

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

Thursday, September 12, 2019

1. Call to Order: at 4:02 p.m.
2. Establishment of Quorum: 4 of 5 Officers Present. Chris Hamilton was excused.
3. Proof of Notice: Notice was posted at least 48 hours in advance
4. Acknowledgement of Members and their input on the Agenda Items:
 - a. An owner asked why a building that does not have an elevator would have to pay the assessment. Lori explained that they own 1/140th percentage of a Corporation and the Declaration of Condominium and state law say that each owner shall pay equally for all repairs and maintenance – even if they do not use them or have them physically attached to their building. There was continued questions regarding what exactly will be updated/modernized. John explained the main components will either remain or be replaced. Julie also explained that they will also be brought up to code. Julie explained that we will try to begin this project on April 1, 2020 and each elevator should take 3 to 4 weeks to complete. Another local condo had an average of 21 days from start to finish on their modernization– they were 5 floors while ours are 4 and 3. There was discussion about those living on the upper floors that require the use of an elevator and it was explained that they should try to go to a relative or friends home during this time of modernization. If there are any emergencies, responders will be able to get them down by using the stairs, like they would on a building that does not have an elevator. This was followed up by warranty information and the maintenance agreement that was part of this project. The warranty is for only 1 year, but the consultant wrote the maintenance contract and he did include items that would normally not be covered if the elevator company submitted their own maintenance agreement. The maintenance contract is for 4 years after the first-year warranty period.
5. Reading or Waiver of Reading of Previous Minutes: Sharon motioned to waive the reading of the previous minutes from the meeting held 6.4.2019. Julie 2nd. All were in favor and the minutes were accepted as submitted.
6. Reports of Officers, Committees and Agents:
 - a. John read the financial reports.

7. Old Business:

- a. Update Seal Coating of Parking Lot: Shay reported to the members that on Saturday, ABC will be back to finish striping – they had to leave some areas due to rain, including the boat yard.
- b. Update Concrete repairs to walkways: Lori explained we were waiting for the fine-tuned proposal from American Eco and would get it to the Board as soon as it was received.
- c. Elevator Modernization: Julie motioned to award the modernization project to Premier Elevator Co, as well as Work by Other and to include a contingency in the amount of \$462,444.96. Sharon 2nd. There was some discussion from Richard who explained that it was a long process to get to this point. He wanted to thank the previous Board and new Board Member Julie for all the time and work they put into this project. As well as Lee Hoyt, who has been on the committee since the beginning of the project 2 years ago. John let the members know he is not happy with the consultant because he seems to go in circles and never gives us anything to pin down. Julie countered that he has been very receptive and informative in phone conversation. John said that the controller specified was a general model and the consultant did not say really what it was. Julie said that he will oversee this project and he has reviewed the bids submitted and he feels that these components are of a higher quality. With no further Discussion, a call for a vote was made. All were in favor and the motion passed unanimously.

8. New Business:

- a. Discuss/determine special assessment amount and terms to pay for elevator modernization: Julie motioned to meet on October 1, 2019 to levy a special assessment in the amount of \$3,300.00 per unit, with the following options: pay in full by November 1, 2019 or pay 3 equal payments of \$1,100.00 with the first payment due on November 1st 2019, second payment due January 1st, 2020 and the last payment due April 1st, 2020. John 2nd. Sharon asked if there is going to be enough time between signing of the contract and obtaining the funds. Lori stated that yes there is enough time as some of the initial funds would not be due until March 2020 and most of the funds will have been collected. A call for a vote was made: All were in favor and the motion passed unanimously. There was further discussion regarding why reserve funds would not be used and it was explained by John that the Board did not wish to drain this line item. If they would use reserves for this project than they would need to assess for all future projects. It was decided by the Board to assess for this modernization project and keep the reserve money for future projects. Julie also wanted it noted that the consultant has been very responsive to her in all her questions and requests.

9. Next Board Meeting Date: October 1, 2019 – 4:00 p.m. – Levy Special Assessment

10. With no further Business to come before the Board, Richard motioned to adjourn the meeting at 5:00 p.m.