

Meeting of the Board of Directors

January 15, 2022

Meeting Minutes

The meeting was called to order at 10:00am by Mike Bono, President. All Board members were present. Therefore, a quorum was present.

Mike Bono reported that notice of the meeting was posted on site 48 hours in advance. This was confirmed by Jean Wilson.

Dan Coleman made a motion to accept the minutes of the November 20, 2021 Board Meeting, as amended. Motion seconded by Conrad Necrason. The motion passed unanimously.

Mike Bono said the minutes from the October 16, 2021 meeting are available at the office for any owner who would like a copy. He reported that he is working on finalizing the new contracts for Jane Herman and Theresa Spiazzi.

Dan Coleman presented the Treasurer’s report that included an end of year financial report. The following reports are attached:

1. Sea Coast Management, Inc. Financial Report for period ending 12/31/21
2. Sea Coast Management, Inc. Budget Tracking 2021 Income and Expenditures
3. Sea Coast Rental, Inc. 2021 Income and Expenditures Tracking Report

Dan reported that approximately $24,000 will be transferred to the deferred maintenance reserve account. The office is still “cleaning up” accounts. As of Friday, there is more than $40,000 in Sea Coast Management operating funds. Jane confirmed that the new monthly dues rate is in effect. Dan explained that some people prepay their HOA dues 12 months in advance, but it won’t be associated with Quick Books until the month it is due. Conrad made a motion to accept the Treasurer’s report. Motion seconded by Trent Hamilton. The motion passed unanimously.

Jane presented the Manager’s report, which is attached.

Jane said the web site hasn’t been updated since 2019. She will have it updated before the next meeting in March. There was a discussion of units that don’t meet standards that will be removed from the rental inventory until improvements are made.

It was suggested to add to the list of what cleaning companies do before they exit the unit is to set the AC thermostat to proper temperature. Conrad Necrason added that there are holes in the walls of the AC closets that cause issues and need to be addressed by owners.

Jane reported they are working on repainting curbs in the parking lots, and the numbers as well.

An owner questioned the amount of construction going on that is typically done during “off months.” The Board suggested that some of the construction delays have been caused by manpower shortages as well as supply chain issues.

The owner also questioned why there have been several shut-offs of the water over the past few months. This has been due to multiple renovations going on in owner units. Conrad stated that any owner requesting a water shut-off should require their plumber to perform a pre-survey before any work commences. The length of a water outage can be minimized if plumbers do not encounter unexpected conditions and have all the necessary tools with them. Owners are also reminded that their contractors **must** check in with the office upon arrival.

Jean Wilson asked why we still have the turtle lights installed. The lobbies are dark. We also have hallway lights out and suggest they be replaced with daylight bulbs for a consistent bright look and get rid of the soft-white bulbs. Jane stated that David Torres is scheduled to walk the grounds after dark and address these items.

Conrad Necrason reported for the Buildings and Grounds Committee:

David Torres has been a good employee and works Monday through Friday. Ryan works part time. Conrad would encourage owners to bring any concerns to the Manager’s attention. Jason Grimmer suggested the maintenance men have a sign-off sheet completed every day of tasks accomplished.

The lawn took a beating from RL James, plus grass doesn’t grow much in the winter months. Jane is going to meet with Peach Tree Pest Control who are sod and fertilizer experts, to explore options for improving the lawn. Trent Hamilton is looking at costs for paver walkways from the ground floor units to the walkways to alleviate tread on the grass.

RL James finished their work in December. The cost was more than anticipated, for example, the cost of a lift. They found a lot of issues that were not anticipated.

We are working on the trash chutes and having new doors installed.

David Torres is working on floor tiles and repairs to expansion joints on the walkways on several floors.

Dyno Fire, who performed our fire inspection, will address emergency exit lighting issues and will also be installing pull stations. This remediation work was included in their contract.

Conrad is looking into the costs for a small shed to house the lawn equipment.

Conrad reported that we have done a lot of repairs to the elevators. Last year we replaced 50-year-old springs, all the switches and closing mechanisms. We will now need to spend funds to replace elevator doors. The cost is approximately $78,000 to replace 10 hatch doors, two car doors, and all of the hardware. Outside frames will not be replaced. All rails will be replaced since they’re part of the building. Dan Coleman motioned to approve the $78,000 expenditure to repair the elevator doors. Motion seconded by Jason Grimmer. Dan discussed that funding will come from our deferred maintenance account. Elevator Control Services (ELCON) has the maintenance contract and will do the work. Therefore, we will not have as many repairs costs and will save money. The motion passed unanimously.

Conrad will continue to pursue costs for replacing elevators. Most of the repairs in the past have been structural and mechanical. Previous research into newer electronic elevators revealed we will have to have conditioned control rooms. The Committee will also work on getting quotes refreshed for interior refurbishment of the elevators. Conrad will send previous quotes to Jason.

Dwight with ELCON found a chunk of concrete last week. They called our structural engineer, who went into the elevator shaft and reported it was not a structural issue. It needs concrete repair, which will be done by RL James.

Dan Coleman reported that the insurance adjuster came back out on the lightning damage claim. The carrier will either approve our claim or we will need to submit the additional costs of $1,600.

Linda Necrason reported on status of improvements to the clubhouse kitchen. It is not a remodel as we are not changing footprint. White shaker box cabinets have been ordered as have new stainless-steel appliances, including a refrigerator with ice maker, glass-top stove and matching microwave. Supply chain issues are causing delays with cabinets and appliances. The counter top will be light granite with a stainless-steel sink. Flooring will be LVP with 5.25” baseboards. Wall paint is orange peel texture. There will be three 6” LED recessed can lighting fixtures.

Conrad reported that the storage rooms are going to get cleaned out as are the areas where the cages are located. The Fire Marshall noted flammable materials being stored, for example, charcoal lighter fluid and paint.

Trent Hamilton reported the new grills are in but not yet installed.

Linda Necrason reported on activities of the Rental Committee. A consultant was hired to help the office staff with the Escapia website. The reservation deposit was changed to $500 per month. Units will be removed from the rental inventory that don’t meet our standards as was discussed in the Manager’s Report above.

New Business:

Trent Hamilton presented quotes to replace damaged pavers that included a quote for material only and a quote for materials plus labor. Dan Coleman moved to allocate $5,000 for paver repairs. The materials must include sand. Motion seconded by Jason Grimmer. The motion passed unanimously.

Dan Coleman talked to Doug Shaw regarding profit vs non-profit corporations. Doug said it is a red flag to transfer money between non-profit and for-profit corporations. For example, an owner cannot use rental income to pay HOA fees. Example: “I haven’t paid my HOA fees because I’m unemployed. Since my place is rented, take my rental income to pay my HOA fees.” This will not be permitted.

Open Forum:

Mike Bono asked the owners in attendance if they had anything they wanted to discuss. An owner requested to know when the interior elevator refurbishment will be placed on the agenda. Mike said we will add the subject to the March 19 agenda.

Dan Coleman motioned we adjourn the meeting at approximately Noon. Motion seconded by Jason Grimmer. The motion passed unanimously.

Respectfully submitted,

Jean Wilson

Board Secretary