

## **BOARD of GOVERNORS**

### **Regular Board Meeting**

#### **Capri Isle Gardens #2 Condo Association**

**Tuesday, February 20, 2018**

The meeting was held in the 4<sup>th</sup> floor breezeway. Board members in attendance were Frank Cahoon, Tony Repic, Richard Ellrodt & Debbiee Jones. Hoyt Koon attended via conference call. Joanne Fidure & Sandi Sprenger were not in attendance.

Other attendees were Scott Vignery (Ameri-Tech Property Management), and owners Linda Ellrodt, Lorraine Gray, Mary Fleming, Chuck & Peggy Pikalek, Terri & Sal Caradonna, Art Jasinauskas, and Susan Perry.

**I. Call to Order**

The meeting was Called-to-Order at 6:03pm by President Cahoon.

**II. A quorum was established**

**III. Established Proof of Notice**

**IV. Waived Minutes of the last meeting**

**V. *Unfinished/Finished Business:***

- **Palm Trees** – The palm trees were cut on Feb. 6<sup>th</sup>.
- **Elevator** - The current inspection sticker is expired. Scott requested a new one, but during the inspection water was found in the bottom pit, which didn't allow for the elevator to pass inspection. The repairs were made, and the elevator passed the follow-up inspection. The certificate will be provided within 2 weeks.
- **Termite Pest Control (Cobie & All Pest)** – There was a discussion regarding the Termite Pest Control. Cobie handles inside the units, whereas All Pest does the outside, and the question was raised, "can't one company handle both?" Tony researched and found there wasn't a cost savings, so we've elected to continue with both companies.
- **TruGreen** – We're still gathering quotes to look into a cheaper lawn pest control service.
- **Assessments** – All owners should have received their assessment booklets.
- **Condominium Documents** - Due to the confusion related to the sale of two units, an official copy of all documents and amendments was provided to each board member and Scott for future reference. In addition, we've changed the name of our Money Market general ledger account to say "Reserves" to make it easier to identify. Our current balance is greater than required.
- **Land Lease** – The land lease as written clearly indicates that the property and all improvements will revert back to the lessor (owner) at the end of the lease (50 years remaining). The lease does not have a renewal clause as is the case with most land leases, so there are no legal grounds to force a renewal. Related to this is the amount of increase we will experience this

year. It will be based on the CPI prior to May 2018, and it will be published sometime in May. The increase should not be as high as the amount in the 2018 budget.

- **Washing Machine Door** – A door on one of the washing machines was broken. Rather than call a repair company, three (3) new doors were purchased from a local supplier and Frank C & Tony were able to replace the door that was broken. Another door is cracked and assumed it will break soon. The doors continue to break due to folks leaning on them to remove their garments from the machines, so the supplier recommended placing 8” pedestals under each machine to raise them so folks aren’t tempted to lean on them. Each pedestal costs \$150. The decision was made to test trail the 3 new doors prior to purchasing the pedestals. To install the pedestals requires the machines to be lifted, and a company will probably have to be hired to do that work.
- **Grass around the Turn-off Valves** – Our lawn maintenance placed plugs around the turn-off valves, so anyone that notices the grass browning should grab a hose, or the watering can outside Richard’s unit to water the plugs to ensure they take.
- **Water Turn-off Valve Replacement** – The valves were replaced, but with temporary handles. Five of the six stainless steel handles are in. Awaiting the final handle and once it arrives the contractor will come out to replace them.
- **Front Door** – A new front door was installed in unit 207. The board approved on 2/2.
- **Power Wash** – Frank O. & Richard power washed the deck, the patio area leading to the deck, and the small patios behind each unit.

#### **VI. *New Business:***

- **Window Sill Damage Unit 101** – The window sill outside unit 101 was chipped, most likely from Hurricane Irma. A contractor came out and found 5 additional units/sills were that need to be repaired. The contractor is submitting a bid for the work.
- **Accounts Receivable** – We have a few folks with outstanding balances greater than 90 days. We’re working to bring them up-to-date as quickly as possible. Our governing docs have a clause indicating an 8% per annum late fee can be assessed, but we haven’t exercised this clause. Scott is implementing a process to notify those with delinquencies that they will be assessed the penalty.
- **Rules and Regulations** – Our rules and regulations were last updated in 2009, and there’s been suggestions to revisit and update accordingly. The board and owners will be asked to review and to add comments as needed
- **Historical Records 2000-2009** – Hoyt, Richard & Frank spent a day reviewing 15 boxes of old documents, and the documents that need to be retained were placed in the 4<sup>th</sup> floor storage cabinet. The documents that don’t need to be retained were condensed to one box and Tony volunteered to shred them. They must be shredded due to some including personal information such as SS #'s.
- **Routine Maintenance Spreadsheet** – A spreadsheet was created some time ago with routine maintenance activities that should be done, but the spreadsheet hasn’t been kept up to date. We’re going to bring it up to date and hopefully use it going forward.
- **Water Turn-off Map** – The existing water turn-off map is not accurate. It will be worked on to bring up to date.
- **Waterside Back Door** – The door leading to the dock has deteriorated to the point of having very sharp edges, so Scott is arranging for a couple door companies to come take a look at it to recommend the best door to replace it with.

- **Water Leak into Unit 307** – A portion of the ceiling in unit 307 was damaged due to a water leak in a pipe in their ceiling. The pipe has been repaired, but unfortunately the contractor found some mold in the drywall, but the ceiling needs to be fully dry in order to treat the mold and replace the ceiling drywall.
- **Meeting Minutes Distribution** – Scott will begin distributing the meeting minutes via email to all owners. Owners without email accounts will receive a copy via US Mail.
- **Elevator Future Work** – Tony met with an inspector from Thyssen Krupp, our current elevator company, who showed him two areas that will eventually need our attention. But, presently nothing is being done to the elevator as it appears to be running fine.

**VII. Open Forum:**

- Richard mentioned there may be a small increase in our flood insurance.
- Our Spectrum cable TV contract expires Feb 2019, and we must give 90-day notice to not renew. We're looking into our options to see what the best deal we can get for each unit owner.
- We're going to add plants with color to the planters out front for better curb appeal.
- Someone mentioned the bumpers and parking lot need to be painted and/or re-done. We're in the process of getting quotes to reseal, paint and replace bumpers in the parking lot. We will also get bids to overlay the parking lot from the same 3 vendors.
- Someone mentioned it is too crowded in the 2<sup>nd</sup> floor laundry room with plants and some miscellaneous item. It may be possible to relocate some of the plants around the property versus just throwing them away.
- Someone mentioned a white van parked on the west end on the city right-of-way blocks the view when trying to exit the parking lot. It was mentioned possibly having the van owner parallel park the van identical to how the other white van parks.
- Tony mentioned there is indentation along the seawall and the middle of the back grounds. We discussed using larger aggregate (stones) when we fill the next area. We would then add smaller gravel on top. Perhaps the larger aggregate can hold the soil better/longer before an area needs to be re-addressed. Excavating the area that might be required for a more drastic treatment would be very expensive.

VIII. Motion was made by Cahoon at 7:13pm to adjourn the meeting.