notice of Lien will be levied on those owners. As of this date, four owners are in arrears.

- Letter from NSB – On Monday June 15, Joe and Mike I spoke to Kathleen Adle, Business Tax Specialist for the City of New Smyrna Beach. Most of you should have received a letter from her in reference to each owner having to have a Local Tax Receipt as required in the City Ordinance if you own a unit and rent it. New Smyrna Beach has never collected this tax from rentals on the beach but she is now going to require a Business Tax Receipt from NSB owners that rent their unit. Therefore the 40 or so owners that rent their unit must have a Business Tax Receipt at a price of \$26.00 per year. Additionally, we understand an inspection of the unit. will be done at a cost of \$56.04. The letter states we must respond to the letter within 15 days of receipt to either obtain and submit an application or inform the City that you do NOT rent your unit!

The next board meeting will be held on Saturday, August 15th and our annual meeting will be held on Wednesday September 2nd per our bylaws.

Dan made a motion to adjourn the meeting at 1:30 PM, Conrad seconded and the meeting was adjourned.

Respectfully submitted,

Sheryl Kolessar
Recording Secretary