

# HARBOR ISLES CONDOMINIUM ASSOCIATION I

C/O: PRESTIGE PROPERTY MANAGEMENT

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Board of Directors

Meeting Minutes

January 13, 2014

This meeting was called to order at 7:05 p.m.

A quorum was established with 5 of 5 Directors present.

The minutes from the previous meeting were read by Linda Jones. John Lindsey motioned to accept the minutes as submitted. Joe Sinnott 2<sup>nd</sup>. No discussion. All were in favor and the minutes were approved.

Reports of Officers, Committees and Management:

**Presidents' Report:** Richard wanted to thank the association as a whole for the outpouring of generosity they showed to Hugh after his fall and to Harbor Isles 2 for all the help they have provided to HI 1. He wanted to acknowledge Joe Sinnott for organizing the volunteers who have been doing odd duties formally completed by Hugh. He also has received very positive feedback regarding the tennis court re-surfacing.

**Treasurers' Report:** Read by John Lindsey and made a part of these minutes.

**Committee Report:** Lori informed the Board that Myrna Guild has stepped up to help with HI2 and organize and help with the garage sale, which has been scheduled for February 8, 2014, with a rain date of the following Saturday. Lori then informed the Board that she found 2 owners would volunteered to organize, purge, scan and re-do the files for the association. John Lindsey motioned to appoint Lee Hoyt and Carol Hesser as the Records Committee. Joe Sinnott 2<sup>nd</sup>. All were in favor and the motion passed. Lori will get both ladies a key to the office and go over their duties. Joe Sinnott then motioned to appoint the following members as the maintenance committee: Bruce Koopmann, Denny Scherer, Richard Njus, Pete Hansen, Bob Reisch and Bill Liner. John Lindsey 2<sup>nd</sup>. No discussion and the motion passed. John Lindsey motioned to appoint Joe Sinnott as Chair of the Maintenance Committee, with the authority to appoint additional volunteers as needed. Richard 2<sup>nd</sup>. All were in favor and the motion passed.

**Management Report:** Lori informed the Board that she was working with contractors to try and come up with a final spec for the wood replacement to the buildings. She has found that hardy board does not come in the 2" thickness needed to match the existing wood trim. She suggested re-installing cedar, as the association did get 25+ years of useful life from the wood. Lori then asked the Board to clarify the painting specs and the following results were: balcony walls would be painted only by request of the unit owner – this would be a separate line item on the bids, the vinyl siding will not be painted, the hurricane shutters will be bid separately and the owners will be required to pay to have them painted – payment will be made directly to the contractor, notices to the owners will include a waiver for the wall and a authorization to the contractor to paint the window hurricane shutters. There will be some units where wood needs to be replaced behind the shutters and the unit owner will also be responsible for removal and reinstallation of same. Lori then presented to the Board a request for modification from unit 212 to add a storm door. After discussion, it was explained that a standard had previously been agreed upon and that

the door should be a Larson, model #270, Savannah, in white. Lori will notice the owner. Lori then explained that the bulletin boards she wanted to order were more expensive than originally thought and asked the Board if she could order one per month in order not to go over the \$1,000.00 expenditure she can authorize. The Board does not have a problem with that.

Old Business:

**Warranty Work on Railings:** Lori informed the Board although Chematics contacted her prior to the holiday's and said an inspection date would take place, a recent e-mail to the company asking when that date might be went un-answered. Lori will send one final notice to the company giving them 14 days to schedule the meeting, or until the 31<sup>st</sup> of the month, before sending the matter to the attorney for further action.

**Landscaping Update:** Lori informed the Board that a termination notice was sent to Ground Tec but that to date, she has received no communication from the company. The Board then reviewed proposals for lawn fertilization & tree & shrub service and after discussion Joe Sinnott motioned to terminate the contract in place with Massey services. Linda Jones 2<sup>nd</sup>. No discussion. Joe then motioned to accept the proposal from Greenleaf, to include Top Choice application for red ants, for a total annual fee of \$3750.00. John Lindsey 2<sup>nd</sup>. No discussion. All were in favor and the motion passed. The Board then reviewed proposals for lawn & landscaping services to the association. After discussion, Joe Sinnott motioned to accept the bid from Greenleaf for a combined annual total of \$21,600.00. Paulette Scherer 2<sup>nd</sup>. All were in favor and the motion passed. Lori will notice the other companies who provided a bid and contact Greenleaf to schedule a meeting to discuss the grounds and the expectations of the Board.

**Standards for Air Conditioning Height of a New Unit** – Tabled

New Business:

**Review of Bid for Upland Retaining Wall** – the Board reviewed a bid form dock Patrol to install an upland retaining wall at the western most portion of the property located directly behind the lap pool. The DEP was on site and flagged the area that the association would be able to construct the wall. Joe Sinnott motioned to accept the proposal in the amount of \$7,455.00. John Lindsey 2<sup>nd</sup>. There was general discussion. A call for a vote was made. All were in favor and the motion passed.

**Consideration of Waiver of Late Fees** – Unit 314 and 825 requested to have all late fees attached to the accounts waived as they contend that Fairway Management made a mistake by not noticing the owner about the failure of an outstanding portion of the Special Assessment. The late fees total \$175.00 for Unit 314 & \$150.00 for unit 825. After discussion, which included the owner receiving the notice of the amount owed for the special assessment and they should have reviewed their accounts more thoroughly. Lori also stated that she originally noticed the owner of outstanding amount in September when she took over and that 4 of the late fees were from that period forward. John Lindsey motioned not to waive the late fees. Paulette Scherer 2<sup>nd</sup>. There was continued discussion. A call for a vote was made. John Lindsey – Yea, Richard Njus – Yea, Paulette Scherer – Yea, Joe Sinnott – Yea, Linda Jones – Nay. Motion carried by majority. Next unit 812 submitted a letter from their bank stating that the bank made an error by sending their January payment to the wrong address which in turn was returned to the bank. Paulette motioned to waive the late fee. John Lindsey 2<sup>nd</sup>. No Discussion. A call for a vote was made. Richard Njus abstained. John Lindsey – Yea, Paulette Scherer – Yea, Linda Jones – Yea, Joe Sinnott – Yea. Motion carried.

The next meeting date is February 10, 2014 at 7:00 p.m.

With no further Business to come before the Board, the meeting was adjourned at 8:55 p.m.

