

# Harbor Isles I Condominium Association

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

## Board of Directors Meeting Minutes held

Thursday, April 21, 2022

This meeting was held in person and by ZOOM Video Conference at the following link:

<https://us02web.zoom.us/j/89397178219>

\*Prior to the meeting being called to order, Justin Murrell of SJR Insurance addressed the Board and the members present regarding the insurance market in the State of Florida and how it is affecting rates across the board. The discussion ended at 5:10 p.m.

This Meeting was called to order at 5:11 p.m.

A quorum was established with 4 of 4 Directors present in person.

Notice was posted at least 14 days prior to the meeting.

Greg motioned to waive the reading of the minutes from the meeting held 3-10-22. Michael 2<sup>nd</sup>. All were in favor and the minutes were accepted as submitted.

### Reports of Officers, Committees and Agents:

Maintenance Committee: Julie motioned to appoint Bob Whittle to the maintenance committee. Greg 2<sup>nd</sup>. All were in favor and the motion passed. There is to be a maintenance committee meeting tomorrow morning at 10:00 a.m. to go over the various duties/policies/procedures the committee would need to follow while helping our maintenance person around the property. The Committee is to be directed by the Board and they will have no authority to delegate projects and no authority to purchase any items. Any items requested to preform or complete a project is to be approved by the Board.

Julie reminded the membership that there was still a vacancy.

Greg read the balance sheet and the profit and loss to date. He noted that while we were trailing under budget, the insurance renewal was due this month and would take a big chunk of our funds and we will need to watch that moving forward in the year. He let the members know that the Board was currently reviewing proposals to have a reserve study done and currently we are funding at approximately 45%. He would like to see that amount higher moving forward. He would also like to see an updated study done at least every 3 years to be sure the financials are on track for future repairs. Greg, Julie and Lori will be meeting with the CPA in May as this year will be our audit year and he wants to be sure the accounting is in line with her parameters to make for an easier audit.

Lesa Branigin reported for the Social Committee and this Friday, the 22<sup>nd</sup>, will be the final "party" for the season. Summer will start the "Friday Social Night" however, in stead of having it every other Friday, it will be once per month. The Board thanks Lesa and her committee for all the work they do during the season to make for fun events for everyone.

Old Business:

Levy Special Assessment to cover 2021 Budget Deficit: As previously discussed, with the known budget shortfall from 2021 and the recent knowledge that the insurance premium came in more than \$40,000.00 higher than expected, the Board, while reluctant, feels that an assessment of \$178.00 per unit for 2021 shortfall and an additional \$165.00 per unit to cover the insurance shortfall is warranted. As such, Julie motioned to levy a special assessment in the amount of \$343.00 per unit to be paid in full no later than June 1, 2022. Michael 2<sup>nd</sup>. Stephanie would like to see the due date be in line with when regular monthly assessments are due, or by the 10<sup>th</sup> of the Month. With no further discussion a call for a vote was made. All were in favor and the motion carried unanimously. Lori will notice the owners accordingly.

Painting update: Lori reported that the painters are making great progress on the buildings. Building 11 was completed this week and will be inspected by Lori next week for any deficiencies. Stephanie questioned who was competent to do this inspection and Lori informed her that she was very competent. She has been inspecting projects for over 13 years and understands the scope of work. They are currently busy on Building 8 and will begin pressure washing Building 2 on Monday. The weather has been very cooperative during this project.

Discussion re: leasing/building/purchasing a Garage: The Board would like this open item to be removed from any future agendas until such a time as they must address the issue of possibly not having a garage to rent for maintenance.

New Business: None

Member comments and their input on the Agenda Items:

Mary Stringfield from Building 7 reported that when the company who does the pressure washing on the walkways once a month, they are blowing off sections of floor coating. She believes they are using too much pressure. Lori will contact the company and inform them to turn down the pressure and to be careful around areas that have the coating pulling up. This is a known issue at most buildings and it goes back years. The only true way to get new coatings to “stick” is to remove all the existing coatings. A bid to have this done was obtained late last year and it proved to be cost prohibitive as it totaled over \$100,000.00 for all the walkways to be done.

Rick Talbot of Building 11 questioned by the front doors where not painted during the painting project. Lori informed him that a few years ago, the Association took over painting the doors by hiring someone part time to paint those and the garage doors. A list has been made and David Russo will begin painting front doors in the near future. He does go up north during the summer months but will resume this project when he returns. Lori reminded everyone that when they go to replace their door, they should do so by purchasing a fiberglass door so the door would not rust.

Lee Hoyt questioned the requirement of a fire rated door at Building 6, from the report of the elevator inspector. Lori informed her that the issue was that at the time of the inspection, a truck was parked in the space next to the elevator room which did not allow the door to be “fully opened”. We may be painting a small, hatched area along that side and to make that space a “compact car” space, but this has not been fully decided upon yet. Julie was happy to report that the parking space lost at that building due to the fire marshal’s request so that the standpipe could be easily accessible (the head was turned towards the parking space) would once again be able to be opened. The Fire Department is allowing us to “turn” the standpipe head towards the street, as most of the other ones are, and therefore, we will be able to use that space again to park. Lee then mentioned that she was not of the mind that the lamp posts in the rear of the buildings should be removed. This comes from a question on a survey sent out last year. Julie said at this time there was no plan to remove them, and it would take a member vote to do that. There was also a comment that the lights were necessary as they were for a “walkway” to the lake crosswalks. Julie reiterated that that item has not been fully determined and that a member vote is needed.

Next Board Meeting: May 19, 2022, 5:00 p.m. Lori did remind the Board that she will not be available for that date.

With no further Business to come before the Board, Julie motioned to adjourn the meeting at 5:52 p.m.