

Harbor Isles Condominium Association
c/o: Prestige Property Management
PO Box 507
Cape Canaveral, FL 32920
(321) 501-0654

Board of Directors
Meeting Minutes
held
Tuesday, March 6, 2018

This meeting was called to order at 7:15 p.m.

A quorum was established with 5 of 5 Directors present.

Proof of notice: Posted at least 48 hours in advance of the meeting.

Acknowledgement of members and their comments on the agenda: None

Lee Hoyt read the minutes from the meeting held January 2, 2018. John Lindsey motioned to accept the minutes. Shelia 2nd. All were in favor and the minutes were accepted as read.

Reports of Officers, Committees and Agents:

John read the financials to date (attached).

Prior to the opening of the meeting, it was discussed that the “social committee” would need to be formally appointed by the Board. There was also discussion from the committee that they believe themselves to be a “group” and therefore not to be regulated by the Board. It was discussed that the Board merely wanted to be sure, especially when outside entertainment or service providers were engaged to provide services to the Association, that the association would be held harmless. The Board would like Lori to reach out to the attorney to get his opinion on what constitutes “committees” and what the Board needs to do to protect the association when having events in the clubhouse.

1. Old Business:

- a. Screen Enclosures – The previous company that was approved to replace the screen enclosures reneged on entering into a contract with the association. Therefore, new bids will need to be obtained.
- b. Discussion re: Installation of Speed Bumps: The Board discussed replacing speed bumps after the re-paving of the road ways. After discussion, Lee motioned not to replace the speed bumps. Paulette 2^{ns}. There was discussion that included the need for them as John felt they were a safety item to “push” the vehicles away from the garages, etc”. There was also a question about if they were “original” to the property. It was determined that they were added some years before by a previous Board, but that no official note was taken at that time. A call for a vote was made: Lee – yes, John – no, Paulette – yes, Shelia – yes, rose – yes. Motion passed by majority. The speed bumps will not be replaced.

- c. Windows at clubhouse – The Board reviewed bids to replace windows at the clubhouse. There was a question about warranties. Lori will obtain this information and forward to the Board.
2. New Business:
- a. Discussion and possible adoption of amended rules for clubhouse use: The Board reviewed updated rules for the clubhouse use. On line #2, the words “except for access to and from the storage closet” were to be added. Shelia motioned to accept the updated rules. Rose 2nd. All were in favor and the rules were adopted as submitted with the above addition.
 - b. Discussion and possible adoption of rules/guidelines for Social Committee: Nest the Board reviewed the “license agreement” for the reservation of private parties at the clubhouse. There was discussion that included: adding the word “tenant” to the application as it currently only listed “owner” as those who can reserve the clubhouse. The final first sentence of the first paragraph and the last sentence of that paragraph were to be removed; there were a few typographical errors to be corrected; and at the end of paragraph #8, “except for the loading and unloading of tables and chairs from the storage closet” were to be added. Shelia motioned to accept the new agreement. John 2nd. All were in favor and the agreement was approved with the noted changes. The Board then reviewed the “kitchen use rules for private parties”. There were a few typographical errors to be corrected. Rose motioned to accept the Kitchen Use Rules with the noted corrections. John 2nd. All were in favor and the rules were adopted as submitted.
 - c. Review of CPA proposals for YE Financial Reporting and Tax Prep: The Board reviewed 3 bids for year-end financial reporting and 2017 tax returns. John motioned to accept the proposal submitted by Maili in the amount of \$900.00. Shelia 2nd. All were in favor and the motion passed.
 - d. Review of Insurance Appraisal for Property: The Board reviewed 3 bids to have an updated insurance appraisal prepared per the Florida Statute requirement for same. Shelia motioned to accept the bid from GAB Robins in the amount of \$1,050.00 and to be for only one appraisal, not the additional 3 consecutive years as proposed. Rose 2nd. All were in favor and the motion passed.
 - e. Review Proposals for New Roof on Mechanical Rooms at Bldg 4: The Board reviewed 3 bids for the re-roofing for bldg. #4 flat roof. After discussion, Lee motioned to accept the bid submitted by PRC in the amount of \$12,370.00. Shelia 2nd. All were in favor and the motion passed. Lori did mention that they were at least 4 to 6 weeks out.

Next Board Meeting Date: April 3, 2018

Workshop Meeting Date: TBD

With no further Business to come before the Board, John motioned to adjourn the meeting at 9:15 p.m.