

HARBOR ISLES CONDOMINIUM ASSOCIATION I

C/O: PRESTIGE PROPERTY MANAGEMENT

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BOARD OF DIRECTORS

MEETING MINUTES

DECEMBER 9, 2013

This meeting was called to order at 7:00 p.m.

A quorum was established with 4 of 4 Directors present.

Richard wanted to announce that a member of the association volunteered to fill in the last vacant seat on the Board for the current term. John Lindsey motioned to appoint Paulette Scherer to the Board. Linda Jones 2nd. All were in favor and Paulette was appointed to the Board. Next, John L Lindsey motioned to appoint Paulette as Vice-President for the remainder of the term. Paulette accepted. Joe Sinnott 2nd the motion. With no other nominations for vice-President, Paulette will sit as Vice-President for the current term.

Linda Jones motioned to waive the reading of the minutes from the previous meetings held on September 30, 2013 and November 18th respectively. Joe Sinnott 2nd. All were in favor and the minutes were accepted as submitted.

Recognition of members and their comments on the agenda: Epi Root questioned who would take over the organization of the yearly garage sale now that Mr. Morgan passed away. No volunteers came forward. Lori did say that there was a member in HI2 who expressed interest. She would email Dale and let him know HI1 would request volunteers when their year end notice was mailed out.

Reports of Officers:

Presidents' Report – None

Treasurers' Report – Balance Sheet read by John Lindsey and have been made a part of these minutes. John next motioned to make an adjustment to line item 4012 by adding \$700.00 (for a yearly total of \$2700.00) that was allocated but never listed on the proposed budget. This amount does not affect the monthly dues, it just balances the total amounts listed for each category. Linda Jones 2nd. No discussion. All were in favor and the motion passed.

John next motioned to have all Board members and Lori Barrella of Prestige Property Management listed as new signatures on all bank accounts held by the association. Linda Jones 2nd. No discussion. All were in favor and the motion passed.

Committee Reports – None

Management Report – Tabled

Old Business:

Warranty work from Phase 1 & 2 and punch list for Phase 3 update: Lori informed the Board that only today was she contacted by Chematics who told her that they were contacting the manufacturer. Due to the inactiveness of the company in the past and the fact that they were originally notified of the defects to the railings in June of 2013, John Lindsey motioned to pursue the warranty clause with legal representation. Linda Jones 2nd. There was general discussion. A call for a vote was made. All were in favor and the motion passed.

The re-surfacing and striping of the tennis court located at the kidney pool is complete: It was noted that a lock was needed for the east facing gate to deter kids from entering who do not have a key, which is required to enter the court from the kidney pool side. Joe Sinnott will get the chain and lock.

Clubhouse Pool: the leaks were found and they were able to make the repair without any cutting of the concrete decking. Lori then informed the Board that the Health Inspector indicated on their most recent report that the gutters at the kidney pool were to be repaired. Lori will obtain bids to do so.

Landscaping Update: Lori noted she has seen little to no additional action by Ground Tec to cure the deficiencies. There was general discussion and the Board agreed with Lori's observation. Joe Sinnott motioned to terminate Ground Tec's contract and to mail the notice on December 27, 2013 to allow review of bids for service. John Lindsey 2nd. All were in favor and the motion passed. Lori will obtain competitive bids for the Board to review over the holidays.

New Business:

Richard motioned to adopt the following guideline:

UNDERLAYMENT FOR CONDOMINIUM FLOORING, floors 2 and above.

A sound barrier insulation product with an Impact Insulation Class (IIC) rating not to be lower than 65% and/or a Sound Transmission Class (STC) rating of not less than 65% must be utilized when installing any tile, laminate or wood type flooring in the unit. No CORK type products may be used as an underlayment. This guideline should be given to your vendor to properly quote the various products that meet or exceed this guideline.

Paulette 2nd. There was general discussion. A call for a vote was made. All were in favor and the guideline was adopted.

There was discussion regarding adopting a guidelines for A/C condensing units which was tabled until a revision could be worked out.

Cleaning Contract: Tabled

Request to Waive Fees: The Board received requests to waive fees which resulted in the following actions:

Unit 815 – The owner of this unit is recently deceased. The sister entered into a payment plan with Fairway Management, unbeknownst to the Board. A demand for rents was sent to the tenant. The sister paid \$2000 and asked if the Board would accept this as payment in full. Without attorney fees of \$108.14 the balance was \$2040.00. After discussion, Linda Jones motioned to waive the outstanding \$148.14. Joe Sinnott 2nd. A call for a vote was made: Richard Njus – Yea, Linda Jones – Yea, Paulette Scherer – Yea, Joe Sinnott – Yea, John Lindsey – Nay. Motioned passed by majority.

Unit 441 – The owner of this unit is contending that the hurricane shutters that were removed during Phase 1 of the restoration project were re-installed incorrectly. After discussion John Lindsey motioned not to waive any of the late fees nor the cost of the removal & re-installation of the shutters for a total outstanding amount of \$624.00. Linda Jones 2nd. All were in favor and the motion passed.

Unit 221 – This owner initially paid the wrong amount of the special assessment levied January 2013. She did eventually pay the missing amount (\$400.00) but there were 3 late fees allocated to the account by Fairway. It was determined that contact to the owner should have been in January when the initial check was received and not wait until July to inform the owner of the discrepancy. Joe Sinnott motioned to waive the outstanding balance of \$73.00 (she had a \$2.00 previous credit). Richard Njus 2nd. A call for a vote was made: : Richard Njus – Yea, Linda Jones – Yea, Paulette Scherer – Yea, Joe Sinnott – Yea, John Lindsey – Nay. Motioned passed by majority.

Unit 715 – This owner contends that Fairway “held” his payments to make them late. After careful review of this statement, it was noted that this owner did in fact make late payments as evident by the double payment received in May for the Special Assessment levied in January. It was also noted that his first special assessment payment due January 15, 2013 wasn’t paid until February, thus creating the late fee stream. Total outstanding to-date is \$170.00 (7 late fees at \$25.00 plus a credit of \$5.00 from monthly assessment received November 5, 2013). John Lindsey motioned not to waive the fees. Joe Sinnott 2nd. All were in favor and the motion passed.

Unit 233 – Owner requesting waiver of late fee from special assessment payment due January 15, 2013 not received until February. After discussion, Richard motioned not to waive the fee. Joe 2nd. All were in favor and the motion passed.

Garage Lease – it was noted that the lease for garage #25 that the association leases will expire on December 31, 2013. Because the Board is looking to alternatives for possibly the installation of a permanent structure to house the equipment and tools, they would like Lori to negotiate with the owner an agreement for 6 months. Another alternative would be to enter into a long term lease, say no less than 10 years, with an owner who owns 2 garages for a nominal fee. Lori will check with the owners who own 2 garages. It should be noted that the Governing documents only allow the association to “lease” and not individual unit owners. It was mentioned that unit 715 is either trying to rent his or has already entered into an agreement. Lori will notice the owner of the restriction.

Maintenance Person update: For the record, on December 5, 2013, Hugh Young the maintenance person for Harbor isles Phase 1, fell off a ladder doing work at the 570 Building. He sustained a fractured wrist, severe laceration to the face and a broken kneecap. He was airlifted to Holmes Regional Medical Center as he qualified as a “trauma” patient. He subsequently had surgery on his knee and was to be moved to a rehabilitation facility in the very near future. It was discussed that some owners wanted to make donations towards his recovery and Bonnie Thompson would like to spearhead this effort by putting notices on the bulletin boards at each building and flyers at the clubhouse. The Board has no problem with this effort and they support Bonnie in her efforts and offered help in any way. Lori noted that at 3 or 4 buildings the bulletin boards were only large enough for 2 or 3 postings and currently they were full. The Board approved the expenditure of purchasing additional boards, not to exceed \$1,000.00.

Management Contract – It was explained that Prestige Property Management “sub-contracted” the contract currently in place with Fairway Management and that contract was due to come up for renewal in February. Joe Sinnott motioned to terminate Fairway Managements’ contract effective in 30 days, as outlined in the contract. John Lindsey 2nd. No discussion. All were in favor and the motion passed. Joe then motioned to enter into an agreement with Prestige Property Management, per the terms of the contract proposal submitted, and to be effective in 31 days. Linda Jones 2nd. There was discussion. A call for a vote was made. All were in favor and the motion passed.

John Lindsey motioned to allocate any surplus funds per the CPA’s recommendations, to the operating funds. Paulette 2nd. No discussion. All were in favor and the motion passed.

Richard then reminded the Board, and the members present, that the 2nd Monday of each month will be the standing date for Board Meetings, unless otherwise noticed.

Next meeting date: January 13, 2014 – 7:00 p.m. in the clubhouse.

With no further Business to come before the Board, the meeting was adjourned at 9:30 p.m.

RESPECTFULLY SUBMITTED BY: