

**MINUTES of the Board Meeting of the  
Banana Bay Condominium Association, Inc.  
WEDNESDAY, SEPTEMBER 21, 2016**

**Call to Order:** The meeting started at 10:00 am in the Banana Bay Clubhouse. Notices were posted on all bulletin boards 48 hours in advance. This was a change from night meetings. Eight owners were present.

**Board members present:** President Barbara Peterson, VP Clyde Hoover, Secretary Carol Langmesser and Director Jim Miller. Treasurer April Scott was unable to attend. Michelle Davis from Reconcilable Differences was also in attendance.

**Minutes of the last meeting:** Clyde motioned to approve the minutes of August 8, 2016 as written and posted on the website. Jim seconded, all in favor.

**Manager's Report:**

- **Financial Report:** Michelle reported that as of August 31, 2016, the Association has \$40K in the operating account, but \$20K of that is owners' prepaid fees, so there is only \$20K in operating, but the Association has \$671,108 in Reserve Accounts, using various bank CD's and savings accounts to keep them safe and earning a little interest. The Accounts Receivable report shows a balance of \$66,700, but a large part of that is 2 units that are now making payments. Another 6 units are slow payers, but we believe they will pay. The Association is \$5,756.00 under budget now that money has been moved from reserves to cover major work done that isn't an annual expense. Barb noted that the records turned over from SCPM showed some incorrect items; after speaking to some who had done the work but were no longer with SCPM, it was found that no money was missing, but funds hadn't been properly entered in the balance sheet, so those are being handled now. For general housekeeping, the board prefers emailed copies of financials, with only one set printed, to keep in the clubhouse office.

**New Business:**

- **Discuss Adding Gutters to Townhomes as an Association Cost:** Barb showed the audience a very rotted wood plank that came from a townhome balcony. It has been proven that water coming off the roofs with nowhere to go is sitting on the balconies, moving towards the sliding doors, and causing rot and damage to both balconies and T-111 siding, and in many instances, coming into the unit through or under the sliding doors. The repair work that has been done is alleviating the sitting water against the building, but without gutters, all wood will have maintenance issues more quickly than if gutters and downspouts were properly installed. Therefore, Barb would like to make it an Association maintenance issue to install and maintain gutters on the flat eave over the 2<sup>nd</sup> floor sliders, with downspouts behind the sheds. She obtained two bids for commercial grade, 6 inch gutters, because the smaller ones actually caused more damage by not being able to move the water quickly enough. Brevard Aluminum bid \$350 per unit, for a total of \$30,800 for the 88 townhomes. Gutter King bid \$10,200 and \$20,240. Type of material, removal and disposal, and clarifying exactly how the gutters will be installed is not clear, so we will write up an RFP to make sure all questions are answered and all are bidding the same specifications. Barb believes this will add to the preservation of the property, so should be an Association cost.

- **Propose Deposits and Costs for Clubhouse Private Parties:** In the past, there was a fee of \$25.00 to have a private party, and a \$100 check to be refunded if the owners cleaned up. It was suspended when so few used the clubhouse, but lately the parties have had some minor repairs to fix or clean up. Not actual damage, just extra wear and tear. There was discussion about the clubhouse being a common amenity, but when a private party uses it, there is extra wear and carpet and oven need to be cleaned more often. The board discussed having a separate line item to show the income from parties, and a line item for just clubhouse expenses, to track both. Management can do this. Some owners present felt it wasn't fair, but others understood that when individuals have private use of the room to bring a lot of their personal friends to, a \$25 fee is fair. Clyde motioned to institute a non-refundable \$25 fee for exclusive use of the room, and a \$75 deposit check that will be returned if the room is left as it was found. Carole seconded. Jim was not in favor, but Barb, Clyde and Carole were in favor, so motion passed.
- **Draft Budget for 2017:** Michelle prepared a draft expense budget. The reserve details are being handled between Barb and Todd Foley, a past manager who is an engineer. He has a spreadsheet that can track all repairs by unit, down to the doors replaced and when. There is a lot of initial work to prepare this properly. Straight line versus pooled method of reserve savings was discussed. Michelle & Barb like the conservative straight line, but it keeps a lot of money in savings for repairs or replacement 10 to 20 years down the line. Pooling allows for the mixed use of all reserve money, but the Association must have an accurate updated reserve analysis completed each year to be sure there will always be enough money to cover the needs. A budget workshop meeting will be set up soon, and Todd will be there to discuss his report. She reiterated the hope to have alternate pavement repair options and the savings to fund that. A lively discussion ensued regarding funding the operating account to cover expenses that we were now assigning to the reserve accounts.
- **Midrise Fire Pump / Hoses:** A local fire service/plumber, All Brevard, has worked with local fire marshals and they have stated that they will never use our hoses or standpipes and will only use their own equipment. If the fire marshal gives approval, as long as the association has 2 fire drills per year and adds a couple more fire extinguishers, the fire pump and hoses can be removed by a licensed fire system company. One bid just received to remove all parts associated with the fire pump is \$5,800. Barb stated that we could then use this room for storage of maintenance items and supplies. Information about this will be sent to all owners before a decision is made.
- **Landscaping:** Sod Replacement is needed. Barb and Tropic Greenery measured and it will cost about \$2,000 for new sod. Before doing that, she will confirm that the irrigation is all working correctly, to be sure we do not lose the new sod. An irrigation option is micro-sprinklers in all the individual courtyards, so that will be researched to see if it is cost effective and actually will work better. Barb has had soil tests completed and we need to balance the soil and have a fertilizer mix specially formulated for sod versus shrubs. This will decrease the weeds, and make everything healthier. Clyde motioned to approve the expenditure of \$2,000 for sod, as long as it works hand in hand with soil and water upgrades. Carole seconded, all in favor. Barb clarified that this expenditure will be covered by the \$2,000 in miscellaneous reserves under "KBB Grant". The grant wasn't received, but the matching funds had been saved in reserves.

## Old Business:

- **“Opt-Out of Fire Sprinkler Retro-fit” Ballot Totals to Date:** As of today, we have 72 ballots returned. 70 voted yes and 2 voted no. While this is a majority of the owners (69 were needed), we would prefer to have a super majority of owners participate. Therefore, management will email a final reminder to those who haven’t voted, and then mail printed copies to all who haven’t voted, even though some will be a second or third mailed reminder. Jim Miller was thanked for going door to door to obtain many ballots.
- **Painting Midrise Walkways and Clubhouse Interior:** The association obtained quotes from both Stevens Painting and Anchor Painting. Stevens bid repairing the drywall and ceiling in the clubhouse where the water damage occurred for \$3,200.00 and painting the entire clubhouse, including ceilings and maintenance room and office, for \$3,440.00. They also gave a price for painting the midrise walkways of \$1,275.00 per floor (\$10,200), and said they could start this next week. Jim made a motion to hire Stevens to complete the walkway painting next week, and also to repair and paint the interior of the clubhouse. It was noted that he will paint safety lines on the midrise steps and warranty any bubbling on the first floors. Jim asked that safety lines also be painted on the dock steps as well. Barb will ask Stevens to include that. Clyde seconded the motion. Barb noted that this work will come from the painting reserve. All in favor.
- **Owner Comments:** Owners were thanked for all the work they have done in their courtyards.
- **Lights at the townhomes:** The solar lights were approved, but their light radius won’t work with the vegetation in that area. Barb is going to ask Beach Electric for a bid to pig-tail off the closest common area lollipop light to add a light between the homes and the Publix wall, in section 4.
- A resident asked about **flooding at the 2400 garages**. He says it comes off the sidewalks and into the people doors into garages. He feels it is a grading issue and all the water coming off the roof. We will look into it. Jim has the same issue, but says there is nothing to do except squeegee it out. It may be a rare occurrence, but we have had a great deal of rainfall over the last few weeks.
- **A/C at 2400 electric room:** Jim obtained bids to replace the a/c unit required in the machine room at 2400. He motioned to use Kabran A/C, at \$2,915, to be taken from elevator reserves. Carole seconded, all in favor.
- **Adjournment**  
There being no more business to discuss, the meeting adjourned at 11:20 am.

Respectfully Submitted,

*Michelle*

Michelle Davis, CMCA, AMS, LCAM #17226  
Community Association Manager  
Reconcilable Differences, Inc. (9/27/16)