

Harbor Isles II Condominium Association  
c/o: Prestige Property Management

PO Box 507  
Cape Canaveral, FL 32920  
(321) 501-0654

Board of Directors  
Meeting Minutes  
held  
Thursday, September 27, 2018

This Meeting was called to order at 6:00 p.m.

A quorum was established with 5 of 5 Directors present.

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

Judy motioned to waive the reading of the minutes from the previous meeting. Jim 2<sup>nd</sup>. All were in favor and the minutes were accepted as submitted.

Reports of Officers, Committees Agents:

Presidents' Report: Joe reminded everyone that there were several projects being worked on, most notably wood replacement by Craig with help from Lenny, Lenny was continuing to work on the landscaping and irrigation issues and Conrad was keeping up with not only cleaning the property but painting front and garage doors.

Vice-Presidents' Report: Jim reiterated that there were some projects coming up such as the repairs to the culvert and the swale issue between building 9 & 10 and that he would like to meet with the irrigation crew to once again go over what we desire to have done to the system i.e., moving heads away from buildings and ac units, etc. Since US Lawns took over, while they have worked on many areas, they are a bit slow to move or remove the heads closest to the buildings.

Treasurers' Report: The financials were read by Judy. She pointed out areas in the budget that while they may be over the net result was that we were still on track to be a bit under budget this year. There is a CD maturing on the 23<sup>rd</sup> of October and she will check around for the best offers to move those funds into at that time.

Managers' Report: Lori deferred to new and old business but did want to remind owners that the "emergency contact" on their owner information form should be someone not living in the home with them and/or that someone should be listed. There are several forms where that line is left empty. She will send out a reminder to the owners. She also reminded folks that the "fob" supplied with their alarm system should be near them at all times when they are in the unit.

## Old Business

- a. Phase 2 & 3 of Elevator Consultant Contract: There was a meeting with the consultant and some of the vendors that we will be obtaining bids from for the modernization. Jim went with him to check out a property that recently had a modernization and he was impressed with the workmanship. The bids were to be turned no later than the 5<sup>th</sup> of October after which the consultant will review and compile them to be sure all is in order. He hoped to have everything back to the Board sometime in early to mid-November. It was noted that hiring the consultant was extremely important since there were many complexities to the project, none of which the Board or management had any expertise in.
- b. Update on Irrigation & Landscaping: Lenny reported that US Lawns was still figuring out the property and that while there were some issues, they were trying to keep up with all the different areas. He will work with Jim on the irrigation. He is getting bids from US Lawns for rock to fronts of the buildings and some other areas and asked Lori to confirm Green Leaf's bid from earlier in the year to be sure they were apples to apples. The hedges along Brevard and Ramp Road are getting to the end of their useful life. Many are dying off and while we did replace a few to fill in some areas, it was noted that more and more dead areas follow right behind. Lori is obtaining bids to remove and replace the hedging and will work with Lenny and landscaping company to try to keep them trimmed and cleaned out of the dead areas to encourage new growth.
- c. Status of Wood Replacement: bldg. 10 & 9: As above. Craig was moving as best as he could. He was to let us know if he felt ok doing the 3<sup>rd</sup> floor or if he would wait until we had the lift. Bldg 10 & 9, together with their garages, would be painted after the wood replacement.
- d. Report/bid for culvert repair: Existing Structures, the engineering firm hired to oversee the culvert repair, sent out an RFP (Request for Proposal) to 6 different companies and only one returned a bid with most of the others citing either the job was too small or they did not have the time to get to this project this year. As such, Jim motioned to accept the bid submitted by Landshore Enterprises in an amount not to exceed \$19,800.00. Lynne 2<sup>nd</sup>. All were in favor and the motion passed. Jim motioned to accept the bid from Existing Structures to oversee the project in the amount up to \$1,400.00 and to use funds from shared amenities reserves for the project. Judy 2<sup>nd</sup>. All were in favor and the motion passed.
- e. Swale between bldg. 9 & 10: Sean discussed the standing water issue in this area and it was noted that except for between building 12 & 14, all the other swales also hold water. It was thought that if the Board went forward with regrading the area and it worked to not only move the water out of the swale but to add accessible walkways around it, then perhaps we could do others in the future. There was general discussion regarding adding sod, etc. Sean motioned to have Space Coast Landscaping do the regrade between building 9 & 10 not to exceed \$4,500.00 and to add sod. Judy 2<sup>nd</sup>. All were in favor and the motion passed. Sean will contact SCLS to get an updated bid to include the extra fill for berm areas. Judy then motioned to use Building

Restoration Reserve funds to pay for this project. Jim 2<sup>nd</sup>. All were in favor and the motion passed.

#### New Business

- a. **620 Roof Bids:** Due to concerns about the condition of the roof on building 10, the Board reviewed 3 bids to have the building re-roofed. Judy stated that BCC was extremely high and that Zigmond's references were vague at best as there were 2 of them and one was from Colorado. After brief discussion that included the condition of the garage for building #14, Jim motioned to accept the bid submitted by PRC. Sean 2<sup>nd</sup>. There was discussion regarding the normal life span of the roofs and the garages and if the garages were re-roofed at the same time in the past. With no further discussion a call for a vote was made. All were in favor and the motion passed. Jim then motioned to accept the bid from PRC to re-roof the garage across from #10 and to add building #14 at the same projected cost. Sean 2<sup>nd</sup>. There was discussion that the garage at 14 was larger than 10 and it was determined that if the cost per SQ FT was near to or the same as the roof for #10 then go ahead and add it at this time. With no further discussion as call for a vote was made. All were in favor and the motion passed. Judy motioned to use the funds from Roof Reserves to pay for this project. Sean 2<sup>nd</sup>. All were in favor and the motion passed. It was noted that the cupola on building #14 garage was in need of repair. Lori stated that she will have all the cupola's inspected and repaired during or after the re-roofing project.

Acknowledgement of Members and their input on the Agenda Items: Kathy Ahern asked if both of the garages across from 10 would be completed. Lori will check on this as the bid was not specific (listed only square footage) and Shay, who was not present at the meeting, worked on obtaining the bids for this project. However; she will be sure that both are included. Mary Wiseman mentioned that she has a fire department key box located at her front door so emergency responders can gain entry to the unit without any delay. This is a free service they offer. Lori will get information about this and have it for the annual meeting for owners. Mary also asked if Conrad could paint the handicap ramp in front of the building. Lori will have him do this asap. There was another request for an update to be sent to owners about what they are putting in the recycle bins as some folks are finding plastic bags full of garbage inside. Ms. Loudermilk thanked the Board for having her buildings roof replaced.

Next Board Meeting Date: 10-11-18 6:00 p.m.

Next Work Shop Meeting Date: 10-11-18 4:00 p.m. Budgeting Review

With no further Business to come before the Board, Joe motioned to adjourn the meeting at 7:31 p.m.