

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, April 3, 2018

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

A quorum was established with 5 of 5 Directors present.

Notice was posted at least 48 hours in advance of the meeting.

Acknowledgement of Members and their input on the Agenda Items: None

Reading or Waiver of Reading of Previous Meeting Minutes: Lee Hoyt read the minutes from the meeting held March 6, 2018. John Lindsey motioned to approve the minutes. Rose Hansen 2nd. All were in favor and the minutes were accepted as presented.

Reports of Officers, Committees and Agents:

John Lindsey read the balance sheet. The CD at FCBB #1113 was closed and the funds were moved into a Sunrise Bank CD in the amount of \$30,343.00 for 12 months at 1.40%. The Board will be allocating the surplus, if any, and the interest from 2017 at the next Board Meeting.

Lori brought to the attention a request to modify form received from unit 1134 for new vinyl flooring. The flooring itself has an IIC rating as does the underlayment although it is tested on a 6 and 8" concrete slab – Harbor Isles has 4". There was discussion regarding the fact that when you combine both ratings, it would more than likely meet or exceed the level required set by the Board. As such, John motioned to approve the application. Paulette 2nd. All were in favor and the motion passed. Lori then informed the Board that last month a mold issue was found in unit 712 & 722. Mitigation was performed by removing the drywall, sealing the concrete wall then reinstalling the drywall. Unit 722 had a lot of plants inside the unit that management thought, along with other factors, might have contributed to the degree of mold in that unit. Lori will notice the owner regarding same.

Old Business:

- a. Screen Enclosures – New bids were not received yet. Lori is working on the previous companies and found another local company who will be out in the next 2 weeks to inspect the property.
- b. Windows at clubhouse – The Board reviewed 3 bids for window replacement at the clubhouse (all windows, including office except for the kitchen sink window). After brief discussion, Lee motioned to accept the bid from RPC for Shwinco Windows in the amount of \$8,299.00. Paulette 2nd. All were in favor and the motion passed. A 40% deposit is required which Lori will process asap.
- c. Elevator Modernization: The 2nd notice to Thyssenkrupp has been sent out for corrective action. Per consultant, the more time we give them to make the necessary repairs, the more documentation is obtained to show the Association gave them ample time to cure. There was discussion regarding the need to know what the total cost for the modernization would be and that would only be received after we enter into Phase 2 & 3 of M. Daigle's contract to prepare the bid package for vendors and follow through until modernization complete. There was also discussion that all 4 elevators should be done at once to save on costs and that there would be unknown costs such as updating to fire and electrical service and we would not know these until

bids are obtained. As such, Paulette motioned to approve M. Daigle contract for Phase 2 & 3 in the amount of \$ 18,900.00. Rose 2nd. There was discussion regarding the total cost and payment schedule of the proposal and the possibility of more costs involved after the modernization for his company to manage the contracts. A call for a vote was made: Paulette – yes, Lee – yes, Rose – yes, Shelia – yes, John – No., Motion passed by majority.

- d. Discussion and possible adoption of rules/guidelines for Social Committee/clubhouse:
 - i. Rose motioned to appoint the following residents to the Social Committee: Mary Smythe, Kathleen Piper, Ernestine Kessel, Ethel Miller, pam Nassaney, Pam Smith, Paula Clarke and Sharon Stack serving as an advisor. The Board then reviewed “guidelines for the Social Committee for using the clubhouse”. There was discussion regarding monitoring the number of residents who attend parties based on the restriction by the fire department (SC does do a count), notifying BOD in advance with events (currently SC does this) and the reiteration of not entering to contracts that binds the “association” as a responsible party. John Lindsey motioned to adopt the guidelines as submitted. Lee 2nd. All were in favor and the guidelines were approved. There was a question as to how a “group” would go about using the clubhouse on a regular basis – much like the card groups. It was determined that if they did not object to have other residents use the area, they only needed to show up, but if the CH was reserved, they would not be able to use. Conversely, they could “reserve” the CH using the reservation form if they wanted the group to have sole access to the area. Finally, new guidelines (attached) for using the kitchen during private parties were reviewed and approved. These will be posted in the kitchen and be made a part of the application. New clubhouse rules were presented. There was discussion about line #8, re: signing contracts. The verbiage will be rewritten. Rose motioned to adopt the rules (attached) with the noted change. John 2nd, All were in favor and the motion passed. The Board then reviewed a new license agreement to be used by residents who wish to reserve the clubhouse (attached). With only a change to number #9 regarding signing contracts, Rose motioned to adopt the new agreement. Shelia 2nd. All were in favor and the motion was approved.

New Business:

- e. Landscaping Contract: Lori informed the Board that notice was received that Green Leak was increasing their monthly fee by more than \$800.00. They sent notice that basically said the increase would be in effect May 1 and that they “understood” if the association had to find another company, seemingly saying they were not interested in negotiating the current contract. Lori and Shay have meetings schedule with 3 other companies to obtain bids and will forward to the Board once obtained.
- f. Sheila would like to see an updated schedule for painting and roofing for the buildings. She also asked about garage doors and painting them. It was discussed that currently they were only painted when the buildings were painted, every 7 to 9 years. She would like to discuss this at the next workshop.

Next Board Meeting Date: May 1, 2018

Workshop Meeting Date: TBD

With no further Business to come before the Board, John motioned to adjourn the meeting at 8:30 p.m.