

Harbor Isles 2 Condominium Association
c/o: Prestige Property Management
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Board of Directors
Meeting Minutes
held
Wednesday, May 31, 2017

This Meeting was called to order at 6:12 p.m.

A quorum was established with 3 of 4 Directors present. Sean was excused. Judy was present via telephone.

Lynn motioned to waive the reading of the minutes from the previous meeting with a correction to the Treasurer's report to show Judy's motion in full: Allocate the interest earned from 2016 in the amount of \$6959.00 into reserve under the line item for deferred maintenance. Joe 2nd. All were in favor and the minutes were accepted.

Recognition of Members Present and their Comments on Agenda Items: None

Reports of Officers and Agents, if any:

- a. President: Joe reported that the new gates at the boat yard were installed and they were very sturdy. He also mentioned that the composite wood that was purchased for the garbage surrounds was very dark gray and that they were looking at alternatives.
- b. Vice-President: None
- c. Treasurer: Report: Read by Lori Barrella.
- d. Committees: Jeannie Pearson reported that she was 99.99% up and running with the website. She attended a workshop with the webmaster to learn how to update and administer the site. She will be working on a tutorial that can be held by management for any future persons who may administer the site. Lori thanked Jeannie, and Shelia Angove from HI 1 side, for all the time, effort and work they put into getting the site up and running.
Lenny reported that the sprinklers were being worked on and that it was determined that changing out the system was a larger job than originally thought and that GreenLeaf would be better to work on this. Lori already spoke with them about this. Lenny also reported that with the rainy season on its way, he would start removing some of the dead shrubbery and replanting them.
- e. Management/Agent: Tabled. Lori did want to thank everyone for their patience while the elevator in building #10 was repaired. After the main board has to be replaced, they found that they were only getting half power to the meter. 2 different electricians together with FPL worked to find out where the problem was coming from and eventually learned that a line had to be replaced from the hand held to the meter, approximately 70 feet. Because FPL had to be present to shut down the transformer and then turn it back on again, scheduling of the repair took longer than anticipated.

Old Business:

- a. Project Planning for Concrete Repair/Wood Replacement/Building Painting: Review of Time & Material contract from Intext: The Board reviewed a time and material contract submitted by Intext to replace rotted wood at building's 1 & 10. After brief discussion, Joe motioned to accept the contract in the amount of \$25,000.00. Lynn 2nd. There was brief discussion about the amount being a "cap" and that any change orders must be approved by the Board. Monies to come from reserves. With no further discussion, a call for a vote was made. All were in favor and the motion passed.
- b. Sealcoating/Stripping roadways: The Board reviewed 3 bids to seal coat the road ways, which would include some paving at the entrance. Joe motioned to accept the proposal submitted by ABC in the amount of \$27,204. Lynn 2nd. There was discussion of what was a "shared amenity" area. Monies for this project would also come from reserves. A call for a vote was made, all were in favor and the motion was approved.
- c. Gates and Fencing garbage surrounds: Update – as discussed above in President's report.
- d. Elevator Modifications: Tabled. Lori mentioned that she did receive more consulting bids. She suggested that because HI 1 was also reviewing bids for elevator modifications, perhaps they can have a workshop to work out any questions, concerns, etc. This would also be a good time to include discussion regarding the seal coating project, since HI 1 would be repaving most of their roadways during the time HI 2 was having their work performed.
- e. Lake Candlewood Embankment: Lori reported that she still does not have a firm date on this project and was told earlier in the week that he was behind in his current job but that we were slated next. He anticipated another 3 to 4 weeks. Lori will follow up in 2 weeks.

New Business:

- a. Visitor/Guest Information: Discuss possible rule for obtaining visitor/guest information: The Board reviewed a potential new rule concerning owners who allow friends or relatives to use their units when they are not present. The rule would be:

Houseguest(s) when no owner is present: For the safety and well-being of all its residents and property, the Association needs to know the identity of all residents on the property in the event of an emergency, disaster or security failure. To this end, any owner allowing a guest non-paying and not normally a resident, the use of the unit in the owners' absence, must complete an Unaccompanied Houseguest Information Form prior to the arrival of the guest(s). This form is available from management.

A form was produced asking for the Unit number, name(s) of guest(s), contact information and length of stay. The form also acknowledges that the guest(s) have received a copy of the rules of the association and agree to comply with same.

Joe motioned to accept the rule and the form. Lynn 2nd. All were in favor and the rule was adopted. Lori will email this to the owners and be sure the form is put on the website.

Lori then reported that the insurance quote for renewal was received from 2 agents. The one from SJR Insurance came in almost \$20,000.00 less than last year and approximately \$18,000 less than the current agent submitted. Lori confirmed that the policies were apples to apples and were the same limits as last year. The Board agreed on going with SRJ insurance. Lori will get the paperwork together for Joe to sign.

Next Meeting Date: TBD

With no further Business to come before the Board, Joe motioned to adjourn the meeting at 7:03 p.m.

Any questions concerning this Notice and Agenda should be directed to Lori at the number listed above.