



Minutes of Meeting of the Board of Directors
May 21, 2022

The meeting was called to order at 10:00am by Mike Bono, President. Six of the seven Board members were present in person. Joe Venezia joined via conference call. A quorum was present.

Dan Coleman motioned we approve the minutes from the April 26, 2022 Board Meeting, as presented. Motion seconded by Jason Grimmer. The motion passed unanimously.

Financial Statement for Period Ending April 30, 2022 - Attached

Dan Coleman reported on the Financial Statement. Total Income appears high because several people have paid their HOA fees in advance for the entire year. Deferred Maintenance is low due to the elevator door replacement project, as well as many other projects that were completed without having to have an assessment.

Income from maintenance fees is under budget due to delinquent owners. Jane reported we have owners who haven't paid for multiple months. Mike Bono recommended after they are 30 days delinquent the office send them a certified letter which should have a 14-day response deadline.

Conrad Necrason made a motion to approve the Financial Report. Motion seconded by Trent Hamilton. The motion passed unanimously.

Budget Tracking Report - Attached

The maintenance fee delta of \$17,729.57 is the difference between what it should be and what it is after four months. Our budget is \$18,758.11 negative due to the maintenance fee collection issue.

Dan mentioned that the board had charged a late fee of \$25 in the past but had to stop because our documents do not allow that amount. This can be increased by 2/3 vote of the membership.

Insurance Expense is projected at \$82,030 for the year (a 15% increase). We don't have \$40K set aside as we have had in past years. One option is to pay a \$2-3K service charge to pay monthly. Our insurance agent, Doug Wheeler, may have an option that would cost us \$68K annually that he is looking into.

Manager's Report - Attached

Jane presented her Manager's Report.

Owners Sheryl Kollesar and Elena DeLuca volunteered to assist with reaching out to people who can help us with updating photos on our Sea Coast web site. Jane will send an email blast so owners can send updated photos of their units.

Dan reported that remodeling is taking place in units that do not have permits. Inspectors may be on site reviewing someone's unit. If they see activity going on in another unit, they go over there to take a look. This is how work may be shut down until a permit is pulled.

Jean Wilson commented that unit renovation projects are supposed to go through the Architectural Review Committee before a permit is even pulled. Owner Faith Sheehan recommended we put the procedures on the web site for architectural review and pulling permits.

Conrad said it is nice to be able to go into a unit that is being renovated and see what the stacks look like when the walls are opened up. This is why it's important that the Property Manager be notified of renovation work so the Building & Grounds Committee can be alerted. For example, some of the Fernco flexible coupling stainless steel clamps may no longer be working properly and need to be replaced before they become a much more serious issue for everyone in the stack.

Jane has all the information regarding repairs needed to the PGT windows installed by RL James. New Smyrna Glass has picked up the warranty service agreement.

Building and Grounds:

Pavers were approved at the Board Meeting last month to move forward with All Phase. The new pavers have been ordered. We are 6-7 weeks out from completing the project.

Conrad provided an update on the beach gates that were discussed at the Board meeting last month. The gates and side rails are for both walkways to the beach. A six-foot gate is to be built embedded in the sea wall with mechanical locks. Terry's Lock Service is working with us on the locks. Mechanical locks are the most reliable, for example, a push button mechanical lock with handle. We haven't finalized the cost for the locks yet.

Dan made a motion to approve All Phase to construct the beach gates and side rails at a cost of \$8,480, plus the cost of the locks. Motion seconded by Conrad Necrason. The motion passed unanimously.

Conrad provided an update on installing new sod. He got one good estimate for \$2,370.

Dan made a motion to approve Conrad's proposal to replace sod in the areas of units 110-113, plus other areas as described in the proposal. Motion seconded by Trent Hamilton. The motion passed unanimously.

Conrad provided an update on the North Seawall issue. Steve at Geo View can perform underground radar of the seawall sod area and sundeck area, plus underground radar of the sewer line. One full day of service, plus to write a report to give a recommendation, will cost \$1,600.

Dan made a motion to approve for cost for the engineer to use radar. Motion seconded by Jason Grimmer. The motion passed unanimously.

Sprinkler System: Three companies have come out to look at repairs needed and are currently being evaluated.

All palm trees will be trimmed in the next two weeks. Cost is \$950. Per Conrad, this is done twice per year.

Elevator Interiors: Jason reported that the wall panels have been selected, which are Wilson Art Composite. The ceiling is stainless steel with recessed LED lighting. We still need to pick out the flooring. We are looking at a mid-June install.

Parking Policy Review

Conrad reviewed the purpose of the parking policy and the historical timeline for everyone.

Mike Bono asked the owners if they had any questions about the parking policy. Several owners asked questions and voiced concerns. Mike reiterated that the goal of the policy is to identify any untagged vehicle, whether in an owner or visitor spot. It was confirmed that an owner may park in another owner's parking spot with their permission and as long as they display their hanging placard.

Conrad recommended we change the name of Visitor parking to Reserved parking in our parking lot. All Board members were in agreement.

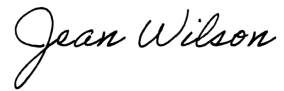
Wristband Policy Review

Mike Bono made a motion that owners of two-bedroom units be issued up to six owner wristbands, and owners of one-bedroom units be issued up to four owner wristbands, but they must register who gets them, and replacement of owner wristbands are \$50 each. No one seconded the motion. Therefore, the motion did not pass.

Conrad made a motion to allow owners to purchase up to four additional owner/guest wristbands for a two-bedroom unit, and up to two additional wristbands for a one-bedroom unit, bands of a totally different color from the owner wristbands. The additional bands have to be registered with the management office. Original cost is \$50 each and replacement fee is \$100 each. These bands cannot be used for renters. Motion seconded by Dan Coleman. The motion passed unanimously.

Trent Hamilton made a motion to adjourn the meeting at 1:26pm. Conrad seconded. The motion passed unanimously.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jean Wilson".

Jean Wilson

Board Secretary

SEA COAST CONDOMINIUMS

Sea Coast Board of Directors Meeting
Sea Coast Management Financial Report
Period Ending 04/30/22

Treasurer's Report:

Account Balance Operation

1100 Operating Cash balance	per Bank Statement	28,082.62
1200 Reserve Balance	per Bank Statement	263,819.64

Reserve Balance in QuickBooks:

6410 Roof Replacement	(1,250.00)	98,892.64
6420 Building Painting	(710.00)	89,874.32
6430 Parking Lot	(200.00)	22,521.52
6440 Deferred Maintenance	(1,000.00)	52,531.16
39,000.00 Elcon		
	9.02	
Total Reserve Balance per QuickBooks:		263,819.64

1100-Income

5001-Seacoast Monthly Maintenance	Fee Payments	26,574.92
5002-SeaCoast RSF Payment	Jan-22	-
5003- Unit 112 Income		-
5004- Laundry Income		1,041.25
5100 Other Income		-
5005- Interest Income		0.35
Total Income for April 2022		27,616.52

Sea Coast Management, Inc. Budget Tracking 2022 Income and Expenditures

Acct #	Expense Category	2022 Annual Budget	Average Monthly	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Income/ Exp
	Sea Coast Mgmt															
5001	Maintenance Fees	391,302.45	\$32,609	\$26,938.88	\$23,818.01	\$35,372.77	\$26,574.92									\$112,704.58
5002	Rental Service Fees	24,151.00	\$2,013	\$0.00	\$0.00	\$0.00	\$0.00									\$0.00
5003	Rental Income #112	0.00	\$0													\$0.00
5004	Laundry	2,500.00	\$208		\$472.00	\$1,018.75	\$1,041.25									\$2,532.00
5005	Interest	6.00	\$1	\$0.23	\$0.25	\$0.34	\$0.35									\$1.17
5100	Other Income/ Tax Collection	2,000.00	\$167		\$475.00	\$0.00	\$0.00									\$475.00
	Total Income	419,959.45	\$34,998	26,939.11	24,765.26	36,391.86	27,616.52									115,712.75
	Transfer Revenue (insurance set-aside)	0.00														\$0.00
	Total Income and Revenue	419,959.45	\$34,998	\$26,939.11	\$24,765.26	\$36,391.86	\$27,616.52									\$115,712.75
Acct #	Expense Category															
6129	Appraisal - Recorded in Professional Services															\$0.00
6130	Insurance Expenses Other															
6131	Flood Insurance	11,800.00														\$0.00
6132	Property	46,000.00														\$0.00
6134	Workman's Comp. Insurance	2,930.00														\$0.00
6135	General Liability	20,000.00														\$0.00
6142																\$0.00
6143	Umbrella	1,300.00														\$0.00
	Insurance Expenses Sub-total	82,030.00		\$0.00	\$0.00	\$0.00	\$0.00									\$0.00
6151	Cell Phone Expense	1,800.00	\$150	\$300.00	\$150.00	\$150.00	\$150.00									\$750.00
6152	Computer/Office Expense	1,500.00	\$125	\$80.00	\$178.90	\$150.00	\$351.74									\$760.64
6153	Office Supplies Expense	2,500.00	\$208	\$167.04	\$778.82	\$284.77	\$219.89									\$1,450.52
6154	Postage & Delivery Expense	850.00	\$71	\$0.00	\$0.00	\$0.00	\$30.00									\$30.00
6155	Telephone	2,900.00	\$242	\$219.55	\$219.55	\$219.55	\$60.00									\$718.65

Maint.Fees Due
\$130,434.15
Maint Fee Delta
\$17,729.57

Sea Coast Management, Inc. Budget Tracking 2022 Income and Expenditures

Acct #		2022 Annual Budget	Average Monthly	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Income/ Exp
6158	License & Fees Expense	500.00	\$42	\$61.25	\$26.25	\$60.00										\$147.50
6160	Bank Service Charges	50.00	\$4	\$1.05	\$1.67											\$2.72
6161	Advertising Expense	0.00	\$0	\$120.00		\$60.00										\$180.00
6162	Wireless Charges	2,000.00	\$167	\$164.11	\$164.11	\$164.11	\$164.01									\$656.34
6162.2	Office Expenses Other				-\$167.04											-\$167.04
6162.5	Condo			\$90.41												\$90.41
6165	Club House supplies	300.00	\$25													\$0.00
6167	Board Meeting Expenses/Other	100.00	\$8				\$10.00									\$10.00
6164	Winter Guests	0.00	\$0													\$0.00
	Office Expense Sub-total	12,500.00		\$1,203.41	\$1,352.26	\$1,088.43	\$985.64									\$4,629.74
6190	Professional Services Appraisal Wmg & Law	1,000.00	\$83													\$0.00
6193	Accounting Fees Expense	2,000.00	\$167													\$0.00
6196	Guard Service	5,000.00	\$417													\$0.00
	Professional Services Sub-total	8,000.00		\$0.00	\$0.00	\$0.00	\$0.00									\$0.00
6332	Payroll Expenses	80,530.00	\$6,711	\$6,858.34	\$6,398.34	\$7,068.34	\$7,158.34									\$27,483.36
6333	Social Security Tax Expense	5,282.77	\$440	\$425.22	\$430.79	\$438.24	\$477.92									\$1,772.17
6334	Medicare Tax Expense	1,240.16	\$103	\$99.44	\$100.76	\$102.49	\$111.77									\$414.46
6335	State Unemployment Tax Expense	300.00	\$25	\$19.89	\$20.16	\$4.11	\$1.67									\$45.83
6336	Federal Unemployment Tax Expense	492.00	\$41	\$41.15	\$41.69	\$39.71	\$3.45									\$126.00
6337	Health Insurance Manager	3,600.00	\$300	\$0.00	\$550.00	\$0.00	\$550.00									\$1,100.00
6337.1	Health Insurance Other	2,400.00	\$200	\$0.00												\$0.00
6338	Contract Employees, 1099	6,000.00	\$500	\$1,545.00	\$360.00		\$1,140.00									\$3,045.00
	Employee Expenses Sub-total	99,844.93		\$8,989.04	\$7,901.74	\$7,652.89	\$9,443.15									\$33,986.82
6410	Roof Reserve	15,000.00	\$1,250	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00									\$5,000.00
6420	Building Painting Reserve	8,520.00	\$710	\$708.33	\$710.00	\$710.00	\$708.33									\$2,836.66
6430	Parking Reserve	2,400.00	\$200	\$200.00	\$200.00	\$200.00	\$200.00									\$800.00

\$5,683.34

Sea Coast Management, Inc. Budget Tracking 2022 Income and Expenditures

Acct #		2022 Annual Budget	Average Monthly	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Income/ Exp
6440	Deferred Maintenance Capital Expenditures Reserve	12,000.00	\$1,000	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00									\$4,000.00
6450	Insurance Set-aside reserve	40,000.00	\$3,333													\$0.00
	D M Reserve Sub-total	77,920.00	\$6,493	\$3,158.33	\$3,160.00	\$3,160.00	\$3,158.33									\$12,636.66
6511	Building Repairs & Maintenance	10,000.00	\$833	\$97.89	\$7,411.19	\$1,384.52	\$820.11									\$9,713.71
6512	Grounds (Sprinklers & Plants) Exp	4,000.00	\$333	\$222.75	\$393.19	\$0.00	\$84.59									\$700.53
6513	Pool Service (Blue Robin) & Chemicals	7,500.00	\$625	\$820.00	\$665.00	\$2,270.00	\$720.00									\$4,475.00
6513.5	Pool Equipment, Expenses, repair & Furniture	3,000.00	\$250													\$0.00
6514	Maintenance Supplies	1,000.00	\$83													\$0.00
6515	Elevator Expense	7,000.00	\$583	\$2,233.08	\$349.44	\$349.44	\$16,249.44									\$19,181.40
6516	Maint. Unit Service Exp.					\$585.79										\$585.79
6517	Apartment #112 Repairs	500.00	\$42													\$0.00
6518	Gasoline Expense	200.00	\$17													\$0.00
6519	Laundry Repair	0.00	\$0													\$0.00
6520	Unit 112 Annual Maintenance Fees	3,680.00	\$307				\$1,839.48									\$1,839.48
6521	Pool Fence/Deck Maintenance	1,000.00	\$83													\$0.00
6523	Club House Expenses	1,000.00	\$83													\$0.00
	Maintenance Expenses Sub-total	38,880.00		\$3,373.72	\$8,818.82	\$4,589.75	\$19,713.62									\$36,495.91
6543	Income or Property Taxes or Local	0.00														\$0.00
6541	Federal Taxes/Penalty	0.00														\$0.00
	Taxes Subtotal	0.00		\$0.00	\$0.00	\$0.00	\$0.00									\$0.00
	Contract Services															
6551	Cable TV Expense	63,324.00	\$5,277	\$5,585.35	\$5,540.36	\$5,540.44	\$5,540.44									\$22,206.59
6551.1	Cable TY-Unit 112					\$103.93										
6552	Interior Pest Control Expense	3,548.00	\$296	\$281.00	\$281.00	\$0.00	\$381.00									\$943.00

Sea Coast Management, Inc. Budget Tracking 2022 Income and Expenditures

Acct #		2022 Annual Budget	Average Monthly	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Income/ Exp
6553	Exterior Pest Control Expense	0.00	\$0													\$0.00
6554	Fire Alarm Expense	1,134.00	\$95			\$999.58	\$547.76									\$1,547.34
6555	Fire Extinguisher Expense	800.00	\$67	\$393.67	\$278.98	\$0.00	\$0.00									\$672.65
6556	Lawn & Tree Care Expense	3,000.00	\$250		\$330.00	\$330.00	\$149.20									\$809.20
6557	Credit Card Fees	0.00	\$0													\$0.00
	Contract Services Sub-total	71,806.00		\$6,260.02	\$6,430.34	\$6,973.95	\$6,618.40									\$26,282.71
	Utilities Expenses															
6561	Electrical Pool & Exterior Light Exp	11,000.00	\$917	\$797.33	\$351.40	\$344.73	\$198.86									\$1,692.32
6562	Electric, Water, & Sewer Expense	23,000.00	\$1,917	\$1,655.58	\$1,750.84	\$1,842.67	\$1,870.99									\$7,120.08
6563	Gas (Pool & Dryer) Expense	16,000.00	\$1,333	\$1,440.19	\$1,868.22	\$7,217.84	\$1,100.37									\$11,626.62
6564	Apt #112 Utilities	1,500.00	\$125													\$0.00
	Utilities Expenses Sub-total	51,500.00		\$3,893.10	\$3,970.46	\$9,405.24	\$3,170.22									\$20,439.02
7001	Uncategorized Repairs-unit repairs	0.00		\$0.00												\$0.00
	Operating Reserve	0.00														
	Total Expenses	442,480.93		\$26,877.62	\$31,633.62	\$32,870.26	\$43,089.36									\$134,470.86
	BALANCE	-22,521.48		\$ 61.49	\$ (6,868.36)	\$ 3,521.60	\$ (15,472.84)									-\$18,758.11

\$130,434
-\$4,037

Budgeted Expense 385,984.00

SEA COAST CONDOMINIUMS



Manager's Report

May 21, 2022

The Office and Operations

The Office is open 7 days a week, from 9 AM to 5 PM. Theresa and I are both staffing the Office on busiest days. I am on property every evening for emergencies.

We have added a valuable member to our Maintenance Staff, Charles Zerillo, (known simply as "Z"). David has been focused on painting curbs in the parking lot, weeding the planter beds and keeping the lawns neatly trimmed. Z has been painting light fixtures, doors, laundry room tables, and repairing/replacing hinges and hardware.

Elevators

Elevator doors have been replaced on both elevators. The cars now move smoothly floor to floor. Refurbishment of the elevator interiors are next on the improvement list. More on this later in the meeting.

Pool Area

Most of the work around the pool area is cleaning, repainting, updating. The chairs are regularly cleaned, and evaluated for repair/replacement. We need to replenish our supply of umbrellas... shopping, evaluating price. The fence needs paint touch-up and the fence caps are being repaired/replaced as needed. Z has worked on removal of rust stains on the pool deck and cleaning the landscape rocks. Repainting the sill on the perimeter of the pool is on the "To Do" List... replacing the Pool Rules signs, and adding additional Pool Rope warnings.

Building and Grounds

Z has been working on replacing landscape timbers in the parking area. David has just about completed painting of the curbs, and is starting on the walkways. We'd like to repaint the parking lot numbers and letters, but this may have to wait till Fall since the busy summer season is just around the corner.

Bishop Towing has installed additional towing signs. And I've requested "No Beach Access" signs to be ordered and placed at both entrances, in a further attempt to deter transient day parking.

The palms trimming has been ordered and will take place shortly. Sod work and landscaping cleanup is being evaluated and priced... also replacement of broken pavers. Replacement of broken tiles in the walkways is an ongoing project. More on upcoming Grounds work later in the meeting.

Parking Passes and Arm Bands

Monday is the kick-off date for our new Parking Pass and Arm Band program. Many of you have sent in your paperwork or dropped by the Office to obtain your new parking placards and new colorful silicone Owner arm bands.

We also have new temporary day passes for all Visitors. All vehicles in the parking lot are required to have a parking pass issued from the Office. Please pass the word that anyone visiting or staying at the property, they should go to the Office first thing upon arrival, to get their parking pass and arm bands.

Additionally, I have made laminated parking passes for contractors, and personalized passes for housekeeping. Those of you who are not part of the Rental Pool and use outside management companies, please have your management company contact me to obtain parking passes for the unit.

Construction & Remodeling

If you have remodeling or any type of work to be done in your unit, please remember the Office needs to be aware of it. The contractor must be licensed and pull the appropriate permit with New Smyrna Beach. The Office must have a copy of that permit on file.

Reminder that we will have a brief full property water shutdown on Tuesday May 24th at 10 AM. I have notified all owners and will be sending out a notice to all guests who are staying with us at this time.

Security

Guards are arranged for Memorial Day weekend and July 4th weekend. For the weekend of Memorial Day, we will have 2 guards on Saturday, Sunday and Monday. One will be posted at the parking lot entrance, and one at the beach gates. For July 4th weekend, we will have 2 guards for 4 days, Friday Saturday Sunday and Monday, posted at same spots.

Webpage Update

We have met with the website designer and given him the go-ahead to get started on the clean-up and redesign, so that we can post all Meeting Agenda's and Minutes. A schedule of upcoming meetings will also be listed.

We urge you to consider getting new photos taken for your unit. Many of them are outdated. This is the reference point that Guests visit in order to choose their rental unit. It's not a good surprise to rent a unit and upon arrival find that it's changed in appearance and furnishings. If you have interest in new photos being taken of your unit, please let me know. We need to coordinate so that a photographer may be able to get several units done per trip to the property.

Facebook

Lastly, I know many of you use the Owner's Facebook page to air complaints. The Office is not party to that webpage, which is fine, but please remember the complaints you make are not reaching me. I need to be aware of any and all complaints and comments, so that I may work to resolve them. Please email me, or text, or call the office or my cell. Note that if you happen to get voicemail when calling my cell, your message is sent to me as a text in addition to the VM message. I am accessible every day. The Office is open 9 to 5 daily, but I start my day early, and try to respond promptly to every message, whatever form.

Office: 386-428-9044

Jane's Cell: 407-314-3573

Office email: manager@seacoastcondominium.com

Jane's personal email: jherman@cfl.rr.com

I urge you to pass along to me any complaints or concerns, and if you are not happy or satisfied with my solution or have any problem with my response at all, please contact your Board of Directors and/or the Rental Board. I work for all of you and receive direction from both Boards.

If you need the names of your Board members or their email addresses, please contact me. I have made up a separate list with all contact information for both Boards. But I ask that you convey a complaint or suggestion to me first, to give me a chance to remedy the problem.

Jane Herman, Manager

Board of Directors:

Mike Bono, President

Joe Venezia, Vice President

Jean Wilson, Secretary

Dan Coleman, Treasurer

Conrad Necrason

Trent Hamilton

Jason Grimmer

Rental Board:

Linda Necrason, President

Doug Shaw, Treasurer

Terri Kennedy

Sheryl Kolessar